

CONSTITUTION AND BY-LAWS
MEDICAL ADMINISTRATORS CONFERENCE

Adopted June 28, 1997

Article I – Name

The name of this organization shall be the Medical Administrators Conference which shall be referred to henceforth in these by-laws as the M.A.C.

Article II – Purpose

The purpose of the M.A.C. shall be to provide the members with information that increases their knowledge in the field of Health and Medical Care. The aim of the meetings is, in the exchange of opinions and relating of experiences, to enable the members to better perform their chosen professional endeavors.

Article III – Membership

Section 1 – Qualifications

The members shall be physicians who have demonstrated outstanding performance in medical administration in any phase of the health field and who at the time of their election are engaged in full-time practice in such field.

Section 2 – Method of Election

- a) Nomination to membership shall be by an active member of the M.A.C. whose obligation shall be to supply the membership at least 60 days before the annual meeting, through the Nominating and Membership Committee, such information as is necessary to provide a basis for casting a ballot.
- b) Voting shall be by secret ballot. A two-thirds vote of those present in favor of acceptance shall be required for election to membership in the M.A.C.
- c) There shall be two classes of members, (1) Active, and (2) Honorary. Honorary members shall be former active members who for reasons of health, seniority¹, retirement or limitation of activity are unable to meet qualifications for continuing active membership. They shall be invited to all meetings but are not required to conform with the rules of attendance.

¹ Seniority shall mean any member who has been active for at least 15 years with the M.A.C., who asks to be moved from the active status to continue in the Honorary category.

- d) The maximum number of active members shall be fifty. No limit shall set as the number of honorary members.

Article IV – Dues

Dues and conference registration and guest fees shall be recommended by the Treasurer, with the approval of the President, at the annual meeting. Members both active and honorary attending all or part of the meeting shall pay the same registration and dues. Active members unable to attend meeting shall pay dues as set at each meeting by the members attending. No dues shall be required of honorary members.

Article V – Officers and Committees

Section 1 – Officers

Officers of the M.A.C. shall be (1) President, (2) Secretary and (3) Treasurer. A majority vote of the members present shall determine the election of each, nominations having been submitted by the Nominating and Membership Committee.

Section 2 – Duties of Officers

- a) The President shall preside at the annual meeting. The term of office shall be for one year, and the Secretary (President-elect) shall become the President after a year as Secretary. The President shall, with the Secretary and the Treasurer, be responsible for the preparation of the agenda and other activities related to the meeting.
- b) The Secretary (President-elect) in addition to assisting the President, shall be responsible for the necessary correspondence and for the recording of minutes of the annual meeting, copies of which shall be sent to the members only.
- c) The Treasurer shall be responsible for financial matters of the M.A.C. and all checks shall be made out to his name with the title Treasurer, Medical Administrators Conference appended. The Treasurer shall be elected for a 5-year term of office commencing January 1 and may serve concurrently in another office.

Section 3 – Committees

There shall be one perennial committee of three members, appointed by the newly elected President at the close of each annual meeting, which shall be named the Nominating and Membership Committee and whose duties shall be in accord with the title:

1. Receive suggestions and make recommendations to the membership for the offices of President, Secretary and Treasurer.

2. Receive suggestions and make recommendations to the membership for the site and date of the next meeting.
3. Receive suggestions, distribute material on proposed members and make recommendations for new members.
4. Make recommendations for transfer from active to honorary membership as indicated within the provisions of Article III, Section 2c.
5. Make recommendations for discontinuance of membership in accordance with the provisions of Article VI below.

The President shall appoint other committees as may be necessary to conduct M.A.C. business.

Article VI – Attendance

Each active member shall notify the Secretary in advance as to his plans to attend or not attend the annual meeting.

Recommendations for discontinuance of membership shall be made by the Nominating and Membership Committee when an active member fails to attend three successive meetings. Mitigating circumstances shall be expressed and final action shall require the approval of two-thirds of the members present at the annual meeting. Recommendations shall also be made for discontinuance of membership on the written request of a member.

Article VII – Meetings

Section 1 – Annual Meeting

The one official meeting of the M.A.C. shall be the annual meeting at time and place as may be determined by the President, Secretary and Treasurer, after consideration of suggestions made at the previous annual meeting.

Section 2 – Order of Business

The order of business at the annual meeting shall be:

1. Introductory remarks of welcome by the President and introducing of new members.
2. Report of the Secretary with resume of last annual meeting and a report of the Treasurer accounting on the current financial situation.
3. Resume of activities, apart from the discussion topics, by the current host.

4. Professional agenda.
5. Report of the Nominating and Membership Committee.
6. Election of officers.
7. Election of honorary and active members.

The above outline shall be subject to rearrangement in sequence as determined by the President, Secretary and Treasurer.

Article VIII – Amendments

These by-laws may be amended at any annual meeting of the M.A.C., the proposed amendment having been submitted in writing to members by the Secretary at least 60 days prior to such meeting. A two-thirds vote of members present at the annual meeting shall be required to adopt such amendment.

Approved by two-thirds affirmative vote of membership present at annual meeting June 28, 1997.