

AMWA OHIO VALLEY CHAPTER BYLAWS

Constitution

The Ohio Valley Chapter of the American Medical Writers Association shall subscribe to the Constitution of the national organization, the American Medical Writers Association, in regards to its principles and objectives.

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Article I. Name

The name of this organization shall be the Ohio Valley Chapter of the American Medical Writers Association; hereafter referred to as the "Chapter."

Article II. Territory

The territory of the Chapter shall include Ohio, Kentucky, and the designated western sections of West Virginia and Pennsylvania.

Article III. Membership

Any member of AMWA who resides in the territory of the Chapter shall be considered a member of the Chapter. Members must be in good standing with the national office.

Article IV. Officers

SECTION 1. Definition

The officers of the Chapter shall be a President, a President-Elect, a Secretary, and a Treasurer. Officers must be voting members in good standing with the national office.

SECTION 2. Terms of Office

The President-Elect shall be elected for a term of one year and then shall ascend to the office of President and serve one year in that position. The Secretary and Treasurer shall be elected for one-year terms. Terms shall run from May 1 to April 30.

SECTION 3. Nomination

Nominations shall be accepted by the President through March 10. The President shall announce the nominations on ballots to all voting members of the Chapter by mail (or e-mail, if AMWA national headquarters has an e-mail address for the member) no later than March 17.

SECTION 4. Election

Ballots from the voting members shall be mailed (or e-mailed) to the President by March 30. For each position, the candidate receiving the most votes shall be elected.

SECTION 5. Duties of the President

The President shall coordinate the annual election of officers and be responsible for maintaining the cohesiveness within the Chapter. The President shall serve as chairperson of the Executive Committee. An annual report of the Chapter's activities shall be prepared by the President to be presented at the annual business meeting.

SECTION 6. Duties of the President-Elect

The President-Elect shall assist the President in all or his/her duties and assume the responsibilities of the presidency when the President is unable to perform in his/her official capacity. The President-Elect shall also serve as the Registrar for the Ohio Valley Chapter conference.

SECTION 7. Duties of the Secretary

The Secretary shall keep a list of all members of the Chapter, invite potential members to join AMWA as requested by other members, provide the President with minutes of meetings as necessary, and maintain the Chapter's archives.

SECTION 8. Duties of the Treasurer

The Treasurer shall deposit all monies paid to the Chapter into the Chapter's bank account, pay all bills approved by the President, file an annual report of income and disbursements to the national treasurer by February 1, and prepare an estimated operations and program budget for the ensuing year to be submitted, after approval of the President, to the national treasurer by February 1.

SECTION 9. Vacancy

Any vacancy that occurs in the offices of President-Elect, Secretary, or Treasurer shall be filled by appointment by the President for the remainder of that term.

Article V. AMWA Directors

SECTION 1. Definition

One Chapter delegate to the national Board of Directors (Director) shall be elected annually. In addition, one Director shall be elected for each additional 100 members of the Chapter beyond the first 400 members.

SECTION 2. Eligibility

Directors may, but need not, hold office in the Chapter. Directors must be voting members in good standing with the national office.

SECTION 3. Term of Office

Directors shall serve one-year terms ~~and may be re-elected for up to 2 additional consecutive~~ terms.

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SECTION 4. Election

Directors shall be nominated and elected according to Article IV, Sections 3 and 4 of these Bylaws.

Article VI. Committees

SECTION 1. Executive Committee

The Executive Committee shall consist of the officers, chairpersons of all committees, the editor of the Chapter's newsletter, delegate(s) to the National Board of Directors, and the immediate past president.

SECTION 2. Other Committees

Other committees shall be appointed by the President as necessary. For example, program, publicity, education, membership, and nominating committees may be appointed.

Article VII. Meetings

SECTION 1. Chapter Meetings

The Executive Committee shall establish the time and place for Chapter meetings in cooperation with any program committee. ~~The Chapter will comply with the national AMWA policy regarding the scheduling of major meetings in the specified time period (e.g., 30 days) before or after the annual conference.~~

Deleted: The Chapter shall not hold a meeting fewer than 15 days before or after the annual meeting of the national organization unless a meeting is an approved part of the national AMWA annual meeting.

SECTION 2. Annual Meeting of the Executive Committee

The annual meeting of the Executive Committee must be held in April of each year.

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Article VIII. Amendments

SECTION 1. Proposal

Amendments to these Bylaws may be proposed in writing to the President, who shall designate a Review Committee. The Review Committee will consider the proposed amendment and respond to the Executive Committee within sixty (60) days of the submission.

SECTION 2. Approval

If approved by the Executive Committee, the proposed amendment will be submitted to voting members by mail. Ballots must be returned to the President within fifteen (15) days.

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SECTION 3. Adoption

~~Any amendments to Chapter bylaws require the approval of the national Board of Directors, as indicated in the national bylaws. Once approved by return ballots of voting Chapter members, Chapter bylaw amendments will become effective after they have been filed with AMWA headquarters and approved by the national Board of Directors.~~

Deleted: A proposed amendment will be adopted and take effect immediately if approved by return ballots of voting members.

Article IX. Dissolution of the Chapter

If the Chapter is dissolved, the Chapter's net assets shall be donated to the national office of AMWA.