

Constitution and Bylaws of the Midwest Chapter of the American College of Sports Medicine (MWACSM)



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Table of Contents

**Constitution of the Midwest Chapter of the American College of Sports
Medicine..... 1**

- Article I: Name And Geographical Area..... 1**
 - Section 1: Name1
 - Section 2: Geography1
 - Section 3: Restructuring.....1
- Article II: Purpose and Objectives 1**
- Article III: Organization..... 1**
 - Section 1: Status.....1
 - Section 2: MWACSM Office.....2
 - Section 3: Officers2
 - Section 4: Board of Directors’ Duties2
 - Section 5: Board of Directors’ Voting Rights.....2
 - Section 6: Elections2
 - Section 7: Appointments3
 - Section 8: Board of Directors Terms.....3
 - Section 9: Board of Directors Vacancies3
 - Section 10: Officer Removal3
 - Section 11: Fiscal Year3
- Article IV: Membership..... 3**
- Article V: Committees..... 4**
 - Section 1: Standing Committees.....4
 - Section 2: Ad hoc Committees4
 - Section 3: Committee Terms4
 - Section 4: Appointment.....4
 - Section 5: Reporting4
 - Section 6: Removal.....4
- Article VI: Meetings..... 5**
 - Section 1: Annual Business Meeting5
 - Section 2: Scientific Meeting.....5
 - Section 3: Meeting Planning.....5
 - Section 4: Date and Location.....5
 - Section 5: Board of Directors Meetings5
- Article VII: Amendments 5**
- Article VIII: Funds 6**
 - Section 1: Income.....6
 - Section 2: Expenditures.....6
- Article IX: Dissolution of the Chapter 6**

Bylaws for the Midwest Chapter of the American College of Sports Medicine... 7

- Article I: Membership 7**
 - Section 1: Categories of Membership7
 - Subsection 1.1: Professional Member7
 - Subsection 1.2: Graduate Student Member7
 - Subsection 1.3: Undergraduate Student Member7
 - Section 2: Voting Privileges7
 - Section 3: Dues7

- Article II: Board of Directors 8**
- Section 1: Members of the Board of Directors8
- Section 2: Duties of the Board of Directors8
 - Subsection 2.1: President..... 8
 - Subsection 2.2: President-Elect..... 8
 - Subsection 2.3: Past-President..... 8
 - Subsection 2.4: Secretary 8
 - Subsection 2.5: Members-at-Large 9
 - Subsection 2.6: Graduate Student Representative 9
 - Subsection 2.7: Executive Director 9
 - Subsection 2.8: Regional Chapter Representative..... 9
- Section 3: Election of the Board of Directors.....10
 - Subsection 3.1: Offices on the Ballot 10
 - Subsection 3.2: Eligibility for Board of Directors..... 10
 - Subsection 3.3: Nominating Process 10
 - Subsection 3.4: Voting Procedures 10
 - Subsection 3.5: Announcement of Election Results 10
- Section 4: Initiation, Rotation, and Expiration of Terms of Officers.....10
 - Subsection 4.1: Initiation of Term..... 10
 - Subsection 4.2: Rotation of Officers..... 11
 - Subsection 4.3: Expiration of Term 11
- Section 5: Removal of an Officer of MWACSM11
 - Subsection 5.1: Cause for Removal of a Member of the Board of Directors..... 11
 - Subsection 5.2: Approval to Initiate Removal Proceedings..... 11
 - Subsection 5.3: Notification of Removal Proceedings 11
 - Subsection 5.4: Initiation of Removal Proceedings 11
 - Subsection 5.5. Composition of Removal Review Committee..... 11
 - Subsection 5.6: Proceedings for Removal..... 12
 - Subsection 5.7: Removal of Officer 12
- Section 6: Appointment of the Executive Director12
- Section 7: Appointment of the Regional Chapter Representative12
- Section 8: Standing Committees Membership12
 - Subsection 8.1: Annual Meeting Planning Committee..... 12
 - Subsection 8.2: Awards Committee 13
 - Subsection 8.3: Communications Committee 13
 - Subsection 8.4: Exercise is Medicine..... 13
 - Subsection 8.5: Leadership and Mentorship 13
 - Subsection 8.6: Membership and Member Services Committee..... 14
 - Subsection 8.7: Nominating Committee..... 14
 - Subsection 8.8: Sponsorship Committee..... 14
- Section 9: Standing Committee Functions14
 - Subsection 9.1: Procedures 14
 - Subsection 9.2: Amendment of Procedures Manual 14
- Article III: MWACSM Meetings 15**
- Section 1: MWACSM Annual Meeting.....15
- Section 2: Board of Directors Meetings15
- Article IV: Parliamentary Authority..... 15**
- Article V: Amendments 15**
- Section 1: Amending Bylaws.....15
- Section 2: Passage of Amendments15
- Section 3: Voting on Amendments.....15

Constitution of the Midwest Chapter of the American College of Sports Medicine

Article I: Name And Geographical Area

Section 1: Name

The name of the organization is the “Midwest Chapter of the American College of Sports Medicine” (MWACSM). MWACSM is a permanent regional chapter of the American College of Sports Medicine (ACSM).

Section 2: Geography

The geographic area shall include the states of: Illinois, Indiana, Iowa, Michigan, Ohio and Wisconsin.

Section 3: Restructuring

Any restructuring of the geographical area will follow ACSM guidelines.

Article II: Purpose and Objectives

1. To promote and advance scientific knowledge and application of this knowledge dealing with the effect of sports and other physical activities on the health and wellness of human beings at various stages of life.
2. To collaborate with other organizations, educators, scientists, physicians, fitness practitioners, and students concerned with the same or related specialties.
3. To arrange for mutual meetings of educators, scientists, physicians, fitness practitioners, and students concerned with the same or related specialties.
4. To initiate, promote, and collaborate on research in these fields.
5. To disseminate information pertaining to various aspects of sports, other physical activities, and medicine.

Article III: Organization

Section 1: Status

MWACSM is a non-profit organization that was granted permanent regional status in 1972 by ACSM. MWACSM was the first chapter to be granted permanent regional status.

Section 2: MWACSM Office

The main office for MWACSM will be located at the professional location of the Executive Director.

Section 3: Officers

The Officers of MWACSM will consist of a Presidents' Council (President-Elect, President, and Past-President), six Members-at-Large, a Secretary, and a Graduate Student Representative. The Officers in conjunction with an ACSM Regional Chapters' Committee Representative, and an Executive Director shall form the MWACSM Board of Directors.

The Board of Directors, with the exception of the Graduate Student Representative, must be Professional Members of MWACSM and ACSM during their terms. The Graduate Student Representative must be a student member of MWACSM and ACSM at the beginning of each year of his or her term.

Section 4: Board of Directors' Duties

The Board of Directors shall determine and implement the policies of the Chapter, and will conduct the business of the membership as described by the MWACSM Constitution and Bylaws.

Section 5: Board of Directors' Voting Rights

The President, Past-President, President-Elect, Secretary, the six Members-at-Large, and the Graduate Student Representative shall be the voting members of the Board of Directors on all official matters related to the policies and procedures of the Chapter.

The Executive Director and Regional Chapter Representative will have voting rights related to the location and content of the MWACSM annual meeting, but will not have voting rights for other official business of the Chapter.

Section 6: Elections

Elections for the Officers of MWACSM will be held annually. For the positions of President-Elect, Secretary and Graduate Student Representative, the candidate with the most votes is elected to that position. For the positions of Member-at-Large, the candidates with the first and second most votes will be elected to those open positions.

Section 7: Appointments

The President with the approval of the Officers of MWACSM will appoint the Chapter Representative to ACSM Regional Chapters' Committee.

For the Regional Chapter Representative, an appointment is confirmed by a majority vote of all Officers of MWACSM

The Officers of MWACSM will vote to approve the Executive Director for the MWACSM chapter.

For the Executive Director, an appointment is confirmed by a majority vote of all Officers of MWACSM.

The Officers of MWACSM have the authority to remove either the Regional Chapter Representative or Executive Director with a simple majority vote at any time.

Section 8: Board of Directors Terms

The term of office for President will be for three years. Each person elected President will serve one year each as President-Elect, President, and Past-President. The terms of office for the Members-at-Large, Secretary, Executive Director, Graduate Student Representative, and Regional Chapter Representative will be for three years.

Section 9: Board of Directors Vacancies

The President-Elect shall fill any vacancy in the office of the President. Vacancies in the other offices of the Board of Directors will be filled by appointment of the President with approval of the Officers of MWACSM. The appointee shall complete the term of the Officer he or she is replacing.

Section 10: Officer Removal

A member of the Board of Directors can be removed in accordance with the policy and procedures in the MWACSM Bylaws.

Section 11: Fiscal Year

The fiscal year shall be from January 1 through December 31.

Article IV: Membership

Any persons meeting the qualifications of membership as described in the MWACSM Bylaws is eligible to be a member of MWACSM. Categories of membership are described in the MWACSM bylaws.

Article V: Committees

Section 1: Standing Committees

The standing committees of MWACSM are: Annual Meeting, Awards, Communications, Exercise Is Medicine, Leadership and Mentorship, Membership And Member Services, Nominating, and Sponsorship.

Section 2: Ad hoc Committees

The President may appoint ad hoc committees at his or her pleasure. The ad hoc committee will disband at the end of the President's term unless re-appointed by the President-Elect.

Section 3: Committee Terms

Membership on a committee will be for one year. An individual may be appointed to successive terms on a committee.

Section 4: Appointment

All committee Chairs and members will be appointed by the President, and approved by the Officers of MWACSM at the beginning of each fiscal year.

The President in consultation with the President-Elect, Past-President, and Executive Director will fill vacancies on a committee.

Section 5: Reporting

The Chair of each committee will submit a written report to the President-Elect prior to the first Board of Directors meeting at the beginning of each fiscal year. This report should identify priorities for the year as determined by the chapter's strategic plan along with a timeline as well as any updates to the committee's policies and procedures. The Chair of each committee will then submit an update to the Board of Directors for each Board of Directors' meeting.

Section 6: Removal

A member of a committee can be removed at the discretion of the President in consultation with the Past-President, President-Elect, and Executive Director.

Article VI: Meetings

Section 1: Annual Business Meeting

MWACSM will hold an annual business meeting to conduct the business of the Chapter, and have membership vote on appropriate items. The date and location for annual business meeting will be determined by the Presidents' Council and approved by a vote of the Board of Directors.

Section 2: Scientific Meeting

In conjunction with the business meeting, MWACSM shall conduct a scientific meeting that shall be devoted to topics related to exercise science and sports medicine.

Section 3: Meeting Planning

The annual business and scientific meeting will be planned by the Past-President in consultation with the President, President-Elect, and Executive Director.

Section 4: Date and Location

The date and site for the annual meeting shall be determined by the Past-President in consultation with the President, President-Elect, and Executive Director.

Section 5: Board of Directors Meetings

In addition to the annual business meeting, the Board of Directors will conduct a minimum of two additional board meetings throughout the calendar year. This will include a meeting at the National ACSM meeting.

Article VII: Amendments

Amendments to the Constitution of MWACSM may be initiated by a proposal signed by at least five members of the organization in good standing.

- This proposal must be delivered to the Executive Director in writing at least 60 days prior to a Board of Directors meeting.
- The proposed amendment must be approved by majority vote of the Board of Directors at least 30 days prior to the MWACSM annual meeting
- A two-thirds affirmative vote by the membership at the MWACSM annual business meeting shall be required to adopt any amendment.

Article VIII: Funds

Section 1: Income

The funds of the MWACSM shall be derived from the annual dues collected from each member as well as from registration fees, endowments, gifts, grants, and bequests to the organization.

Section 2: Expenditures

The Executive Director with the approval of President may expend funds up to a maximum amount that has been approved by the Board of Directors. Expenditures in excess of the approved maximum must be approved by majority vote of the Board of Directors.

Article IX: Dissolution of the Chapter

In the event of the dissolution of the Midwest Chapter of the American College of Sports Medicine (MWACSM), the assets and debts of the organization shall be transferred to ACSM.

Bylaws for the Midwest Chapter of the American College of Sports Medicine

Article I: Membership

Section 1: Categories of Membership

Subsection 1.1: Professional Member

A Professional member possesses an earned bachelor's degree, master's degree, or a doctoral degree from an accredited institution in a field related to health, physical education, kinesiology, exercise science, medicine, nutrition or biology. Professional members are also persons working in a field related to sports medicine or exercise science, who have not earned a bachelor's degree, or have not earned a degree in a related field.

Subsection 1.2: Graduate Student Member

A Graduate Student member possesses a bachelor's degree and is pursuing graduate studies at an accredited institution. A Graduate Student member must be studying at least half time as defined by their attending institution during at least one semester of a regular academic year.

Subsection 1.3: Undergraduate Student Member

An Undergraduate Student member must be attending an accredited undergraduate institution and studying at least half time as defined by their attending institution during at least one semester of a regular academic year. To be eligible for this category, the student must be in good standing at the attending institution.

Section 2: Voting Privileges

All members of MWACSM are eligible to vote in elections for Officers for the Board of Directors and for Constitutional changes.

Section 3: Dues

The national office of the ACSM determines the annual dues rate for regional chapters. MWACSM members may pay their regional dues through the ACSM office, they may submit their payment to the MWACSM's Executive Director's office, or they may pay it at the MWACSM annual meeting. Dues must be paid annually on the member's yearly anniversary of joining. If dues are not paid annually, a person will be removed for the MWACSM membership.

Article II: Board of Directors

Section 1: Members of the Board of Directors

The Constitution for MWACSM names the officer positions held by the Board of Directors members.

Section 2: Duties of the Board of Directors

Subsection 2.1: President

The President shall preside over and run Board of Directors' meetings and the annual business meeting. The President shall set the agenda for Board of Directors' meetings and the annual business meeting in consultation with the President's council and the Executive Director. The President shall be responsible for making appointments for vacant Board of Directors and committee positions. The President shall be responsible for implementing the strategic plan, policies, and procedures of the MWACSM chapter. The President shall be responsible for ensuring that MWACSM operates in accordance with the procedures and policies established for the regional chapters by ACSM. The President assumes the duties of Past-President in the year after their service as President.

Subsection 2.2: President-Elect

The President-Elect shall be responsible for determining committee memberships in consultation with the President, Past-President, and Executive Director at the beginning of each fiscal year. The President-Elect will coordinate the work of the committees and facilitate committee reporting to the Board of Directors. The President-Elect will chair the Abstract Review subcommittee of the Annual Meeting Committee. The President-Elect assumes the duties of President in the year after their service as President-Elect.

Subsection 2.3: Past-President

The Past-President shall be responsible for planning and coordinating the annual meeting in consultation with the President, President-Elect, and Executive Director. A retiring Past-President shall be immediately eligible to serve as Secretary, a Member-at-Large, or Executive Director. A retiring Past-President shall not be eligible to serve as President-Elect until one year has elapsed.

Subsection 2.4: Secretary

The Secretary shall be responsible for keeping the minutes for all official business meetings of the chapter (e.g. Board of Directors and annual business meetings). There shall be no limit to the number of consecutive terms a person may serve as Secretary. A retiring Secretary shall be immediately eligible to serve as President-Elect, Member-At-Large, Secretary, or Executive Director.

Subsection 2.5: Members-at-Large

The Members-at-Large shall be responsible for developing the policies and procedures for MWACSM. Members-at-Large shall serve as chairs of the MWACSM standing committees, and be responsible for nominating committee members to the President-Elect for appointment by the President. A retiring Member-at-Large shall be immediately eligible to serve either as President-Elect, Executive Director, or Secretary. A retiring Member-at-Large shall not be eligible to serve again as Member-at-Large until one year has elapsed.

Subsection 2.6: Graduate Student Representative

The Graduate Student Representative shall be responsible for helping to develop the policies and procedures for MWACSM. The Graduate Student Representative will chair the student involvement committee, which will be a subcommittee of the Exercise is Medicine standing committee. The Graduate Student Representative shall also fulfill the duties related to being a member of the ACSM Student Affairs Committee, and shall attend the Student Affairs Committee meeting at the ACSM annual meeting.

Subsection 2.7: Executive Director

The Executive Director shall maintain an administrative office through which the routine business of the MWACSM Chapter shall be conducted. The Executive Director shall supervise the finances of chapter by maintaining appropriate financial records of the income and expenditures of the Chapter. The Executive Director shall be responsible for preparing financial reports for the Board of Directors and the annual business meeting. The Executive Director in conjunction with ACSM will maintain the Chapter's roster of membership. The Executive Director shall submit the necessary annual reports and documents to ACSM. There will be no limit on the number of consecutive terms any individual can serve as Executive Director. A retiring Executive Director shall be immediately eligible to serve as President-Elect, Secretary, or Member-at-Large.

Subsection 2.8: Regional Chapter Representative

The Regional Chapter Representative will function as the liaison between MWACSM and ACSM and make the Board of Directors aware of changes in chapter policies. An individual may only serve for two consecutive terms. Eligibility for Regional Chapter Representative includes serving as Past-President of the MWACSM.

Section 3: Election of the Board of Directors

Subsection 3.1: Offices on the Ballot

All Officers, except the President, Past-President, Regional Representative, and Executive Director shall be elected by ballot sent to each MWACSM member in good standing.

Subsection 3.2: Eligibility for Board of Directors

Each nominee must be a current MWACSM and ACSM member in good standing. A nominee for President-Elect must have served or be serving as a Member-at-Large or Secretary in order to be eligible for nomination. All nominees shall have to declare a willingness to accept the office for which they are nominated.

Subsection 3.3: Nominating Process

Nominations for the ballot for President-Elect, Members-at-Large, Secretary, and the Graduate Student Representative will be to the Chair of the Nominating Committee one month prior to the annual meeting. A proposed ballot will be presented to the Board of Directors three weeks prior to the annual meeting for final approval by the Officers of MWACSM.

Subsection 3.4: Voting Procedures

Voting on the ballot for President-Elect, Members-at-Large, Secretary, and Graduate Student Representative will be open to MWACSM members two weeks prior to the beginning of the annual meeting. Voting will close during the MWACSM annual meeting prior to the business meeting.

Subsection 3.5: Announcement of Election Results

New members of the Board of Directors will be announced at the business meeting during the MWACSM annual meeting. New members of the Board of Directors will also be announced via email and newsletter following the meeting.

Section 4: Initiation, Rotation, and Expiration of Terms of Officers

Subsection 4.1: Initiation of Term

New Officers will assume their positions on the Board of Directors on the January 1 immediately following their election to the office.

Subsection 4.2: Rotation of Officers

The Members-at-Large terms shall rotate so that no more than two positions will be available for election in a given year.

Subsection 4.3: Expiration of Term

The term of an individual Officer will expire on December 31 at the end of their term.

Section 5: Removal of an Officer of MWACSM

Subsection 5.1: Cause for Removal of a Member of the Board of Directors

Causes for initiating removal proceedings against an Officer of MWACSM include: 1) A conflict of interest that will inhibit the Officer's ability to act in the best interest of MWACSM, 2) financial misconduct related to MWACSM chapter finances, and 3) professional misconduct that may inhibit the Officer's ability to represent MWACSM.

Subsection 5.2: Approval to Initiate Removal Proceedings.

To initiate removal of the Officer in question, a majority vote of the Board of Directors must be obtained.

Subsection 5.3: Notification of Removal Proceedings

The President shall notify the Officer in question that removal proceedings will be initiated and that possible removal of that Officer from the Board of Directors may occur.

Subsection 5.4: Initiation of Removal Proceedings

The President shall notify the Officer in question that they must submit two names of MWACSM members to the Board of Directors within thirty days to act as members of the Removal Review Board. If the Officer in question fails to notify the Board of Directors who their two committee members will be, the Board of Directors will select the two MWACSM members on the Officer's behalf.

Subsection 5.5. Composition of Removal Review Committee

A Removal Review Committee consisting of four members of MWACSM and the Past-President will be formed to review the reasons for removal. The composition of the four MWACSM members will be two MWACSM members appointed by the President and the two MWACSM members selected by the Officer in question, or by the Board of Directors if the Officer in question does not identify two members.

The Officer in question may not be a member of the Removal Review Committee.

If the Officer in question is the President, then the Past-President shall appoint the two members of the Removal Review Committee

If the Officer in question is the Past-President, the President-Elect will serve on the Removal Review Committee.

Subsection 5.6: Proceedings for Removal

The Removal Review Committee shall hear the charges and evidence, and provide its findings and recommendations to the Board of Directors within seven days of the Removal Review Committee meeting.

Subsection 5.7: Removal of Officer

The removal of the Officer requires a majority of vote of the Board of Directors.

The Officer in question may not vote on their removal.

Section 6: Appointment of the Executive Director

In the last year of an Executive Director's term, the Board of Directors will put out a request for proposals (RFP) for an Executive Director. The RFP shall include a budget outlining the costs associated with running the MWACSM chapter office. The President and Past-President will review the proposals and make a recommendation to the Officers of MWACSM for appointment of the Executive Director. The appointment of the Executive Director must be approved by majority vote of the Officers of MWACSM.

Section 7: Appointment of the Regional Chapter Representative

The President shall appoint the Regional Chapter Representative with approval of the Officers of MWACSM.

Section 8: Standing Committees Membership

Subsection 8.1: Annual Meeting Planning Committee

The Annual Meeting Planning Committee members shall be comprised of the Presidents Council and Executive Director. The Chair of the committee will be the Past-President. Subcommittees of the annual meeting planning committee will include the Quiz Bowl Committee and the Graduate Fair Committee. Committee memberships may be increased based on recommendations of the Past-President and appointment of the President. The number of committee members may vary from year to year depending

on the particular infrastructure adopted by the Committee Chair and the resources that are already available (or unavailable) to him/her at the time. Committee members are appointed by the President, and approved by the Officers of MWACSM.

Subsection 8.2: Awards Committee

The President with the consent of the Officers of MWACSM shall appoint the chair of the Awards Committee. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. There will be a minimum of three committee members in addition to the Chair. Committee members are appointed by the President, and approved by the Officers of MWACSM.

Subsection 8.3: Communications Committee

The President with the consent of Officers of MWACSM shall appoint the Chair of the Communications Committee. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. In addition, the Chair also serves as the editor of the chapter newsletter, MWNews. There will be a minimum of three committee members in addition to the Chair. Committee members are appointed by the President, and approved by the Officers of MWACSM

Subsection 8.4: Exercise is Medicine

The President with consent of Officers of MWACSM shall appoint the Chair of the Exercise is Medicine Committee. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. The committee will have one representative from each state in the region for a total of six committee members in addition to the chair. Committee members are appointed by the President, and approved by the Officers of MWACSM.

The Exercise is Medicine Committee will have a subcommittee that is a student lead committee, which will be chaired by the graduate student representative. The subcommittee will have one representative from each state in the region for a total of six subcommittee members in addition to the chair. The Chair of the Exercise is Medicine committee will oversee this subcommittee. There will be a minimum of one student committee member from each state on this subcommittee.

Subsection 8.5: Leadership and Mentorship

The President with consent of Officers of MWACSM shall appoint the Chair of the Leadership and Mentorship Committee. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. There will be a minimum of three committee members in addition to the Chair. Committee members are appointed by the President, and approved by the Officers of MWACSM.

Subsection 8.6: Membership and Member Services Committee

The President with the consent of Officers of MWACSM shall appoint the Chair of the Membership and Member Services Committee. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. There will be a minimum of three committee members in addition to the chair. Committee members are appointed by the President, and approved by the Officers of MWACSM.

Subsection 8.7: Nominating Committee

The President with the consent of Officers of MWACSM shall appoint the Chair of the Nominating Committee. The Chair is appointed to serve a one-year term concurrent with the President. The chair may serve for no more than two consecutive years. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. The nominating committee will include at least three active members of MWACSM who are serving or have served as a member of the Board of Directors. No member of the committee can serve on the committee if they accept a nomination for a position as an officer on the Board of Directors. Committee members are appointed by the President, and approved by the Officers of MWACSM.

Subsection 8.8: Sponsorship Committee

The President with the consent of Officers of MWACSM shall appoint the Chair of the Sponsorship Committee. The Chair of this committee will be a current or former member of the Board of Directors of MWACSM. There will be a minimum of three committee members in addition to the chair. Committee members are appointed by the President, and approved by the Officers of MWACSM.

Section 9: Standing Committee Functions

Subsection 9.1: Procedures

The standing committees' duties are outlined in the MWACSM procedures manual.

Subsection 9.2: Amendment of Procedures Manual

Standing committee duties and procedures can be amended with a simple majority vote of the Officers of MWACSM.

Article III: MWACSM Meetings

Section 1: MWACSM Annual Meeting

MWACSM will hold an annual meeting for its membership that includes social, scientific, and business activities.

Section 2: Board of Directors Meetings

The MWACSM Board of Directors will hold an annual business meeting in conjunction with the MWACSM annual meeting. A minimum of two additional Board of Directors meetings will be scheduled as needed by the President and in consultation with the Past-President, President-Elect, and Executive Director.

Article IV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern MWACSM in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that MWACSM may adopt.

Article V: Amendments

Section 1: Amending Bylaws

The bylaws of MWACSM can be amended at a Board of Directors meeting, or by mail, email, or web-based vote of the Officers of MWACSM.

Section 2: Passage of Amendments

To amend the bylaws of MWACSM, there must be a favorable three-fourths vote by the Officers of MWACSM.

Section 3: Voting on Amendments

Mail, email, or web-based votes must be completed and/or returned to the President within thirty days of being mailed, emailed, or posted online to/for the Board of Directors.