

IAMA SECTIONS BYLAWS



JAVAAN

ARTICLE 1:

NAME

IAMA Sections is one of the national sections of IAMA. It shall have subsections in each state here after referred to as the "Sub-Sections." The Sections follows all of the rules of the Mother Organization, "IAMA". The section is a non-profit, non-political, non-religious, and non-racial sub organization. Sections include all different fields of medicine, different medical schools, specialties, classes and reunions, etc. The minimum number of members to establish a section is 25 and sub-sections (SS) is 15.

ARTICLE 2:

LOGO

The logo is that of the IAMA, IAMA Sections will be inscribed on the lower portion of the logo under the 1993 date.

ARTICLE 3:

GOVERNING BODY AND PURPOSE

The Sections shall be governed by a board of director, elected in accordance with its bylaws, as described herein. It shall have the following functions to advance IAMA goals and unite to create a powerful organization.

- 1-Promote networking between the members of the Sections and the mother organization, IAMA.
- 2-To encourage the Young Iranian and Iranian descents in USA studying in the field of Medicine and the Allied Health to unite, cooperate and work together to achieve the ultimate goals of IAMA
3. Support and guide students, residents, fellows, and young professionals of Iranian descent studying in medicine and its allied fields here & in Iran.
4. Disseminate information regarding interests of young professional Iranians seeking immigration to the United States to study and practice in medicine and its allied fields and advance the goals of the Sections and Association.

ARTICLE 4:

MEMBERSHIP

The membership of the sections is limited to those individuals of Iranian descent, and are within the following stages of training in medicine or its allied professions (all graduates as described above): - pre-graduate coursework, - graduate coursework, - post-graduate coursework, - residency & fellowship & a year after finishing their training. Honorary membership is extended to individuals beyond the above stages of training but do not carry voting privileges and cannot be elected to office. In order to benefit from their experience honorary members may be allowed to chair or serve on subcommittees as appointed by the President.

The membership in IAMA Sections and subsections is free for pre graduates and graduate students. All others, including residents and fellows, have to pay a nominal fee. The amount will be defined by the board and it will be payable on January first of each year. Dues will be used to fulfill the content of Article 3.

**ARTICLE 5:
BOARD OF DIRECTORS:**

It shall consist of President, Vice President, Treasurer (main Section only), Secretary, and three Members-at-Large. They shall be elected for a two-year term. The Board of Directors shall in general exercise the executive power of the Sections.

Decisions approved by the Board of Directors must fulfill the requirements delineated in Article eight.

**ARTICLE 6:
DUTIES OF THE OFFICERS**

1. President:

- Shall be responsible for the daily business of the Sections. Will serve as a liaison between the Section and the Boards of IAMA.
- Shall appoint the chairpersons of the committees in accordance with this bylaws.
- Shall preside over meetings of the Board of Directors and the General membership meetings of the Section.
- Shall have the privilege of signing Sections (main section president only) checks in absence of the treasurer.
- Shall give the summary of each meeting of the Sections to the Board of Directors and Trustees of IAMA & at the Annual membership meeting of IAMA.

2. Vice President:

- Shall assume the duties of the President in his/her absence, resignation or when the president is unable to fulfill the role as determined by the Board of Directors and Executive Board of Trustees of IAMA.
- Shall oversee and guide the Sections committees.
- Shall have an integral role with the President in the leadership of the Sections.
- Be involved in the activities of the membership and fundraising committees.

3. Secretary:

- Shall formalize the schedule of meetings of the Board of Directors.
- Shall be responsible for keeping the records of the daily activities of the Sections.
- Maintain minutes during meetings and designate a time-keeper for the meeting.

- Shall report the minutes of all the board's meetings to the Boards of IAMA after each meeting.
- Shall keep a record of the minutes of all the committees and forward a copy to the Board of Sections and the Boards of of IAMA.
- Shall manage daily correspondence and keep record of any communications between members and Board of Directors.

4. Section Treasurer:

- Shall sign all checks.
- Shall prepare an annual budget for the membership and Sections Boards of Directors to be approved by IAMA Board of Directors.
- Shall file any certificates required by federal or state law with the IRS or other governmental requirements by law.
- Shall be responsible for financial bookkeeping of the Sections.
- A quarterly financial report to the section's Board, IAMA Treasurer & published in the IAMA Sections of the IAMA web site.

5. Members-at-Large:

- Shall assume responsibilities delegated to them by the Presidents.
- Must serve as link between the general sections membership and the Board of Directors and convey the interests of the membership.
- Actively participate in membership activities.

**ARTICLE 7:
ELECTION OF OFFICERS**

The election of the Boards shall be conducted every two years. It shall proceed in the following: Ninety days before election, the election committee will seek two eligible candidates for each position of the Boards. The names and short CV of the nominees shall be forwarded to all the eligible members for their selection. Voting could be done at the Annual membership meeting by person or proxy vote.

Members could nominate any eligible member that they wish, in such case the candidates needs to have the support of five (5) members to be eligible to be placed on the ballot and being member of section for at least two (2) years.

Candidates:

• Qualifications for Presidency:

- The candidates or the nominees shall be a member of good standing of IAMA and the Sections for at least two years

• Qualifications for Vice President, Treasurer, Secretary, three Members-at-Large:

- Have been actively engaged in IAMA, its Sections activities and being member of the section at least for two (2) years with good standing.

The Secretary along with two Members-at-large will be responsible for arranging candidate introductions and debates at the time of election.

Voting is limited to paid members of Sections. Members can vote either by proxy, which must be received by the secretary at least two weeks before the election, or in person at the time of meeting

**ARTICLE 8:
VOTING**

Voting on daily issues of the boards may be conducted during the meetings, by person, or electronically (online survey, email etc.). Board of Directors may vote and decide on all issues independent of the general body except for issues affecting bylaws. Quorum for voting is four (4) of seven members of the Board of Directors, one of whom must be the President or Vice-President. Majority vote for the daily business of the Sections is four (4) out of the seven (7) votes of the members except amendments to the bylaws which require two third (2/3) majority votes of the active members of the Sections. The amended proposal should first be approved by the Bylaws committee of IAMA. After approval of Sections membership it should have final approval by the members of the Section's Board & Boards of IAMA to be operational.

**ARTICLE 9:
DISMISSAL OF A BOARD MEMBER**

A member of the Board of Directors is dismissed if: • He/She resigns.

- His /Her membership is terminated with acceptable documentation and approval of the Board of Directors of IAMA for any reason.
- If he/she is absent in three consecutive Board meetings without justification or does not pay the annual dues.

**ARTICLE 10:
VACANCY IN THE BOARD OF DIRECTORS**

If a member of the Board of Directors resigns or is dismissed per article nine, the board of the sections will appoint one of its member at large to fill the vacated position by the majority Vote of the remaining members of the Board until the next election. If there is no candidate for the vacant position, the board can appoint an eligible member of the sections at its discretion. In case the "presidency" position is vacant, the "Vice president" shall be promoted to the "presidency" with all its rights and privileges and the vacant position of the "vice president" will be filled as mentioned in the previous paragraph. In the event that vice president does not accept the presidency position, the Board can appoint the most senior member of the Board by the majority votes to fill the vacancy.

**ARTICLE 11:
TERMINATION OF MEMBERSHIP**

Any member may resign its membership at any time. This resignation must be made in writing to the Secretary of the section. Membership dues are not refundable. If at any time an individual fails to meet the membership status of IAMA, then his/her membership within the Sections and IAMA is automatically and without further notice terminated.

**ARTICLE 12:
MEETINGS**

The Section's Board of Directors will meet monthly or more frequently as deemed necessary by the Presidents. Meetings may be conducted by phone/teleconference, email, or in person. The minutes of the previous meeting shall be forwarded to each member of the Board of Directors prior to the subsequent meeting for approval. The Sections is required to hold an annual general membership meeting coinciding with the general membership meeting of IAMA and more general meetings if desired. All members of Sections Boards and its members should participate in general membership meeting of IAMA. Elections for the Boards of Directors officers are only be held at this meeting. The Regular Meeting quorum for action governed by this bylaw shall include president or vice-president and 50% of the Sections members.

**ARTICLE 13:
COMMITTEES**

The committees shall have a chairperson elected by the president of the section. The chairperson in turn will select three or four members of the section in good standing as the members of the committee. Their duties shall be delineated by the Board and its chair has to be report the decision made by the committee to the Sections board.

Standing committee of the organization includes:

- Membership committee.
- Advisors and planning committee (consists of previous presidents of Sections). To help plan for the future of IAMA Sections and advise Sections Board.
- Fundraising committee.
- Iran and International committee in coordination with the Iran and international committee of the Board of Trustees of IAMA.
- Public relations committee
- Social and cultural committee in coordination with social and cultural committee of the Board of Trustees.
- Conference committee
- Publication committee in conjunction with publication committee of IAMA (Board of Trustees) shall be responsible to upload the designated spaces belonging to Sections and keep it updated on the IAMA web site and other publications of IAMA regarding the

announcements, news, meetings, scholarship, mentorship and so on. Sections may have newsletter and should participate and help with the IAMA Bulletin & publication Committee as a whole to provide the materials for the Bulletin or other publications of IAMA.

- **Membership committee:** Should actively work with public relation and all other committees to attract all Iranians and Iranian descent in the field of medicine become member of IAMA and Sections.

Ad hoc committees are created by the approval of the Board of Directors. The President of the Section has the right to appoint or initiate termination of chairperson of the committees with legitimate reasons. The Chairpersons will then be appointed and select the members to his/her committee. It is the responsibility of the chairperson of the each committee to serve as a liaison to the Board of Directors and the Vice President with quarterly reports as delineate in article six. A committee report is required by the chairpersons or his/her designee who must have served on that committee at the annual meeting of Sections and IAMA.

ARTICLE 14: ANNUAL REPORTS

The President or her/his designee of the sections shall give comprehensive and complete annual report of the Section at the annual meeting of Sections and IAMA membership meeting. The Section Treasurer or his/her designee shall give a comprehensive report of the financial status of the Sections during the Sections annual membership meeting and Annual Membership Meeting of IAMA.

ARTICLE 15: RENUMERATION

None of the members of the Sections shall be paid for their services.

ARTICLE 16: AMENDMENTS

IAMA-Sections by-laws may be amended at any Annual Meeting of the Section with a two third (2/3) majority vote of the active members present, by proxy or electronically.

Amendment procedure: Amendments to the bylaws can be proposed by any of the active members of the IAMA-Sections with cosign of ten (10) active members and should be presented to the "IAMA Sections Board of Directors" 60 days before the annual meeting. The boards after approval of the proposed amendment, will forward it to the Bylaws committee of IAMA. The outcome from Bylaws committee should be approved by the boards of Sections IAMA boards then presented at annual meeting of Sections to be voted by person or by proxy votes.

DISSOLUTION

In the event of dissolution of the Sections, all assets shall be transferred to IAMA or if the mother organization is also dissolved then to an organization that serves the charitable, educational, or humanitarian interests of the Iranian medical community and is within the meaning of Section 501(c) (3) of the Internal Revenue Code.