



Muskegon County Medical Society Alliance

MUSKEGON, MICHIGAN

1
2 **BY-LAWS**

3
4 **ARTICLE I - NAME**

5 The name of this organization shall be the Muskegon County Medical Society Alliance,
6 (henceforth referred to as MCMSA). The names of related organizations are the:

- 7 1) Muskegon County Medical Society (henceforth referred to as MCMS,
8 2) Michigan State Medical Society Alliance (henceforth referred to as MSMSA,
9 3) American Medical Association Alliance (henceforth referred to as AMA-A.

10
11 **ARTICLE II - PURPOSES**

12 The purposes of this Alliance shall be solely educational and charitable. They shall be:

- 13 1. To assist the MCMS in its programs for the advancement of medicine and public health,
14 2. To promote health education,
15 3. To sponsor or participate in activities that meet community health needs,
16 4. To support health related charitable endeavors, and
17 5. To cultivate friendly relations and promote mutual understanding among physicians' and
18 dentists' families.

19
20 **ARTICLE III - MEMBERSHIP**

21 **Section 1:**

22 Membership in the Alliance shall include those persons who meet the qualifications of a regular,
23 associate, special, or honorary member.

24
25 **Section 2:**

26 **Classifications:**

27 **A. A regular member shall:**

- 28 1. Be the spouse of a physician who qualifies to be a member of the MCMS,
29 6. Pay national, state, and local dues and be eligible to vote and hold office.

30 **B. Associate membership shall:**

- 31 1. include spouses of dentists,
32 2. include former spouses of physicians who qualify as members of the MCMS, and
33 who have not remarried out of the above defined medical and dental groups,
34 3. require payment of local and state dues and have eligibility to vote and hold local
35 officer positions, and
36 4. not allow the capacity of holding a State office or the election as a representative
37 to the AMA-A House of Delegates.

38 **C. A special member shall:**

- 39 1. Be the spouse of a deceased doctor who qualified for membership in the MCMS
40 at the time of death, and may either:
41 a) pay state and national dues,
42 and have the right to vote and hold office,
43 b) pay no dues,
44 relinquish membership to the MSMSA and the AMA-A, and have the
45 right to vote and hold county office except president-elect or president.
46 2. Be the spouse of a retired member who qualified for membership in the MCMS,
47 and may either:
48 a) pay national, state, and county dues,
49 and have the right to vote and hold office; or,
50 b) pay only county dues,
51 relinquish membership to the MSMSA and the AMA-A,
52 have the right to vote or hold county office except for president-elect or
53 president.

54
55 **D. An honorary member shall:**

- 56 1. Be a member who has been so designated by reason of exceptional service to
57 the MCMSA. Such membership shall be conferred by unanimous

- 58 recommendation of the Board of Directors and the resolution be adopted at a
59 general or special meeting of the membership,
60 2. Be exempt from the payment of local dues but have the rights and privileges
61 held at the time honorary membership was conferred.
62 E. A resident member shall:
63 1. Be the spouse of a resident who is eligible for membership to the MCMS,
64 2. pay half-dues, and have the right to vote and chair a committee.

65
66 ARTICLE IV - DUES

67 Section 1.

68 Dues shall be paid according to Article III Section 2 of these by-laws, and the amount shall be
69 determined by the Board of Directors and approved at the annual meeting.

70
71 Section 2.

72 The fiscal year shall be June 1st to May 31st.

73
74 Section 3.

75 The membership committee shall send all of the dues notices for our county membership to the
76 MSMSA By June 1, so that county members will receive annual county, state and national dues
77 notices from the state.

78
79 Section 4.

80 Members whose dues are not paid by November 1st shall be notified by the Treasurer, and those
81 who have not paid dues by December 31st will not be considered members for the current year.

82
83 Section 5.

84 The dues of the new members joining after March 1st of any year shall be credited for the
85 following year.

86
87 ARTICLE V - MEETINGS

88 Section 1.

89 The time and date of the general and board of director meetings shall be decided by the
90 President. Any special meetings shall be designated by the Executive Committee.

91
92 Section 2.

93 Motions presented at any meeting shall be carried by a simple majority of the members present.
94 Ten percent (10%) of the members of record on January 1 of each year shall constitute a quorum
95 for a business meeting.

96
97 Section 3.

98 The order of exercises for business meetings shall be:

- 99 1. Call to order;
100 2. Reading of minutes;
101 3. Communications from the President;
102 4. Report of the Corresponding Secretary;
103 5. Report of the Treasurer;
104 6. Reports of the Board of Directors;
105 7. Reports of Standing Committees;
106 8. Reports of Special Committees;
107 9. Unfinished Business;
108 10. New Business;
109 11. Adjournment.

110
111 Section 4.

112 The last general meeting in the business year shall be the Annual Meeting. Order of exercise for
113 the annual meeting shall be:

- 114 1. Call to order;
115 2. Reading of minutes;
116 3. Reports of officers and committee chairmen;
117 4. Report of President;
118 5. Miscellaneous business;

- 119 6. Induction of the President and presentation of the Board of Directors;
120 7. Ratification votes for the list of special committees for the next fiscal year, and for
121 the Policies and Procedures of the MCMSA.
122 8. Adjournment.

123

124 Section 5.

125 The order of exercise for special meetings shall be:

- 126 1. Call to order;
127 2. Reading of the call of the meeting;
128 3. Debate and resolution of the business for which the meeting was called;
129 4. Adjournment.

130

131 ARTICLE VI - OFFICERS

132 Section 1.

133 Designations

- 134 A. Elected officers shall be: President, President-elect, Recording Secretary,
135 Corresponding Secretary, and Treasurer. They shall be elected at the general February
136 meeting, and the terms of office of the President and President-elect, and shall be limited
137 to one (1) year.
138 B. The elected officers and the Immediate Past-President shall constitute the Executive
139 Committee. The Parliamentarian shall be a non-voting member of this committee.

140

141 Section 2.

142 Terms of Office

- 143 A. Officers, with the exception of the Treasurer, shall begin their terms of office at the close
144 of the annual meeting.
145 B. The Treasurer will take office at the beginning of the fiscal year.

146

147 ARTICLE VII - REPRESENTATION

148 Section 1.

149 One delegate for every twenty-five (25) members or a major fraction thereof, as determined by
150 the MSMSA, (in addition to the President) shall represent the MCMSA and be eligible to vote at
151 the State Annual Session.

152

153 Section 2.

154 Delegates shall be the President, the Past-President, the President-elect, and the remaining
155 numbers of delegates and alternates shall be elected from the floor at the February meeting.

156

157 ARTICLE VIII - NOMINATIONS AND ELECTIONS OF OFFICERS

158 Section 1.

159 Nominations for officers shall be made by a committee on nominations consisting of five (5)
160 members. The immediate Past-President shall be chairman of this committee with four (4) other
161 members appointed by the President. Nominations may also be made from the floor by
162 members.

163

164 Section 2.

165 Election shall be held at the February meeting and shall be by ballot, except when the number of
166 nominees does not exceed the number to be elected, in which case the ballot may be dispensed
167 with and the election be by oral vote.

168

169 ARTICLE IX - ELIGIBILITY FOR ELECTIVE OFFICE

170 Section 1.

171 To be eligible for nomination, election, succession or appointment as President or President-
172 elect, a member must have been a regular member or associate member for at least (3) years
173 and have served a minimum of one (1) term as a member of the Board of Directors.

174

175 Section 2.

176 To be eligible for nomination and election as Treasurer, Recording Secretary and Corresponding
177 Secretary, a member must be a regular member or associate member).

178

179

180 ARTICLE X - VACANCIES IN ELECTIVE OFFICE

181 Section 1.

182 All vacancies in office, with the exception of the President and the President-elect, shall be filled
183 for the unexpired term by the Executive Committee by a majority vote.

184
185 Section 2.

186 In the event the office of President becomes vacant, the President-elect, in conjunction with the
187 duties of that office, shall immediately become President for the unexpired term as well as for the
188 succeeding year to which such a member has been elected.

189
190 Section 3.

191 In the event the office of President-elect becomes vacant, the office shall remain vacant until the
192 next annual meeting.

193
194 Section 4.

195 A member elected to fill a vacancy, and who has served any part of a term in excess of eight (8)
196 months, shall be considered as having served a term in deciding eligibility for re-election.

197
198 ARTICLE XI - DUTIES OF OFFICERS

199 Section 1.

200 The President shall:

- 201 A. Preside at meetings of the MCMSA, the Board of Directors, and the Executive
202 Committee and cast the deciding vote in case of a tie;
- 203 B. Appoint all Committee Chairmen and shall be a member ex-officio of all committees, with
204 the exception of the Nominating Committee;
- 205 C. Attend and report on state meetings and attend the MSMSA Annual Session;
- 206 D. Call a minimum of three (3) Board of Directors meetings during a term;
- 207 E. Appoint a Reading Committee of (3) members to approve the minutes of the MCMSA
208 annual meeting.

209
210 Section 2.

211 The President-elect shall:

- 212 A. Become acquainted with the activities of the MCMSA;
- 213 B. Attend all meetings of the Executive Committee and Board of Directors;
- 214 C. In the absence of the President, perform the duties of the President;
- 215 D. Be a member ex-officio of all committees except the Nominating Committee;
- 216 E. Be an active member of the Finance Committee and the Membership Committee;
- 217 F. Attend and report on Confluence, if possible;
- 218 G. Automatically succeed to the Presidency upon the expiration of the term of the President;
- 219 H. Serve as liaison between the MCMSA and the MCMS.

220
221 Section 3.

222 The Recording Secretary shall:

- 223 A. Record and keep the minutes of all meetings of the Alliance and Board of Directors;
- 224 B. Keep a file of committee reports;
- 225 C. When necessary, notify all the officers and committee chairmen of their elections or
226 appointments.

227
228 Section 4.

229 The Corresponding Secretary shall:

- 230 A. According to policy, send cards and/or flowers to those members and/or their
231 immediate families in the event of death, birth, or illness. In the event of a death in a
232 member's immediate family, a donation may be sent in lieu of flowers;
- 233 B. Send out notices of Board of Directors meetings;
- 234 C. Arrange for memorials for deceased members, as determined by the Board of Directors.

235
236 Section 5.

237 The Treasurer shall:

- 238 A. Be custodian of the funds of the Alliance;
- 239 B. Be the chairman of the Finance and Budget Committee;
- 240 C. Select a member from the Finance and Budget Committee to serve in case of absence;

- 241 D. Present a report at each meeting of the Board of Directors and the general and annual
- 242 meetings;
- 243 E. Arrange for the annual financial reports of the MCMSA and present at the first business
- 244 meeting in the fall;
- 245 F. Keep an accurate classified list of MCMSA membership;
- 246 G. Ensure dues are aid to the MSMSA and AMA-A.
- 247 H. Keep itemized accounts of all receipts and disbursements, and have them organized to
- 248 present to the accountant at the close of the fiscal year;”)
- 249 I. Make collections and billings for meals;
- 250 J. Serve a two-year term.

251

252 ARTICLE XII - EXECUTIVE COMMITTEE

253 Section 1.

254 The Executive Committee shall consist of the elected officers who are the President, the
255 President-elect, the Recording Secretary, the Corresponding Secretary, the Treasurer, and the
256 Immediate Past President.

257

258 Section 2.

259 The Executive Committee shall:

- 260 A. Fill vacancies in elective offices, with the exception of the President and President-elect;
- 261 B. Transact all business referred by the Board of Directors;
- 262 C. At each meeting of the Board of Directors, report on business transacted by the
- 263 Executive Committee;
- 264 D. Make recommendations to the Board of Directors on matters of policy and
- 265 administration.

266

267 Section 3.

268 The Executive Committee shall meet when called by the President.

269

270 Section 4.

271 Four (4) members including the President shall constitute a quorum.

272

273 ARTICLE XIII - BOARD OF DIRECTORS

274 Section 1.

275 The Board of Directors shall consist of the Executive Committee and the chairmen of the
276 Standing Committees.

277

278 Section 2.

279 The Board shall conduct no less than three (3) regular meetings during the fiscal year.

280

281 Section 3.

282 Seven (7) members of the Board of Directors, including the President, shall constitute a quorum.

283

284 Section 4.

285 Special meetings may be called by the President or at the written request of four (4) Board of
286 Directors' members.

287

288 Section 5.

289 At the close of each annual meeting, all records, books and other important papers shall be
290 passed on to the newly elected officers and the appointed chairmen, with the exception of the
291 Treasurer, who will receive the books following the annual audit at the close of the fiscal year.

292

293 ARTICLE XIV - STANDING COMMITTEES

294 Section 1.

295 There shall be twelve (12) Standing Committees:

- 296 A. Legislation;
- 297 B. Program;
- 298 C. Newsletter;
- 299 D. Parliamentarian and by-laws;
- 300 E. Membership;
- 301 F. Health Related Projects;

- 302 G. Social;
- 303 H. Ways and Means;
- 304 I. Finance and Budget;
- 305 J. Scholarship;
- 306 K. Museum;
- 307 L. Historian.

308

309 Section 2.

310 The Legislation Committee shall consist of the chairman and adequate assistant members. The
311 duties of this committee, with guidance by the Advisory Committee of the MCMS, familiarize itself
312 with all legislation of medical interest and to report to the MCMSA concerning such legislation.

313

314 Section 3.

315 The Program Committee shall consist of the chairman and adequate assistant members. Their
316 duties shall be to prepare all the programs for the general and annual meetings of the MCMSA.

317

318 Section 4.

319 The Newsletter Committee shall consist of the chairman and adequate members. Their duties
320 shall be to collect written reports from the Board of Directors and Special Committee chairs, as
321 needed; to publish as many issues per year as determined by the President and the Budget
322 Committee; and to distribute issues to the paid membership, and the appropriate MSMSA and
323 AMA-A staff.

324

325 Section 5.

326 The Parliamentarian and by-laws Committee shall consist of the chairman, adequate assistant
327 members and the President. Their duties shall be the revision of the by-laws. The chairman shall
328 act as Parliamentarian, attend all meetings of the Alliance, the Executive Committee and the
329 Board of Directors, and advise any members on parliamentary questions concerning the Alliance.
330 The Parliamentarian may request a committee member to serve in case of absence.

331

332 Section 6.

333 The Membership Committee shall consist of a chair, adequate assistant members, and the
334 President-elect. The duties shall be:

- 335 A. to interest spouses who are eligible for membership to the MCMSA to become
336 members;
- 337 B. to supply new members with current membership materials;
- 338 C. to notify members of meetings and other activities;
- 339 D. to be responsible for a complete directory of the MCMSA;
- 340 E. to maintain an updated membership list.

341

342 Section 7.

343 The Health Related Projects Committee shall consist of a chairman and chairmen of related
344 subcommittees as specified by the Board of Directors. Their duties shall be to plan, direct, and
345 carry out the health related projects of the MCMSA. These projects shall be executed by the
346 subcommittees with each committee chairman appointed by the President. These projects shall
347 be congruent with the aims of the MCMS and subject to their approval.

348

349 Section 8.

350 The Social Committee shall consist of the chairman and adequate assistant members. Their
351 duties shall be to arrange for meeting places, for catering if necessary, and for persons to act as
352 hosts or hostesses and helpers.

353

354 Section 9.

355 The Ways and Means committee shall consist of the chairman and adequate assistant members.
356 It shall be the duty of this committee to plan and direct means of raising funds for the projects of
357 the MCMSA.

358

359 Section 10.

360 The Finance and Budget Committee shall consist of the current Treasurer as chair, the immediate
361 past Treasurer (during the current Treasurer's first year), the Immediate Past-President, the
362 President, the President-elect and adequate assistant members. The duty of this committee shall

363 be to prepare the annual budget and present it to the Executive Committee and the Board of
364 Directors. Members of the Finance and Budget Committee shall be available to assist the
365 Treasurer when called upon.

366
367 Section 11.

368 The Scholarship Committee shall consist of a chair and additional member/s as appointed by the
369 President. The duties of this committee shall be to select qualified applicants for scholarships
370 and loans to accredited schools for the purpose of achieving health careers, to keep a financial
371 record of all transactions and to report on the progress of scholarship recipients upon completion
372 of financial aid.

373
374 Section 12.

375 The Museum Committee shall consist of a chair and additional member/s as appointed by the
376 President. The duties of this committee shall be to coordinate with the Education Director of the
377 Muskegon County Museum any tours of the Health Exhibit, to set up a docent program for
378 arranging educational programs along with educational material for tour groups, to communicate
379 with the MCMSA Board of Directors any ideas for additions to the exhibit, and to act as a liaison
380 between MCMSA and the Director of the Muskegon County Museum.

381
382 Section 13:

383 The duties of the Historian shall be to document and archive the activities of the MCMSA, and to
384 clip and place in Scrapbooks all pertinent articles, photographs and press notices.

385
386 ARTICLE XV - AMENDMENTS

387 These by-laws may be amended by a two-thirds (2/3) vote at a general meeting provided that the
388 amendment has been read before at a previous meeting.

389
390 ARTICLE XVI - PARLIAMENTARY AUTHORITY

391 The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, shall
392 govern all proceedings of the MCMSA, subject to the special rules, which have been or may be
393 adopted.

394
395 ENDORSEMENTS AND POLICIES

396 Section 1.

397 All policies of the Alliance must be approved by the Board of Directors and shall be consistent
398 with that of the AMA Alliance. A written record of all administrative policies shall be kept by the
399 Recording Secretary.

400
401 Section 2.

402 Endorsements

- 403 A. No commercial interest of any candidate for public office shall be endorsed directly by
404 the MCMSA, or by an officer or individual member representing the MCMSA.
405 B. A stand may be taken by the MCMSA to endorse or oppose matters of public policy
406 and pending legislation upon the recommendation or approval of the MCMS.

407
408

Revision Adopted September, 1976

409 Revision Adopted May, 1982

410 Amended November, 1988

411 Amended May, 1990

412 Amended May, 1997

413 Revision Adopted April 21, 2004

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