

# Chinese American Medical Association of California- CAMAC

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## Part1. Organization

### Chapter1. Title and Purposes

1.0. Title: The name of this organization is filed as CHINESE AMERICAN MEDICAL ASSOCIATION OF CALIFORNIA – CAMAC.

2.0. Purposes:

2.0.1. To serve the community by uniting physicians to work on professional and public health issues.

2.0.2. To improve clinical practice by providing medical education.

2.0.3. To enhance the professional collaboration domestically and internationally.

### Chapter 2: Policies

CAMAC is a non-profit, non-political, and non-religious organization. The use of its name shall be consistent with its bylaw and or by obtaining the permission from Executive Committee. Members may not engage in any activities that may endanger the organization's tax status.

## Part II. Management and Election

### Chapter 1. Positions and terms

1.0. Position: president, president-elect, executive director, treasurer, and directors of committees. Executive committee consists of the officers above. Advisory committee consists of former presidents.

1.1. Terms: 2 years for president, president-elect, executive director, treasurer, and the directors of the committees. The terms commence at the end of election in the members' annual meeting. The president will not run for the same position after his/her term.

### Chapter 2. Eligibility

2.0. All members are eligible for positions of Executive Committee. The position of president and president-elect are limited to the officers of Executive Committee who have been holding the positions for at least one year.

### Chapter 3. Duties of Officers

3.1.0. President

3.1.1. The president will be the chief executive officer of the CAMAC and will have the general powers and duties of supervision and management, including authorization to expend CAMAC fund within limits set by the Executive Committee. The president will have the authority to negotiate and execute agreements on behalf of the CAMAC when he/she is authorized by the Executive Committee.

3.1.2. The president will preside over all meetings of CAMAC.

3.1.3. The president will appoint all Committee Directors after discussion with the Executive Committee and with approval of the general membership.

3.1.4. The president, with the approval of the Executive Committee, will designate the directors (or chairs) of the related committee to organize the annual meeting, symposia, and holiday parties, etc. and to publish these events on the CAMAC web site.

3.1.5. The president will give his/her annual report to the members.

3.1.6. The President may ask any elected or appointed officer of the Executive Committee to function as his/her role at special situation.

3.2.0. President-elect (hold vice-president position temporarily)

3.2.1. The president-elect will assist the president in conducting the business of the CAMAC.

3.2.2. The president-elect will take over the duties of the president in the temporary absence of the President.

3.2.3. The president-elect may be assigned a specific mission by the president to represent him/her.

3.3.0. Executive Director

3.3.1. The executive director will prepare and preserve the minutes of each Executive Committee meeting.

3.3.2. The executive director will notify Executive Committee members for the board meetings.

3.3.3. The executive director shall sign and incorporate all amendments into the Bylaws.

3.3.4. The executive director is responsible for issuing all notices to the members via mail, phone, and posting on the CAMAC website.

#### 3.4.0. Treasurer

3.4.1. Treasurer shall receive, disburse, and manage the account for all funds of CAMAC.

3.4.2. Treasurer shall be in charge of the Budget Committee.

#### 3.5.0 Directors of Executive Committees

3.5.1. Each director of executive committees will be responsible for the events such as education and internal affair.

### Chapter IV: Election and Voting

#### 4.1.0. Nomination

4.1.1. The candidates for the president and president-elect will be nominated by the Executive Committee. The candidates for directors will be nominated by each committee.

#### 4.2.0. Ballots

4.2.1. Ballots shall be distributed to members with a sign-in sheet.

4.2.2. Ballots shall be counted immediately following the election in the public area. Results shall be announced when tabulated.

4.2.3. Ballots shall be kept for six months in the CAMAC office.

#### 4.3.0. Voting

4.3.1. Fifty one percent (51%) of the voting members and a majority of the Executive Committee members shall constitute a quorum. Voting by proxy is allowed.

#### 4.4.0. Vacancies

4.4.1. When the president is unable to perform his/her duty or position of the president is vacant, the president-elect will assume the responsibilities of the president.

4.4.2. If a vacancy is declared in any elected office, the Executive Committee will inform the members and may summon a special election and/or wait

for general election.

#### 4.5.0. Disciplinary Action

4.5.1. Any elected officers who fail to attend three consecutive regularly scheduled Executive Committee meetings may be removed from the office by the majority vote of the Executive Committee.

4.5.2. The president may remove an Executive Committee member with the approval of the Executive Committee.

### Part III. Membership

#### Chapter 1. Types of Membership

1.1.1. Member: Physicians, licensed in the United States, are eligible to become a member of the CAMAC.

1.1.2. Associate Member: Physicians who are not licensed in the United States, but are graduates of a medical school in or outside of the United States, and have been certified by Educational Commission for Foreign Medical Graduates (ECFMG), are eligible to become associate members of the CAMAC.

1.1.3. Student member: Medical students are eligible to become a student member of the CAMAC.

1.1.4. Honorary member: Non-physician with substantial contribution to the CAMAC may be nominated by the Executive Committee as an honorary member of CAMAC.

1.1.5. The recommendation by two current members of CAMAC is required for the membership listed above. The documentation may be requested for the credentialing at special circumstances.

#### Chapter 2. Rights and Obligations of the Members

1.1. All members have equal rights to run for any elected positions.

1.2. Each member has one vote. Associate members, student members, and honorary members have no voting privileges.

1.3. All members will share equal right to attend free CME lectures and benefit from free group advertising, exclusive members' listing, and discount members' parties.

1.4. All members shall be obligated for the membership fee of their membership categories.

1.5. Fee for members is \$100, for associate members is \$50, for student members is \$25, and is free for honorary members.

1.6. Members may pay lifetime dues of \$500 in a lump sum, which will be waived permanently for the membership fee.

1.7. The payment is due on the date of annual meeting or to be determined by the Executive Committee.

1.8. All members shall keep confidential for the other members' personal information.

### Chapter 3. Termination of Membership

1.1. The members who fail to pay membership fee after one reminder will have their membership terminated.

1.2. Members fail to obey the CAMAC bylaw or lose their medical licenses; their membership will be terminated automatically.

### Part IV. Meetings

Chapter 1. Annual meeting will be held at location (TBA) and time (TBA).

Chapter 2. Executive Committee meeting will be held at least four times per calendar year.

Chapter 3. The president and Executive Committee may request special meeting.

Chapter 4. The Executive Director will notify all voting members for the meetings mentioned above.

### Part V. Financial Management

#### Chapter 1. Budget

1.1. The Executive Committee will recommend a budget for adoption by the annual meeting.

1.2. The budget may be amended by vote of the members at the annual meeting.

#### Chapter 2. Expenditures

2.1. All CAMAC checks and payments of \$1000 or above will require two signatures. One signatory shall be the president, or in the president's absence, the president-elect. The second signatory shall be the treasurer. The treasurer may sign all checks less than \$1000. The check stub will be countersigned later by the president, or in the president's absence, the president-elect. No two officers who are related by blood, marriage, or mutual household may cosign checks.

### Chapter 3. Audit

The treasurer's report will be audited from outside by the request of the president or Executive Committee.

## Part VI. Amendments and Records

Chapter 1. The CAMAC bylaw can be reviewed and/or amended at annual meeting.

Chapter 2. Amendments will be effective immediately unless stated in the amendment.

### Chapter 3. Records

1.1. Each officer shall submit all records and property of the CAMAC to the incoming president at the end of his/her term.

1.2. Financial records of the CAMAC will be preserved for at least five years at CAMAC's office.