

Bylaws of the Indiana Chapter of the American Medical Writers Association

Proposed for amendment, 8 March 2013

Approved by the AMWA national Board of Directors, 19 April 2013

CONSTITUTION

The Indiana Chapter subscribes to the constitution of the parent organization, the American Medical Writers Association (AMWA), insofar as the principles, objectives, and provisions of AMWA apply to a chapter.

Article I. Name and Territory

The name of the organization shall be the Indiana Chapter of the American Medical Writers Association. The territory is the state of Indiana.

Article II. Objectives

The objectives of the Chapter are those of AMWA.

Article III. Membership

As evidenced by the records of AMWA headquarters, all and only members in good standing in the parent organization who are granted membership in the Indiana Chapter by AMWA headquarters are members of the Indiana Chapter of AMWA. All and only members of the Indiana Chapter who are voting members of AMWA may vote and hold office. Membership in the Indiana Chapter shall be terminated when a member ceases to be in good standing in, or resigns from, AMWA or is granted membership in another AMWA chapter.

Article IV. Officers and Committees

A The officers of the Indiana Chapter of AMWA shall be President, President Elect, Secretary, and Treasurer. Such elected officers shall serve for one year, beginning 30 days after the date of election, until 30 days after successors have been elected. They shall perform, at a minimum, the duties customarily expected of these offices and as described in the AMWA Indiana Chapter Executive Committee Handbook guidance.

- B The President shall appoint the chairpersons of the standing committees for terms of one year beginning 30 days after the date of the President's election, and shall appoint such additional ad hoc committees as are authorized by the Executive Committee. Such appointed chairpersons shall take up their appointed duties immediately upon appointment. The ad hoc committees shall serve for one year or until their purposes have been accomplished during that year. Should the purposes remain pending at the expiration, the new President shall either reappoint the existing ad hoc committees or designate other persons to serve, according to his or her discretion.
- C Officers and chairpersons shall be introduced to the membership around the time they take up their duties.
- D The Executive Committee shall consist of the four officers and all chairpersons of the standing committees. The standing committees shall comprise the Budget and Finance Committee, Education Committee, Marketing Committee, Member Resources Committee, Program Committee, and Publications Committee. The chairpersons shall perform, at a minimum, the duties of these offices described in the AMWA Indiana Chapter Executive Committee Handbook guidance. If a standing committee is not appointed, the Executive Committee shall assume the duties of the committee.
- E A majority of the Executive Committee, to include the President or President Elect, shall constitute a quorum of the Executive Committee.
- F The Executive Committee shall be responsible for the affairs of the Indiana Chapter, including its program arrangements.
- G The Executive Committee shall be the trustee of the property of the Chapter. All money paid to the Chapter shall be deposited in the financial accounts of the Chapter. Checks for withdrawals from the accounts shall be signed by the Treasurer or President or President Elect.

Article V. Elections

The officers of the Indiana Chapter of AMWA shall be elected annually, early enough for validation at the national meeting in the fall.

The Executive Committee shall assume for the remainder of the term the duties of an office vacated because of resignation, prolonged illness, or death of an officer

unless and until a majority of the Executive Committee appoints ad hoc an officer to fill the vacancy. In the event of a tie, the President shall cast the deciding vote.

At least 60 days before elections are to be held, the President Elect shall appoint and serve as the chairperson of a Nominating Committee consisting of three members (in addition to himself or herself). The Nominating Committee shall thoroughly vet and nominate to the Executive Committee a slate of voting members of the Indiana Chapter approved by a majority of the Nominating Committee, one member for each office, as candidates for the offices of President Elect, Secretary, and Treasurer. Upon approval of a slate of candidates by the Executive Committee and at least 30 days before elections are to be held, the President shall announce the slate of candidates to the membership and call for additional nominations. The President shall at the time of elections and upon approval of the Executive Committee close the call for nominations. If additional nominations have not been made, the President shall declare the nominated slate of officers elected by acclamation. If additional nominations have been made, the Nominating Committee shall verify that each nominee accepts the nomination and is a voting member of the Indiana Chapter. The Secretary shall then issue to the membership secret truly-verifiable ballots listing all verified or slated nominees, asking that the ballots be returned within two weeks to the Secretary for tabulating. The elected candidates shall be announced to the Chapter membership upon election.

Article VI. Meetings

The time and place of Chapter meetings shall be determined by the Executive Committee. The Chapter will comply with national policies regarding the scheduling of major Chapter meetings (for example, a workshop or seminar lasting one-half day or longer may not be held within 30 days of the annual AMWA conference unless it is an approved part of the conference). Ten members shall constitute a quorum for a business meeting of the general membership. Meetings shall be held at times and places determined by the Executive Committee. The President may call a meeting of the Executive Committee independently when he or she considers that such a meeting is indicated.

Article VII. Dues

The amount of annual dues shall be determined by the Board of Directors of AMWA. Subject to approval by the National Executive Committee, the Indiana Chapter shall have authority to assess local dues if such action becomes necessary.

Article VIII. Amendments

Any article of these bylaws may be repealed, suspended, altered, or amended by a two thirds majority vote of the membership eligible to vote who return a secret truly-verifiable ballot within 14 days after it has been sent to the membership. Any action to change the bylaws shall be preceded by a meeting at which the proposed changes are presented. A notice of such meeting shall state that a change in bylaws will be discussed and include the proposed changes to the bylaws.

Article IX. Date of Effectiveness

The proposed bylaws shall become effective upon: A. Approval by the Chapter membership, as determined by a two thirds majority vote of the members eligible to vote who return a secret truly-verifiable ballot within 14 days after it has been sent to the membership; and B. Acceptance by the national Board of Directors of AMWA.

Article X. Dissolution of the Chapter

If the Chapter is dissolved, its Executive Committee shall transfer the Chapter's net assets to the American Medical Writers Association or to any organization designated by the American Medical Writers Association.