

## **IAAAM BY-LAWS**

### **Article I                    Membership**

Section 1                    Membership applications shall be submitted to the Executive Board member in charge of membership issues on a form authorized by the Association, signed by the applicant and at least one member in good standing, and be accompanied by a resume or curriculum vitae.

Section 2                    The Executive Board member in charge of membership will act upon applications for membership based in accordance with the decision of the Executive Board as defined in Article III, Section 2a of the Constitution.

Section 3                    Membership in this Association shall be terminated by the Executive Board for the following reasons:

- a.            For conduct unbecoming a professional individual.
- b.            For nonpayment of dues by March 1.
- c.            When requested by the member.

### **Article II                    Dues and Finances**

Section 1                    The fiscal year of the Association shall begin on July 1 and end on June 30. Members shall pay annual dues for the next fiscal year in an amount specified by the Executive Board of the Association at the Annual Meeting of the current fiscal year in accordance with Article IV, Section 1. All dues shall become payable by March 1 of the current fiscal year. The Executive Board shall be authorized to waive membership dues partially or entirely in cases of hardship and upon retirement because of age.

Section 2                    No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Articles II and III, hereof, and reimburse the Executive Board for reasonable expenses, excluding salaries, associated with the execution of their duties set forth in Article III. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt

from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by any Association, contributions to which are deductible under Section 1760(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law).

Section 3 Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of Common Pleas of the country in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **Article III Duties of Officers**

Section 1 The President shall preside at all meetings; shall serve as Chairman of the Executive Board; shall appoint all committees and at the conclusion of his/her term of office, shall serve for 1 year as a member of the Executive Board.

Section 2 The President-Elect shall:

- a. Become Acting-President to fill out the un-expired term if, for any reason, the President and Past President should be unable to fulfill the duties of office.
- b. Become President of the Association and shall serve as President after the President has completed his/her term of office.
- c. Serve as Chairman of the Program Committee for the annual meeting.

Section 3 The Secretary shall record complete minutes of any meetings of the Executive Board and the annual business meeting; shall sign all legal documents; and shall be custodian of all properties of the Association. The Secretary is responsible for mailing copies of the proceedings to members who did not attend the annual conference and for

correspondence from members of the Association to the board, with libraries and institutions, and with non-members via the website or sent directly to the Executive Board.

Section 4 The Past President shall serve on the Executive Board and shall become Acting-President to fill out the un-expired term if, for any reason, the President should be unable to fulfill the duties of that office.

Section 5 The Treasurer shall make one billing for dues; receive all fees, dues, and contributions; shall pay all debts of the Association subject to approval by the Executive Board; shall prepare a proposed budget for the ensuing fiscal year, and this budget, in final form, shall be, if necessary, modified, and ratified by the Executive Board; shall submit a Treasurer's report for auditing at the annual business meeting; shall prepare a final budget for the coming fiscal year and final accounting of the current fiscal year for publication in the newsletter following the end of the fiscal year; and shall prepare and submit the appropriate tax returns within the required time frames.

**Article IV Duties of the Executive Board**

Section 1 The Executive Board shall be the governing body of this Association; shall give majority approval of all bills; shall act upon all membership applications; shall act upon all petitions for Life Member status; shall receive reports of all committees; shall determine the levels of membership Dues to be levied in the year following the current Annual Meeting; shall have the power to remove any member from any appointed post by a simple majority vote by the total board membership or from any elected post by a two-thirds majority vote by the total board membership; shall have the authority to revoke membership in the Association by a unanimous vote of members; shall have the authority to waive membership dues partially or entirely; and shall carry out all other required actions appropriate to its role.

Section 2 A majority of the members of the Executive Board must be present to constitute a quorum.

**Article V Meetings**

Section 1 The annual business and scientific meeting shall be held at appropriate times and places as determined by the Executive Board.

Section 2 Special meetings may be called by the President. The time and place of such meetings shall be selected by the Executive Board

Section 3 Fifteen (15) percent of the membership eligible to vote shall constitute a quorum.

**Article VI Order of Business**

Section 1 The order of business at the annual meeting shall be as follows:

- a. Call to order
- b. Reading of the minutes
- c. Unfinished business
- d. Board and Committee reports
- e. New business
- f. Nominations
- g. Election of officers
- h. Induction of officers
- i. Adjournment

**Article VII Elections**

Section 1 The Association shall elect (by ballot or other acceptable voting method) at the annual meeting members to fill vacant positions within the Executive Board.

Section 2 A nomination committee shall be appointed by the Executive Board, and it shall be their duty to prepare a list of agreeable nominees who shall have consented to serve if elected for all elective offices. This list shall be forwarded to all Members, Life Members, and Honorary Life Members thirty (30) days prior to the annual business meeting. Additional nominations may be made from the floor by any Member, Life Member, or Honorary Life Member in good standing.

Section 3 A majority vote by those members eligible to vote and present at the annual meeting shall be necessary to elect the officers and Board Members from the nominees proposed by the Nominating Committee or by nomination from the floor.

**Article VIII Parliamentary Procedure**

Section 1 All parliamentary proceedings at the meetings of this Association, its boards or committees shall be governed by Robert's Rules of Order, Revised, except where otherwise provided in these By-laws.

Section 2 A parliamentarian may be appointed by the President at any regular or special meeting of the Association and shall serve in an advisory capacity.

## **Article IX**

### **Amendments**

#### **Section 1**

With prior notification by the Executive Board, amendment of these By-laws may be effected by two-thirds of the voting members at a regular or special business meeting providing said amendment is read at the opening business session prior to the scientific program of the annual meeting or by mailing such amendments to all members eligible to vote at least thirty (30) days prior to such meeting.

#### **Section 2**

With prior notification by the Executive Board, amendments of these By-laws may be affected by two-thirds of the voting members through a postal vote. A postcard will be mailed, at least thirty (30) days prior to the postal vote, to each voting member to inform them that proposed amendments are listed on the official Association website. The Secretary shall mail ballots to the members eligible to vote. Members must return their ballots to the Secretary within twenty (20) days of the transmittal of ballots.

As amended April 5, 2004