

MICHIGAN ASSOCIATION FOR MEDICAL EDUCATION

BYLAWS

Article I Name

The name of this Association shall be the Michigan Association for Medical Education (MAME), a Michigan non-profit organization.

Article II Purposes of the Association

- A. To promote the development of quality medical education in Michigan.
- B. To serve as a forum and resource for Medical Education information.
- C. To enhance professionals in the field of Medical Education.
- D. To develop mutually beneficial partnerships to advance Medical Education.
- E. To advocate the value of Medical Education in health care.
- F. To foster accountability to Medical Education stakeholders.

Article III Fiscal Year

The fiscal year shall be July 1 through June 30.

Article IV Membership

- A. Categories of Membership
 - 1. Active Member
 - 2. Associate Member
 - 3. Institutional Member
 - 4. Professional Association Member
 - 5. Honorary Member
 - 6. Life Member
- B. Qualifications for Membership
 - 1. Active membership is open to any individual who is employed by or on the staff of a health care institution, an educational institution or a medical professional society and who is directly involved in undergraduate, graduate or continuing medical education.

2. Associate membership is open to individuals who do not qualify for Active membership.
3. Institutional membership is open to health care and educational institutions. Institutional membership allows the appointment of five institutional members who would be otherwise qualified for Active membership. Annually the institution must name its institutional members and must designate one of its institutional members to serve as a contact person.
4. Professional Association Membership is open to organizations of medical educators which wish to formally affiliate with MAME. This category of membership is not applicable to individual or consortia of educational institutions providing ACGME accredited resident education, and which would fall into the Institutional Membership category, #3 above. Membership fees for Professional Associations will be determined by the Board of Directors based upon the size of the organization.
5. Honorary membership shall be conferred upon those persons who, in the opinion of the Association, have distinguished themselves in the field of medical education.
6. Life membership may be conferred upon an Active or Institutional member who has been a member of MAME for twenty years or more and who is retired from active employment in medical education.

C. Membership Privileges

1. Active Members, Institutional Members, and Professional Association Members shall have the right to vote in elections, hold office and serve and vote on committees.
2. Associate Members and Honorary Members shall have the right to serve and vote on committees.
3. Life Members shall have the right to vote in elections, and serve and vote on committees.

D. Granting of Membership

1. Active, Associate, Institutional, and Professional Association membership applications must be made to the Membership Committee and must be approved by the majority vote of both the Membership Committee and the Board of Directors.
2. Honorary and Life memberships are proposed by the Membership Committee and must be approved by the majority vote of both the Membership Committee and the Board of Directors.

E. Termination of Membership

1. Membership is terminated automatically for non-payment of dues.
2. Membership may be terminated for cause by a majority vote of the Board of Directors.

Article V Annual Dues

- A. The Board of Directors shall determine the membership dues annually
- B. Dues notices shall be sent no later than ninety (90) days prior to the start of the fiscal year and must be paid in full by the first day of the fiscal year.

Article VI Board of Directors & Officers

- A. The Board of Directors shall consist of the President, the President-Elect, the Secretary-Treasurer, the Immediate Past President and one Member-at-large, all of whom must be Active Members of the Association.
- B. The officers of this Association shall be the President, the Past President, President-Elect, the Secretary-Treasurer, and the Member-at-Large.
 - 1. The President shall be the Chief Executive Officer and the official spokesperson of the association and shall preside at meetings of the membership. The President shall serve as Chair of the Board of Directors.
 - 2. The President-Elect shall serve as Vice-Chair of the Board of Directors and shall fulfill the duties of the President if the President is unable to do so. The President-Elect also shall serve as program chair. He/she shall coordinate the educational program for each quarterly meeting.
 - 3. The Secretary-Treasurer shall be the custodian of all corporate and business records of the Association and its Board of Directors. He/she shall report regularly to the Board of Directors on the financial condition of the Association and shall report the financial condition of the Association to the membership at the annual meeting.
 - 4. The Member-at-Large shall prepare minutes for each meeting of the Executive Committee and for each MAME business meeting and shall notify each member fourteen (14) days in advance of each regular or special meeting of the Association.
 - 5. The Member-at -Large shall also assist the President-Elect with each quarterly meeting educational activity.
- C. Any vacancy on the Board of Directors because of death, resignation, removal or incapacity shall be filled by appointment by the Board of Directors for the unexpired term.
- D. The Board of Directors shall meet four times per year in conjunction with the scheduled membership meetings.
- E. Terms of office for elected positions shall be two years.

Article VII Committees

A. Nominating Committee

1. The Nominating Committee shall be the Immediate Past President and two members appointed by the President for one-year terms.
2. The Chair shall be the Immediate Past President.
3. The Nominating Committee shall nominate a slate of two nominees each for President-Elect, Member-at-Large and Secretary-Treasurer at the regular meeting immediately preceding the annual meeting during odd numbered years. The committee shall conduct an election by written ballot and report the results at the annual meeting.
4. Members of the Nominating Committee are not eligible for nomination to office while serving on the committee.

B. Membership Committee

1. The Membership Committee shall be the Secretary-Treasurer and two, or more, members appointed by the President for one-year terms.
2. The Chair shall be the Secretary-Treasurer.
3. The Membership Committee shall review all applications for membership and make appropriate recommendations to the Board of Directors, shall propose all nominees to Honorary membership to the Board of Directors and shall solicit additional prospective members as directed by Board of Directors.

C. Program Committee

1. The Program Committee shall be the President-Elect, the Member-at-Large, and one, or more, members appointed by the President for one-year terms
2. The Chair shall be the President-elect.
3. The Program Committee shall arrange the time, place and educational program for each meeting.

D. Other Committees

1. Additional committees may be appointed as deemed advisable by the President for terms of one year or less.
2. The Chair shall be appointed by the President.

3. The President shall charge the committee with specific tasks or duties.
- E. Liaison Representatives

1. Liaison representatives to other organizations and entities may be appointed as deemed advisable by the President for terms of one year or less.

Article VIII Membership Meetings

- A. There shall be four regular meetings of the Association each fiscal year.
- B. Special meetings may be called by the Board of Directors.
- C. The last regular meeting of the Association each fiscal year shall be the Annual Meeting.
- D. A quorum consisting of ten percent of the voting membership is required to conduct business at any membership meeting.

Article IX Amendment

The Bylaws may be amended by a two-thirds vote (2/3) of either the MAME membership or the full Board of Directors, provided notice of such amendment shall have been given in writing to the members of the Association or the members of the Board at least fifteen (15) days prior to the respective votes on the proposed amendment. The votes may be cast either in person or by mail. An amendment to the Bylaws made by the Board of Directors must be reported to and ratified by a majority vote of the members in attendance at the next meeting of the association.

Article X Dissolution

MAME shall use its funds only to accomplish the purposes specified in these bylaws and no part of said funds shall inure, or be distributed, to the members of MAME. On dissolution of MAME, any assets remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors.

Article XI Rules of Order

The rules contained in the current edition of "Robert's Rules of Order" shall govern the conduct of the meetings of MAME in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules MAME may adopt.

Amended:

11/12/75

11/16/77

05/17/78

03/26/80

03/10/82

05/05/90
03/14/01
03/12/03