

BYLAWS

Revised as of April 2006

ARTICLE I: NAME

The name of the organization shall be the Stark County Medical Society Auxiliary.

ARTICLE II: PURPOSE

The purpose of this auxiliary shall be:

- to cooperate with the Stark County Medical Society.
- **TO COORDINATE PROGRAMS AND ACTIVITIES DESIGNED BY THE OHIO STATE MEDICAL ASSOCIATION ALLIANCE.**
- **TO UPHOLD THE PURPOSES OF THE AMERICAN MEDICAL ASSOCIATION ALLIANCE.**
- **TO PROMOTE HEALTH EDUCATION.**
- **TO PROMOTE FELLOWSHIP AMONG PHYSICIANS' FAMILIES.**

ARTICLE III: MEMBERSHIP

Section 1: Categories

The categories of membership shall be regular, associate, resident spouse, and medical student spouse.

A. Regular

A regular member shall be:

1. the spouse of a member in good standing of the Stark County Medical Society (SCMS).
2. **THE WIDOW OR WIDOWER OF A PHYSICIAN WHO, AT THE TIME OF HIS OR HER DEATH, WAS A MEMBER IN GOOD STANDING OF SCMS OR ANY OTHER MEDICAL SOCIETY.**
3. **A MEMBER-AT-LARGE WHO IS A SPOUSE, WIDOW, OR WIDOWER OF A VOTING MEMBER OF THE OSMA WHO:**
 - a). resides in a county in which there is no organized alliance/auxiliary
 - b). has not joined an organized alliance/auxiliary (providing they have not remarried outside the profession)
 - c). a resident physician spouse, who pays the same dues as that of a regular member.

B Associate

An associate member shall be:

- a. an individual whose spouse qualifies or was qualified for membership in the SCMS, but is not a member
- b. **A WIDOW OR WIDOWER OF A PHYSICIAN WHO, AT THE TIME OF HIS OR HER DEATH, WAS QUALIFIED FOR MEMBERSHIP IN THE SCMS, BUT WAS NOT A MEMBER OF THAT SOCIETY (PROVIDED THAT SHE/HE HAS NOT REMARRIED OUTSIDE THE PROFESSION) AND THE SPOUSE WAS QUALIFIED OR WAS A MEMBER OF THE SCMS.**

C. Resident Physician Spouse

A resident physician spouse member shall be:

1. the spouse of a resident who is a member, or qualifies for membership, in the SCMS
2. a regular member as defined in A.4 above.

D. Medical Student Spouse

A medical student spouse shall be the spouse of a medical student who is a member, or qualifies for membership in the SCMS.

Section 2. Rights & Privileges:

- A. Regular members shall be eligible to hold office and be delegates to OSMA Alliance annual meeting.
- B. **ASSOCIATE MEMBERS, RESIDENT PHYSICIAN SPOUSES OR MEDICAL STUDENTS SHALL BE INELIGIBLE TO HOLD OFFICE AND TO BE A DELEGATE TO THE OSMA ALLIANCE ANNUAL MEETING.**

Section 3. Dues

A. Payment

Annual dues shall be paid by each member classified as regular, associate, resident physician spouse and medical student spouse.

- B. Amount
 - 1. the dues for regular, associate, resident physician spouse and medical student spouse shall be determined by the Board of Directors and shall remain in effect until changed by the Board of Directors.
 - 2. **CHANGES IN DUES MUST BE APPROVED BY THE GENERAL MEMBERSHIP.**
- C. Receipt
 - 1. the statement for dues will be sent on/before August 30th.
 - 2. **A MEMBER WHOSE DUES ARE NOT PAID BY OCTOBER 15th** will not receive the monthly capsule until dues are paid.
 - 3. a five dollar late fee will be charged for dues after October 15th.

ARTICLE IV: FISCAL YEAR

The fiscal year shall be from July 1 through June 30th.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1. Designations

- A. The elected officers of the SCMSA shall be a president, president-elect, vice-president, recording secretary, treasurer, and treasurer-elect.
- B. **THE ELECTED OFFICERS AND THE IMMEDIATE PAST PRESIDENT SHALL CONSTITUTE THE EXECUTIVE COMMITTEE.**
- C. **THE CHAIRPERSONS OF ALL STANDING COMMITTEES SHALL CONSTITUTE THE BOARD OF DIRECTORS FOR THE AUXILIARY**
- D. **ALL OFFICERS SHALL BE ELECTED FOR A TERM OF ONE YEAR. THE FOLLOWING YEAR THE PRESIDENT-ELECT SHALL BECOME PRESIDENT AND THE TREASURER-ELECT SHALL SERVE AS TREASURER.**

Section 2. Eligibility for Office

- A. Elected Offices
 - 1. to be eligible for office, a candidate shall be a regular member of the SCMSA in good standing and have served as a committee chairperson.
 - 2. to be eligible for nomination as a president-elect, a candidate shall have served as an SCMSA elected officer, or standing committee chairperson.
 - 3. to be eligible for nomination as president, a candidate shall have served in an elected office.

Section 3. Duties

In the performance of their duties, all officers shall conform to the Bylaws, parliamentary authority and other rules as the Board of Directors shall adopt.

A. The President shall:

- 1. be the presiding officer of the Executive Committee and the Board of Directors.
- 2. be an ex-officio member of all committees except the nominating committee.
- 3. appoint with the approval of the Board of Directors all committees and individual appointments as deemed necessary.
- 4. complete all duties pertaining to the president's term in office and give a presidential report.
- 5. in March, shall appoint an Auditing Committee consisting of a minimum of four members: (1) chairperson shall be a past treasurer, excluding immediate past treasurer (2) current treasurer-elect (3) incoming treasurer-elect (4) a member in good standing. The committee shall audit the books of the treasurer and submit a report.
- 6. be responsible for submitting the selected nominees for the Junior League "Women of the Year" for Stark County.

7. represent SCMSA at the Ohio State Medical Association Alliance fall meeting, annual convention and board meeting.
8. pass on to the successor the portfolio for the office. The portfolio shall contain the SCMSA bylaws, standing rules, past annual report, materials pertinent to the Auxiliary, letters, and commendations.
9. prepare annual reports in triplicate, one copy for the portfolio, one for the president and one for the historian.
10. poll the members of the Executive Committee by telephone concerning an issue with ratification of the issue at the next meeting.

B. The President-Elect shall:

1. be a member of the Executive Committee and Board of Directors
2. serve as an active aide to the President
3. select appointees for the ensuing year, with the approval of the Directors, in include the following: (1) appointed officers (2) chairman of standing committees and special committees, (3) other necessary appointees
4. be an ex-officio member of all committees except the nominating committee
5. become president upon installation and serve a one year term
6. attend the fall or winter AMA-A Confluence
7. represent the SCMSA at the OSMA-A annual convention
8. prepare annual report in triplicate: one copy for the portfolio, one copy for the president and one for the historian.

C. The Vice-President shall:

1. be a member of the Executive Committee and the Board of Directors
2. be an ex-officio
3. in the absence of the president, perform the duties of that office
4. if there is a vacancy in the office of president, serve as president until another president is elected
5. if there is a vacancy in the office of president-elect, assume the duties of that office until a new president-elect has been elected
6. shall be chairperson of the Community Service Committee and Health Promotions Committee
7. prepare annual report in triplicate, one for the portfolio, one for the president, and one for the historian.

D. The Recording Secretary shall:

1. be a member of the Executive Committee and the Board of Directors
2. record the proceedings of the Board of Directors, Executive committee and General Membership meetings
3. not read the treasurer's report, but shall indicate in the minutes that the report was read by the treasurer and filed for audit
4. provide written minutes to all members of the Board of Directors
5. post general membership meeting minutes at the general membership meeting
6. obtain annual reports from all officers and committee chairpersons to become part of the minutes
7. prepare annual reports in triplicate, one for the portfolio, one for the president, and one for the historian.

E. The Treasurer shall:

1. be a member of the Executive Committee, the Board of Directors and the Finance Committee
2. be custodian of the operating funds of the SCMSA
3. submit financial report at each meeting of the Board of Directors
4. submit a financial report at each general meeting
5. prepare and submit tax documentation to the certified public accountant for the November 15th deadline
6. continue to function until the end of the fiscal year.

F. The Treasurer-Elect shall:

1. be a member of the Executive Committee, the Board of Directors, Finance Committee, Auditing Committee and Membership Committee
- 2 shall temporarily assume the position of the Treasurer in case the Treasurer is unable to perform the duties
3. collect membership dues
4. submit membership list and appropriate dues to National and State on a monthly list.

G. The Immediate Past-President shall:

1. be a member of the Executive Committee and the Board of Directors
2. serve as a consultant to the President or Board of Directors
3. serve as the chairperson of the Nominating Committee

Article VI. Nominations, Elections, Vacancies:

Section 1. Nominations and Election of Elected Officers

A. Nomination

Nomination Committee Composition. The Nominating Committee shall consist of seven members.

a. The immediate past-president shall serve as the Nominating Committee Chairperson.

1. Two of the remaining six members shall be SCMSA past presidents.

b. Terms of Office

1. members of the Nominating Committee shall serve from the close of the installation meeting until the following installation
2. no member of this committee shall serve two years consecutively.

c. Meetings

1. The chairman of the Nominating Committee shall be responsible for calling a meeting of the Nominating Committee
2. The Nominating Committee shall meet between November and January 1st to prepare three slates of nominees
 - a). a slate containing the names of one or more members for each of the offices to be filled
 - b). a slate for the delegates and alternates to the OSMA Alliance annual convention
 - c). a slate containing the names of the seven members for the next Nominating Committee

d. Vacancy

The Nominating Committee chairperson shall fill any vacancy on the committee with the approval of the Board of Directors.

e. Additional Nominations

Additional nominations for any office may be made from the floor, provided consent of the eligible nominee has been obtained.

B. Elections

1. The president, president-elect, vice-president, recording secretary, treasurer, and treasurer-elect shall be elected at the March general meeting.
2. These officers will assume their office at the induction at the April general meeting.
3. If there is but one candidate for each office, the Secretary may be instructed to cast the ballot, otherwise voting shall be by ballot.

Section 2. Vacancies

A. If the presidency is vacated, the vice-president shall immediately become president and serve the remainder of the term.

B. If the office of president-elect becomes vacant, the Nominating Committee shall meet immediately to nominate a

candidate(s) for the office of president-elect. The Board of Directors shall be authorized to conduct a special election by mail as soon as possible. The candidate receiving a majority of votes be considered elected and shall assume office. The duties of president-elect shall be assumed by the vice-president until a president-elect has been elected. C. If any elected office, other than that of the president or president-elect becomes vacant, the Board of Directors, by majority vote, shall elect an eligible member of the SCMSA to serve the unexpired portion of the term.

ARTICLES VII. COMMITTEES

Section 1. Designations

A. Standing Committees:

1. The standing committees shall be Alliance Representatives, AMA Foundation, Legislation, By-Laws, Courtesy/Outreach, Doctor's Day, Historian, Membership, News Capsule, Program, Publicity, and Yearbook.
2. The chairperson of each standing committee shall be regular or associate members. The Chairpersons shall be appointed to serve for one year term beginning at the close of the installation. They shall be appointed by the president-elect in consultation with the Executive Committee and approval by the Board of directors.
3. All committees shall be comprised of a chairperson and as many members in good standing as deemed necessary.
4. Each standing committee shall be governed by the SCMSA bylaws and the standing rules of that committee, which has been approved by the Board of Directors.
5. The chairperson of each standing committee shall attend all board meetings and general membership meetings.
6. The chairperson of each standing committee shall submit annual reports in triplicate, one for the portfolio, one for the president, and one for the historian.
7. Refer to the Standing Rules for Standing Committee job description.

Section 2. Special Committees

- A. All special committee chairpersons shall attend SCMSA Board of Directors and general membership meetings to submit reports. However, they do not have voting privileges at the Board of Directors meeting. This would become B.
- B. Special Committees may be appointed with the approval of the Board of Directors. This would become A.
- C. The following committees of the SCMSA Charitable Fund shall submit reports at all Board of Directors and general membership meetings.
1. Community Service
 2. Scholarship
 3. Ways and Means

ARTICLE VIII. MEETINGS AND QUORUM

- A. General Membership meetings shall be held from September to April.
- B. The Board of Directors shall meet at least four times a year, but special meetings can be called at the discretion of the president.
- C. Members present at the start of any meeting, if all members have been notified, shall constitute a quorum.
- D. A majority vote shall be required for ordinary business.

ARTICLE IX. ADVISORY COMMITTEE

The Auxiliary shall appoint at least three members of the SCMS to serve as an advisory committee to the Auxiliary.

ARTICLE X. AMENDMENTS

These bylaws may be amended at any Board of Directors meeting by two-thirds of the quorum.

Section 1. Bylaws

Bylaws may be amended by following the procedure outlines below:

1. Proposed amendments must be submitted in writing to the Bylaws Committee by three or more SCMSA members
2. The Bylaws Committee shall consider, edit, and correlate amendment proposals and present them to the Board of Directors with its recommendation for or against adoption.
3. If approval by the Board of Directors, the proposed bylaw amendment(s) must then be approved by the SCMS Advisory Committee.
4. If approved by the SCMS Advisory Committee, the proposed by law amendment(s) must be sent to the OSMA-A by February 1st for approval.

5. If approved by the OSMA-A, the proposed bylaw amendment(s) must be approved by the general membership at any regular meeting by a vote of two-thirds of the quorum. See Article VIII C for definition of a quorum.

Section 2. Standing Rules

Standing Rules may be amended by following the procedure outlined below:

1. Standing rule changes may be proposed by any member and shall be put in writing and presented to the Bylaws Committee.
2. The Bylaws Committee shall consider, edit, and correlate proposed standing rule amendment(s) and present them to the Board of Directors with its recommendation for or against approval.
3. Standing rule amendments must be approved by the Board of Directors by a majority vote, and then approved by the general membership by a majority vote of those present.

ARTICLE XI. RULES OF PROCEDURE

Section 1

Standing rules shall govern the Auxiliary Board of Directors in accordance with the bylaws.

Section 2

Robert’s Rule of Order, Newly Revised, shall govern this organization, unless otherwise provided for in these bylaws.

STANDING RULES

Section 1

1. Members of the Board of Directors are privileged to move and to vote in Board Meetings.
2. Each motion, at the request of the President or the Recording Secretary, shall be put in writing, shall be signed by the member making it, and shall be given to the Recording Secretary before the close of the meeting.
3. Dues.
 - a. Members - \$90.00
National (\$40), State (\$30), County (\$20)
 - b. Widows - \$70.00
\$20 County dues waived
 - c. Resident Spouse \$20.00
 - d. Late fee after October 1st - \$5.00
4. All proposed expenditures not included in the budget must be approved by the Board of Directors.

5. A two-dollar surcharge shall be added to the cost of each meeting.
6. All cancellations for any general meeting or social event must be made five business days prior to the event. Those who do not comply will be billed on a monthly basis. Refunds are contingent upon terms and conditions of the rental facility.
7. Changes in membership records shall be correlated between the Membership Chairperson and the Treasurer-Elect. Resignations, changes of address and changes of telephone numbers received by the Membership Chairperson and the Treasurer-Elect shall be forwarded to the Capsule Chairperson for publication.
8. All resolution sent to the OSMA-A shall be properly signed by the President and Recording Secretary.
9. Only names of members in good standing by June 1st shall be included in the yearbook for the coming year.
10. A memorial contribution shall be send to the AMA Foundation upon the death of: (a) any past president of the SCMSA; (b) any member of the SCMSA; (c) any spouse of a SCMS member.
11. The purpose of the Planning and Development Committee shall be to serve as an advisory committee. The committee shall consist of seven members including the chairperson. The chairperson shall appoint three new members for two-year terms.

Section 2. Standing Committees

A. Alliance Representative Chairperson shall:

1. work with the Program Chairperson
2. serve on the Membership Committee
3. work with the AMA Foundation Chairperson in raising funds from the Alliance area
4. preside as host for the meeting held in Alliance.

B. AMA Foundation Chairperson shall:

1. communicate monthly with members through the Capsule and at meetings.
2. along with the president, decide what fundraising will occur during the year and how it will happen.
3. assemble a committee, if necessary.
4. send all contribution to the SOMS-A AMA Foundation Chairperson in a timely manner.
5. keep track of names and donations
6. checks are made out to the AMA Foundation.

C. Bylaws Committee shall:

Composition

The Bylaws Committee shall be composed of a chairperson and at least four members.

Meetings:

1. Meetings may be called at the discretion of the chairperson with the approval of the president.
2. The committee may vote by mail, telephone or electrical communication, with confirmation by mail.

D. Capsule Chairperson shall

1. Will be responsible for the preparation and mailing of the Capsule.
2. Serve on the membership committee

E. Courtesy/Outreach Chairperson shall

1. Answer any correspondence as directed by the president
2. Mail cards to members who are ill, have babies, or endure deaths in their immediate families.
3. Place births, illness, or death announcements in the Capsule.
4. Conduct a moment of silence at the next meeting for a deceased member. Notify the OSMA-A in the event of a member's death and give a memorial gift to the AMA Foundation in the member's name.

F. Doctor's Day Chairperson shall

1. Work with all hospitals to honor doctor's both active and retired on Doctor's Day, March 30th.

G. Historian Chairperson shall

1. Record the SCMSA history with pictures, newspaper articles, and photos relating to any member personally or to any SCMSA event or SCMSA project.
2. Assemble the year's pictures and articles in a SCMSA scrapbook at the end of his/her term.
3. Gather annual reports from all officers and chairpersons during the Joint Board Meeting and include the reports in the historian files as a permanent record.
4. Pass all documents (record) to the new Historian by June.
5. Present current and past scrapbooks for display at general membership meetings.

H. Legislative Chairperson shall

1. communicate legislative information monthly with members through the capsule and at general membership meetings.

I. Membership Chairperson shall

1. After Joint Board Meetings, contact the executive director and secretary of SCMS and introduce yourself. Submit address and phone number to them as you will need to receive their newsletter containing names of newly accepted physicians.
2. Send introductory letters to all prospective members. Begin this contact as soon as possible, so they may be invited to the general membership meeting in early fall. A personal phone call to follow up is best. You may form a committee to assist you.
3. Utilize the buddy system. Assign a member to a new or prospective member to keep in touch and to encourage involvement.
4. When a new member joins, send the check to the treasurer-elect, notify the Capsule chairperson and the president.
5. New members are to be recognized at all meetings.
6. Notify OSMA-A and AMA-A of the death of a SCMSA member.

J. Program Chairperson shall

1. Meet with the president in the spring to outline programs and membership meetings for the upcoming year.
2. Secure a chairperson for each general membership meetings
3. Hold a meeting of the chairpersons to discuss topics, places, and to distribute Program Responsibility forms and reimbursement vouchers. Inform chairpersons of the July 30th deadline for all meeting and committee information that is to be entered in the yearbook.
4. Oversee the chairperson as to speakers, locations, and reservations.
5. Attend committee meetings of each program chairperson, if possible.
6. Have each chairperson turn in a written report following his/her meeting.

K. Publicity Chairperson shall

1. After the Joint Board meeting, send a press release listing slate of officers to all local papers.
2. Call all newspapers to introduce yourself and obtain the name of a contact person. Papers include: The Repository, Akron Beacon Journal, Alliance Review, Massillon Independent, and Jackson Journal.
3. Establish lines of communication with all committee chairpersons and follow up on events and projects that should be publicized.

L. Yearbook Chairperson shall

1. At the Joint Board Meeting, request that committee chairpersons submit all necessary information by July 30th including members' names and meetings dates.
2. Meet with the president to review the yearbook

3. Include in the yearbook:
 - a. pledge of loyalty
 - b. auxiliary purpose
 - c. Board Meeting dates and times
 - d. Membership and dues information
 - e. Local, state, and national addresses
 - f. AMA-A president
 - g. AMA, OSMA, and SCMS presidents
 - h. OSMS-A officers
 - i. OSMA-A meeting dates
 - j. SCMSA officers & SMCS advisors
 - k. Past presidents
 - l. highlights of immediate past president
 - m. president's goals
 - n. SCMSA Committee Chairpersons
 - o. SCMSA programs
 - p. Paid members from the previous year's name, phone numbers, and addresses
 - q. Bylaws and standing rules.