

IAMA CHAPTERS BY LAWS



(CA, MA, NJ, NY, OH, TX)

ARTICLE 1

NAME, LOGO, PURPOSE & FUNCTIONS

1. **NAME:**

The name of the organization shall be “Iranian American Medical Association of (ABBREVIATION OF STATE)”, hereafter called “IAMA, Chapter”, or referred to as IAMA, Chapter. IAMA, Chapter is a non-profit, non-political, non-religious, non-racial and non-gender establishment. The minimum number of members to establish a chapter in each state is 25.

2. **LOGO:**

The logo of IAMA Chapter will be the same as IAMA, with the only addition being the two letters of the state, which are above the Christian year of the establishment of IAMA.

3. **PURPOSE & FUNCTION:**

IAMA, Chapter is organized as a chapter organization to the National organization Iranian American Medical Association, exclusively for charitable and educational purposes, for assisting students financially and for providing free healthcare assistance to needy Iranian patients, all within the meaning of Section 501 (C) (3) of the Internal Revenue Code and State and Federal Laws, Rules and Regulations within the scope of the said purpose and power, it shall carry out the following functions:

- a. To disseminate medical knowledge to all members by means of journals, meetings, and continuous education in the field of medicine and to encourage all members to seek further education in their respected fields.
- b. To promote and maintain professional relationships and support each other in the USA, the medical organization in Iran and Persian speaking medical associations in other countries.
- c. To establish relations and have an active role with Iranian students and students of Iranian descent studying in the field of medicine or allied medical sciences in the state of issue. To furnish them with guidance, help them find schools of their choice and assist them financially whenever possible.
- d. To disseminate healthcare knowledge among the Iranians living in Chapter by means of flyers, radio, public speeches and other communication media.

ARTICLE II MEMBERSHIP

1. There shall be a fee for membership in IAMA Chapter and its parent organization, which is determined periodically by the Board of Directors and approved by the Board of Directors and Trustees of IAMA.
2. The rights and privileges of members shall be equal. The association does not discriminate based on race, color, gender or religion.
3. Type of membership: the membership shall be comprised of the following groups: Active, Associate, Honorary and Auxiliary.
 - a. Active members: Medical and Allied health groups who are in active practice or teach in their respective fields. All active members must be Iranian or of Iranian descent and are entitled to vote. All active members of IAMA Chapter who have retired in ordinary fashion may remain active members of IAMA, Chapter.
 - b. Retired M.D. and Allied health groups are active members and pay 60% of the customary membership fees.
 - c. Associate members: All professionals who are in training and do not have the license to practice or who are not licensed in the state of chapter. Associate members can participate in all meetings but shall not have the right to vote or hold office except for resident and student committees.
 - d. Honorary members: Any individual, irrespective of nationality, who is distinguished by doing recognizable work for IAMA, Chapter, Iran or the Iranian community anywhere in the world, or have contributed to the welfare of people. Honorary members shall not be able to vote or hold office, except for fundraising. Any active member of the Association can nominate an individual for this category of membership. The nomination should be endorsed by five (5) active members of IAMA Chapter and be forwarded to the Board of Directors and Trustees for approval. There will be no membership fee for this category of members.
 - e. Auxiliary members: The Auxiliary members shall consist of individuals whose goals and purposes are to assist IAMA, Chapter in pursuing its objectives. There will be no membership fee for this type of membership.
4. Member qualifications:
 - a. Legal resident of US (permanent resident or citizen) residing in the state of chapter.
 - b. Must be ethical and trustworthy.
 - c. Shall not have record of criminal conviction or corruption.
 - d. Must abide by the By Laws of IAMA, Chapter.
5. Property rights: No members shall have any rights, title or interest in any of the

properties or assets of the organization, including earnings or investment income of the association. Nor shall any of such properties or assets be distributed to any members upon its dissolution or winding up.

6. Payment of Dues and Fees:
 - a. Dues shall be paid in advance of the 1st of January of each fiscal year.
 - b. Fees and dues of Chapter will be determined by the Board of Directors of the Chapter besides the usual IAMA fee.

7. Termination of Membership and Resignation:
 - a. Resignation: The member's resignation should be submitted in writing to the Secretary of IAMA, Chapter, who in turn will present it at the Board meeting, where it shall be discussed. The Board may ask for the reason of the resignation if the member has not stated it in his/her resignation letter.
 - b. A membership shall be terminated for any one of the following reasons:
 1. If a member's license is revoked by the Governing bodies of the state of chapter where he/she practices or has the right to practice.
 2. If a member is convicted of any crime in any state.
 3. If a member is convicted of Moral Turpitude, the Board will evaluate each individual case and will notify the member in writing by certified mail. Such members shall have the right to appeal within thirty (30) days from the date of the Board letter. Supportive documents should be submitted to the Board upon initiation of appeal. The Board decision will be final and submitted in writing by certified mail to the member.
 4. If a member fails to pay membership fees within 90 days of due date.
 5. Membership in the association is not transferable. Membership shall terminate upon the resignation or death of the member.
 6. A member whose membership has been terminated may reapply for reinstatement in the same manner as an applicant for initial membership.

8. Certificate of Membership: The Board of Directors of IAMA may issue a Certificate of Membership in the association. Such certificate shall be signed by the President or Vice President and sealed by the Seal of Association.

ARTICLE III

BOARD OF DIRECTORS AND OFFICERS

The members of the Board of Directors include President, Vice-President, Secretary, Treasurer and three (3) members at large. Officers will be elected and shall have a two (2) year term. Officers shall prepare an annual report for the general members.

The Board of Directors shall, in general, exercise the executive power of the association. All decisions of the Board of Directors shall be carried out with 2/3 majority vote of the members of the Board. All expenses of IAMA, Chapter must be approved by the majority members of the Board of Directors. Expenses above \$1500.00 should be approved by the Trustee of IAMA, Chapter.

DUTIES OF THE OFFICERS:

1. President
 - a. Shall be responsible for the daily business of the Association.
 - b. Shall present the affairs of IAMA, Chapter to the Board of Trustees.
 - c. Shall appoint the Chairperson of the Committee as indicated by the By Laws.
 - d. Shall conduct the meetings of the Board of Directors and the General Meetings of IAMA, Chapter.
 - e. Shall have the privilege of signing checks in the absence of the Treasurer.
 - f. Shall have the privilege of signing official correspondence, etc., of IAMA, Chapter.
2. Vice-President
 - a. Shall carry the duties of the President upon his absence except for the signing of checks.
 - b. Shall be actively involved in the promotion of the Associations goals, especially fundraising and membership committees.
3. Secretary
 - a. Shall prepare the agenda of the meetings and be responsible for keeping the records.
 - b. Shall be responsible for reporting the minutes of the Board of Directors to the Executive Board of Trustees and Directors of IAMA.
 - c. Shall manage the daily correspondence and any necessary communication between the members of IAMA, Chapter.
 - d. Shall formalize the schedules of the meetings of the Board of Directors, etc.
 - e. Shall file any certificates required by any federal or state stature.
 - f. Shall be responsible to keep records of the daily activities of IAMA, Chapter.
4. Treasurer
 - a. Shall be responsible for the bookkeeping of IAMA, Chapter.
 - b. Shall sign all checks.
 - c. Shall prepare semi-annual financial reports to be published in the Bulletin of IAMA and its web page.
 - d. Shall send a copy of financial reports to the National headquarters of IAMA c/o Treasurer of IAMA.

- e. Shall report the financial status of IAMA, Chapter to the members at the Annual General Membership Meeting of IAMA, Chapter and IAMA.
 - f. Shall prepare the annual budget for approval by the Board of Directors and Trustees of IAMA, Chapter.
5. **Members at Large**
 Like the members of the Board of Directors, Members at Large are expected to play a major role in the daily functions of IAMA, Chapter and IAMA. Their participation in National events of IAMA is mandatory. Chapters should work closely with the Sections to establish the sub-sections in their state if there is none.

ELECTIONS OF THE OFFICERS

There will be an election of the officers each year at the Annual General Membership Meeting of IAMA, Chapter. The President Elect will be elected in one year, and the remaining officers will be elected in the following year. They will be elected for a two year term as follows:

- 1. **President Elect:**
 The Nominating Committee chaired by previous President of IAMA, Chapter will seek the names of eligible candidates (being an active member of IAMA, Chapter for at least two (2) years and in good standing). Other candidates may be nominated by petition signed by at least ten (10) active members of IAMA, Chapter and submitted to the Nominating Committee sixty (60) days prior to the election date, after obtaining their consent.
- 2. **Voting:**
 The format for voting consists of the following two (2) procedures:
 - a. Proxy vote – must reach the Nominating Committee at least fifteen (15) days prior to the date of election, and
 - b. At the Annual General Election Meeting of IAMA, Chapter in person.
- 3. **Election of the remaining Members of the Board of Directors (Vice-President, Secretary, Treasurer, and three (3) Members at Large):**
 The Nominating Committee, chaired by the previous President, will seek the names of at least twelve (12) eligible persons (being an active member of IAMA, NJ for at least two (2) years with good standing) one (1) year after the election of the President Elect.

**ARTICLE IV
 VACANCY IN THE BOARD OF DIRECTORS**

If a member of the Board resigns, becomes incapacitated, or loses the license to practice, he/she shall be replaced by majority vote of the remaining Board of Directors of IAMA, Chapter, with one of the Members at Large. This new member will serve until the end of

the current administrative term. Members at Large will not be replaced until the next election.

ARTICLE V DISMISSAL OF A BOARD MEMBER

1. If a Board member resigns.
2. If a Board member's membership is terminated for any reason.
3. If a Board member does not attend three (3) consecutive sessions without any justification.
4. Does not pay the membership fee.

The Board, at its discretion, after the approval of the Board of Trustees of IAMA, Chapter, can dismiss the individual member by notifying him/her in writing by certified mail. However, prior to a dismissal letter, a certified letter shall be forwarded to the individual member requesting reason for his/her absence or other causes. If no satisfactory response is received within a period of time designated by the Board of Directors, then the dismissal letter shall be sent to the individual, which follows aforementioned procedures in this chapter.

The individual Board member shall have the right to appeal. Replacing the Board member is stated in Article IV.

ARTICLE VI MEETINGS

1. The Board of Directors shall have a meeting at least once a month. All the matters of interest shall be discussed and appropriate notes should be taken by the Secretary, which shall be presented at the following Board Meeting for approval. The minutes of the Board of Directors meeting shall be mailed to the Board of Directors and Trustees of IAMA, Chapter.
2. IAMA, Chapter should have an annual General Membership Meeting. The Board of Directors (or the President) shall designate the time and place as well as the subjects to be raised and discussed at such meetings a few months in advance. Members shall be advised of the said information at least six (6) months before the holding of the General Meeting of that year. Such subjects shall include reports of the President and the Treasurer. Powers of the General Meeting shall include, but shall not be limited to, the approval of the By Laws and any amendments thereto and changes in the Structure of the Association. The final changes should be approved by the Board of Trustees of IAMA.
3. The quorum in General Meetings for any action governed by this By Laws shall be the presence of at least fifty-one percent (51%) of the active members and decisions shall be adopted upon the favorable votes of at least 2/3 of the members in person or by proxy. All proxies shall be in writing and filed with the Secretary. No proxy shall extend beyond a period of eleven (11) months.
4. CME Meeting: the National Association shall have at least one (1) CME course per year, preferable at the time of the Annual Membership Meeting.
5. Members of IAMA, Chapter are encouraged to attend the National Annual Meeting of IAMA.

6. The members of the Board of Directors, Committee Chairs should attend the Annual Meeting of IAMA.

ARTICLE VII COMMITTEES

The Chairperson of all the committees will be nominated by the President and approved by the members of the Board of Directors of IAMA. The term of the Chairperson and the committee members for each committee shall be two (2) years, unless otherwise mentioned in the By Laws.

1. Membership Committee: This committee shall recruit members and encourage medical and allied health professionals to join the association. The activities of the committee should report to the Board of Directors of IAMA, Chapter every three (3) months.
2. Committee on Public Education: The Chairperson will form a committee of no less than three (3) individuals to aid him/her. The committee shall have a Public Education Division. This division shall be concerned with educating the public, utilizing all available means of communication, including but not limited to, flyers, radio, television, public talks and speeches. All these should be geared toward Iranian individuals living in the USA and Iran. These activities shall be conducted in the Persian language (Farsi) when possible, so that the majority of the Iranian people can understand. Admittance to these meetings shall be open to all.
3. Students, Resident and Fellow Committee: This committee shall participate in the affairs of students, residents and fellows. The members shall be chosen from the student body, residents or fellows. The committee members shall be chosen from the student body, residents or fellows of different fields of medicine and allied health groups by the Chairpersons. This committee shall work closely with the Committee #10 to assist medical students to find residencies and help residents and fellows to find proper jobs.
4. The Awards and Recognition Committee: This committee shall consist of at least three (3) individuals. Any active member can nominate his/her nominee for awards or recognition. The nominee should be approved by the Board of Directors, if approved by the committee. The Chairperson will notify the individual in writing. The Scientific, Cultural and Supporters Medals or Plaques of recognition are discussed in Article XV.
5. By Laws Committee: The Chairperson will select at least four (4) members. All changes in the By Laws should be presented to the active members to vote on at the Annual Meeting. All changes voted upon by the general membership must then be approved by the Board of Trustees of IAMA to be operational.
6. Nominating Committee: The past president of IAMA, Chapter will chair this committee and select at least three (3) eligible members who are very active in the affairs of IAMA, Chapter, and have thorough knowledge about the members of the state of chapter.
7. Financial and Fund-Raising Committee: The Chairperson of this committee will be one of the Members at Large of IAMA, Chapter.

8. Scholarship and Financial Assistance Committee: The Chairperson will appoint three (3) members.
9. Meeting and Gathering Committee: The Chairperson will appoint a minimum of four (4) members.
10. Committee to assist medical students seeking residencies and residents or fellows seeking jobs: The Chairperson of this committee shall be an active academic member of IAMA, Chapter. The Chairperson will appoint as many as seven (7) or more active academic members of IAMA to serve this purpose.
11. Publication and Medical Education Committee: All material for publication should be approved by the Publication Committee of IAMA. This committee should work closely with IAMA Publication Committee to publish a newsletter three to four (3-4) times per year or more.
12. Legal Advisor: The President, with the approval of the members of the Board of Directors and members of the Board of Trustees of IAMA, Chapter shall appoint a professional legal advisor to assist IAMA, Chapter in all legal matters. This person may be a non-member of IAMA, Chapter. The advisor shall safeguard the integrity of the Association and make sure that the steps taken by the Board are in full compliance with the laws and in accordance with the IAMA By Laws. The advisor shall give assistance to the Board of Directors and Trustees in making the proper decisions.

All committees are obligated to submit a quarterly report of their functions and progress to the Board of Directors of IAMA, Chapter. Additional committees may be formed as deemed necessary by the President of IAMA, Chapter.

ARTICLE VIII ANNUAL REPORTS

1. The President or his/her designate will give comprehensive and complete annual reports of the Association, including but not limited to, the status of membership and achievements of the Association and its endeavors, scholarships given, public services, publications and other subjects of interest at the Annual Meeting of IAMA, Chapter, IAMA, membership and to the Board of Directors and Trustees of IAMA.
2. The Treasurer or his/her designated representative will give a comprehensive report on the financial status of the Association to the members of IAMA, Chapter and IAMA during the Annual Membership Meeting. The Treasurer will also be responsible for submitting a financial report of IAMA, Chapter to the Board of Directors and Trustees of IAMA and IAMA, Chapter, to be published in the Bulletin, newsletter, and/or announced on the web page.

ARTICLE IX RENUMERATION

None of the Officers of IAMA, Chapter shall be paid for their services. No active, associate, honorary or auxiliary member of IAMA, Chapter shall be paid for his/her services. The expense incurred during the monthly meeting of the Board of Directors, the Board of Trustees, or others are not subject to reimbursement by IAMA, Chapter.

**ARTICLE XX
RECOGNITION**

1. Recognition medals or plaques to contributors of an outstanding donation toward the progress and the affairs of IAMA, Chapter will be decided on by the Board of Directors, and approved by Trustees of IAMA, Chapter.
2. Recognition of Iranian or Iranian descent scientists anywhere in the world who have made valuable contributions in their field of expertise or the welfare of mankind.
3. Recognition of outstanding members of IAMA, Chapter whom have contributed to the expansion, improvement and progress of the Association.

**ARTICLE XXI
BOARD OF TRUSTEES**

1. There will be an election of the Board of Trustees of each Chapter every three (3) years, which will be conducted by the Board of Trustees of IAMA.
2. The Trustees and Past Presidents of IAMA, Chapter and SIAHP will serve as consultants to the Board of IAMA, Chapter.

WEBSITE, BULLETIN AND PUBLICATION COMMITTEE

IAMA, Chapter will have a section in the Website and Bulletin of IAMA. All activities and reports of IAMA, Chapter will be on website and printed in the IAMA Bulletin. The share of expenses of IAMA Bulletin will be determined each time by the Directors of IAMA. Bulletin to be paid by IAMA, Chapter. E-Bulletins will be printed each year, or more.

**ARTICLE XXII
AMENDMENTS**

These By Laws may be amended at any Annual Meeting of the Association with 2/3 majority vote of the active members present with quorums (refer to Article IX, #3).

**ARTICLE XXIII
DISSOLUTION**

In the event of the dissolution of the Association, all real estates, assets and remaining moneys shall be donated to IAMA, within the meaning of Section 501 (C) (3) of the Internal Revenue Code.