

# DOUGHERTY COUNTY MEDICAL SOCIETY

## Constitution & Bylaws

### CONSTITUTION

#### ARTICLE I NAME & TITLE OF THE SOCIETY

The name of this organization is the Dougherty County Medical Society.

#### ARTICLE II PURPOSE

The purpose of the Society is to promote the science and art of medicine and the betterment of public health.

#### ARTICLE III ELIGIBILITY

Every physician residing and practicing in Dougherty and area counties as they request, who is licensed by the State Board of Medical Examiners, and is of good moral and professional standing shall be eligible for membership.

#### ARTICLE IV MEETINGS

Regular meetings shall be held at such times and place as may be determined by the Society. Special meetings may be called by the President and shall be called on a written request of 20% of membership. A call for a special meeting shall state the object of such meeting, at which no business except that stated in the call shall be transacted.

#### ARTICLE V OFFICERS

##### **Section 1: Definition.**

The officers of this Society shall consist of a President, Vice President, a Secretary-Treasurer, and delegates and alternate delegates to the Medical Association of Georgia. A Board of Censors shall be composed of the three immediate past presidents, the current president and vice president. A Board of Trustees shall consist of, in addition to the Board of Censors, the other officers in the Society

##### **Section 2: Election of Officers.**

Election of officers shall take place at the December meeting prior to the year they will assume office. The President, President, and Secretary-Treasurer

shall be elected for one year terms of office annually and this election will be announced on or before the December meeting. Candidates for these offices must be active members of the Dougherty County Medical Society and spend at least 50% of their preferred time in the active practice of clinical medicine.

The Board of Trustees shall be responsible for determining a slate of nominees for President, Vice President, and Secretary-Treasurer to be presented to the membership for election. The slate shall be determined at the sole discretion of the Board of Trustees.

Nomination for any of these offices may be made by members from the floor at the time of the election. The vote of a majority of all the members present shall be necessary for election.

The number of delegates and alternate delegates for the Dougherty County Medical Society shall be determined in accordance with the Constitution and Bylaws, the delegates and alternate delegates shall be elected for three year terms on a staggered basis, such that an equal or near equal number are elected annually. As for the other offices of the Dougherty County Medical Society, candidates for delegate and alternate delegate to the Medical Association of Georgia must be active members of the county medical society and must spend at least 50% of their professional time in the active practice of medicine.

For the delegate and alternate delegate slots open each year, the Board of Trustees shall be responsible for determining a slate of nominees to be presented to the membership for elections at the December meeting. Nominations for the delegate and alternate delegate positions may be made by members from the floor at the time of the election. The vote of a majority of all the members present shall be necessary for election

## **ARTICLE VI**

### **FUNDS & EXPENSES.**

Funds for meeting the expenses of the Society shall be raised by annual dues. Funds may be appropriated by vote of the Society for such purposes as will promote its welfare and that of the profession.

## **ARTICLE VII**

### **CHARTER**

The Society shall apply to the Medical Association of Georgia for a charter at the meeting at which this Constitution and Bylaws is adopted, or, as soon thereafter as practicable, and the charter shall be kept by the Secretary-Treasurer.

# DOUGHERTY COUNTY MEDICAL SOCIETY

## BYLAWS

### CHAPTER I MEMBERSHIP

#### **Section 1**

The Society shall judge the qualifications of its members. Every reputable and legally qualified physician of Dougherty and area counties, who does not support, or practice or claim to practice sectarian medicine shall be eligible for membership.

#### **Section 2**

A candidate for membership shall make application in writing and shall state his age, his college and date of graduation, the place in which he has practiced, and date of registration in this state. It shall be referred to the Board of Trustees, who shall inquire into the standing of the applicant, assure themselves that he or she is duly registered according to the laws of the state, and report at the next regular meeting of this Society. Election shall be by vote, and two-thirds of the votes of the members present and voting shall be necessary to elect. The application shall be returned to the Secretary-Treasurer who shall file it for future reference. Applications for membership from rejected candidates shall not be received within six (6) months of such rejection.

#### **Section 3**

A physician, accompanying his application with a transfer card from another component county society of this or any state within sixty (60) days of the issuance of said card, shall be admitted without fee on a majority vote of the members present, and with approval of the Board of Censors. These members shall pay proportionate dues from the time of joining the Society. Such applications may be acted on at the meeting at which it is presented on the vote of two-thirds of the members present, otherwise, it shall lie over until the next regular meeting. No annual dues for the current year shall be charged against such members, provided the same have been paid to the Society from which the applicant comes.

#### **Section 4**

##### **ACTIVE MEMBERS**

A physician may become active in the Dougherty County Medical Society if he meets the requirements below:

1. He shall hold the degree of Doctor of Medicine or Bachelor of Medicine or Doctor of Osteopathy from a medical college or Osteopathic School acceptable to the Board of Trustees of the Dougherty County Medical Society, be licensed to practice medicine in the State of Georgia.
2. He shall hold the degree of Doctor of Medicine or Bachelor of Medicine or Doctor of Osteopathy from a medical college or Osteopathic School acceptable to the Board of Trustees of the Society and be employed as an intern or resident in a hospital whose internship program is approved by the ACSME/AOA or any predecessors or successor body authorized to license Doctor of Medicine.
3. He shall hold the degree of Doctor of Medicine or Bachelor of Medicine from a medical college acceptable to the Society and be employed as a full time commissioned medical officer in any of the armed forces of the United States or in the United States Public Health Service, Veterans Administration or Indian Service.
4. Those members classified under subparagraphs (1) and (3) shall pay full annual dues to the Society; and those under (2) above shall pay such dues which may be less than full dues, as determined by the Secretary.
5. An active member may be excused from payment of dues for the duration of any one of the following circumstances:
  - (1) Financial hardship or illness; or
  - (2) Temporary service in the armed forces of the United States during a national emergency or compulsory service under the Selective Service System or temporary service as a full time commissioned medical officer in any reserve service of the armed forces. Such relief shall not become effective until a lapse of 90 days after application therefore at which time it will become retroactive and will extend through the applicable period.

#### **Section 5**

##### **RETIRED MEMBERS**

A member who elects to retire from the practice of medicine regardless of age or length of membership in this Society may do so and be classified as a retired member. Retired members shall not be required to pay dues, nor shall they be entitled to vote or hold office.

## **Section 6**

### **SERVICE MEMBERS**

A physician may become a Service Member if he is a full time commissioned medical officer in any of the armed forces of the United States or if he shall have retired from gainful employment as a medical officer of the United States Public Health Service, Veterans Administration, Indian Service or armed forces. Service Members need not be licensed to practice medicine in the State of Georgia provided they hold the degree of Doctor of Medicine or Bachelor of Medicine from a medical college acceptable to the Board of Trustees. Such members shall not be required to pay any dues to the Society. They shall not be entitled to vote or hold office in the Society.

## **Section 7**

### **ASSOCIATE MEMBERS**

A physician may be granted Associate Membership if he is engaged in the State or County Medical Services or if he is a full time salaried member of an approved medical faculty in this state or who is an intern or resident in a hospital whose internship program is approved by the State Board of Medical Examiners. An Associate Member need not be licensed to practice medicine in the State of Georgia. Associate Members shall pay dues and shall not be entitled to vote or hold office.

## **Section 8**

### **AFFILIATE MEMBERS**

Persons in the following classes may become affiliate members:

- a. American Physicians, located in foreign countries or possessions in the United States, and engaged in medical missionary and similar education any philanthropic labors.
- b. Dentists, who hold the degree of D.D.S. or D.M.D., who are members' of their state and local dental societies.
- c. Podiatrists who have hospital privileges
- d. Teachers of medicine who are not eligible for active membership.
- e. Teachers of, or scientists in, sciences allied to medicine and who are not eligible for active membership.

All nominations must be made through the Dougherty County Medical Society and be approved by the Board of Trustees. Affiliate members Shall not be required to pay membership dues, and shall enjoy the privileges of the scientific meetings without the right to vote or hold office.

**Section 9**

**LIFE MEMBERS**

A member in good standing who is 70 years of age may be classified as a Life Member and excused from the payment of Society dues and assessments. Application shall be granted in due course, if such member has been continuously an active dues-paying member of this Association for 25 years, if he has been an active dues-paying member of this Association and any other constituent association or associations of the American Medical Association continuously for 25 yrs. provided he has been an active dues-paying member of this Association for at least one year. Service in the Armed Forces during a national emergency or compulsory service under the Selective Service System or temporary service as a full-time commissioned medical officer in the Reserve Armed Forces shall count as part of the period of continuous years of dues-paying membership. Life members excused from the payment of Association dues shall have the right to vote and hold office.

**Section 10**

**STUDENT MEMBERS**

Any person certified by the Secretary of the Dougherty County Medical Society to be a student member thereof may, upon such certification by said Secretary, become a student member of this Society upon proof that such person is a student in good standing at a medical school approved by the State Board of Medical Examiners. Student members shall not be required to pay membership dues and shall enjoy the privileges of membership of the Society without the right to vote or hold office.

**Section 11**

No person shall become a member of the Dougherty County Medical Society who has been judged guilty of moral turpitude or other serious crime, as determined by the Board of Censors.

**Section 12**

A physician residing in an area county may become a member of this Society in like manner and on the same terms as a physician living in this county.

**Section 13**

A member in good standing who is free from all indebtedness to this Society, and against whom no charges are pending, wishing to withdraw will be granted a transfer card. This card shall state the date the member associated himself with this Society, the date of issuance of the card, and shall be signed by the President and Secretary.

It shall be accompanied with a copy of the application presented at the time the member joined the Society, for information to the Society to which the member desires to attach himself.

#### **Section 14**

All members shall be equally privileged to attend all meetings and take part in all proceedings, and, shall be eligible to any office or honor within the gift of the Society so long as they conform to this constitution and bylaws, including the payment of dues. A member who is under sentence of suspension or expulsion shall not be permitted to take part in any of the proceedings, or be eligible to any office until relieved of such disability.

#### **Section 15**

A member who is guilty of a criminal offense or of a gross misconduct either as a physician or as a citizen, or who violates any of the provisions of this constitution and bylaws, shall be liable to censure, suspension or expulsion. Charges against a member must be made in writing and be delivered to the Secretary-Treasurer, who shall immediately furnish a copy of the accused and the Chairman of the Board of Censors. The Board of Censors shall investigate the charges on their merits and then conduct a hearing at which the accused may present evidence in his defence. Reasonable notice of the hearing must be provided and it shall not take place until at least ten (10) days after receipt of the charge by the accused. The Board of Censors shall then report to the Society (1) that the charges are not sustained, or (2) that the charges are sustained and the Board recommends that the accused be (a) censured, (b) suspended for a definite time, or (c) expelled. This report shall also be furnished to the accused. The Society shall then vote on whether to adopt the recommendation of the Board of Censors. The vote by the Society shall not be taken until at least 6 weeks after the original filing of the charges and the accused shall be afforded the opportunity to submit further evidence in writing in response to the Board of Censors' recommendation. The Society members shall have access to the evidence presented to the Board of Censors prior to taking a vote. Censure or suspension shall require a two-thirds vote of the members present and voting, and expulsion shall require a three-fourths vote of those present and voting. A member suspended for a definite time shall be reinstated as the expiration of the time.

#### **Section 16**

Kindly efforts in the interest of peace, conciliation, or reformation, so far as possible and expedient, shall precede the filing of formal charges affecting the

character or standing of a member, and the accused shall have opportunity to be heard in his own defense in all trials and proceedings of this nature.

**Section 17**

Members expelled from this Society for any cause shall be eligible to apply for membership after one year from date of expulsion and on the same terms and in like manner as original applicants.

**CHAPTER II. POWERS & DUTIES:**

**Section 1**

This Society shall have general direction of the affairs of the medical profession of the county, and its influence shall be constantly exerted to better the scientific, material and social conditions of every physician within its jurisdiction. Systematic efforts shall be made by each member, and by the Society as a whole, to increase the membership until it embraces every reputable physician in the county.

**Section 2**

A meeting shall be held at such time and place that may be determined by the Society. There shall be a minimum of eight meetings per year. A quorum shall be construed as the number of members present and voting at the meeting unless at a time prior to business being conducted "a quorum" is requested by a member present. In such an event, a quorum will be defined as 15% of membership being in attendance. A written record of attendance shall be kept by the Secretary.

**Section 3**

This Society shall endeavor to educate the members to the belief that the physician should be a leader in the community, in character, to learning, in dignified and bearing, and in courteous and open treatment of his fellow physicians, to end that the profession may occupy that place in its own and the public estimation in which it is entitled.

**CHAPTER III OFFICERS:**

**Section 1**

The officers of the Society shall be elected annually and this election will be announced on or before the December meeting. All elections shall be by ballot. The vote of a majority of all the members present shall be necessary for elections.

## **Section 2**

The President shall preside at the meetings of the Society and perform such other duties as custom and parliamentary usage may require. He shall be the real head of the of the profession in the county during the year, and it shall be his pride and ambition to leave it in better condition as regards both scientific attainments and harmony than at the beginning of his term of office. He shall appoint committees as he deems necessary.

## **Section 3**

The Vice President shall assist the President in the performance of his duties, shall preside in his absence and on his death, resignation or removal from the county, shall succeed to the presidency. He shall be in charge of scheduling the monthly programs.

## **Section 4**

The Secretary-Treasurer shall record the minutes of the meetings and receive and care for all records and papers belonging to the Society, including its charter. He shall notify each member of the Society as to the time and place of each meeting, and whenever possible, give the program for the meeting.. He shall keep account of all funds of the Society which may come into his hands. He shall make and keep a list of the members of this Society in good standing, noting of each his correct name, address, place and date of graduation, and the date of the certificate entitling him to practice medicine in this state; and, in a separate list, he shall note the same facts in regard to each legally qualified physician in this county not a member of this Society.

In making such lists he shall endeavor to account for each physician who has moved into or out of the county during the year, stating, when possible, both his present and past address. At the same time, and with his report of such lists of members and physicians he shall transmit to the State Association his order on the treasurer for the annual dues of the Society

## **Section 5**

The Secretary-Treasurer shall receive all dues and money belonging to the Society from the hands of the members. He shall be custodian of the monies of the Society and shall disperse funds as directed by the officers of the Society. All checks for association expenditures shall be signed by both the Secretary-Treasurer and by the President. The Secretary-Treasurer shall have an audit of the funds of the Society of the prepared by a Certified Public Accountant at the end of each fiscal year. The treasurer shall serve as the Chairman of the Finance Committee.

**Section 6**

The Delegates shall attend and faithfully represent the members of this Society and the profession of this county in the House of Delegates of the State Association, and shall make a report of the proceedings of that body to this Society at the earliest opportunity.

**CHAPTER IV**

**COMMITTEES**

**Section 1**

There shall be a Board of Censors and a Board of Trustees as provided in the constitution, a Standing Committee on Program and Scientific, Work, a Committee on Public Relations and such special committees as may from time to time be deemed necessary.

**Section 2**

**BOARD OF CENSORS**

The Board of Censors shall investigate grievances preferred against a member, in specific instances of physician/patient or physician/physician relationships and report in conclusion to the Board of Trustees. In case of absence of a member of the Board, the President may appoint some member to fill the vacancy. The senior member of the Board in point shall be Chairman of the Board.

**Section 3**

**COMMITTEE ON PROGRAM AND SCIENTIFIC WORK**

This Committee shall consist of the President, Vice President, and Secretary-Treasurer. It shall be its duty to promote the scientific and social functions of the Society by arranging attractive programs for each meeting. The Vice President shall be Chairman of the committee.

**Section 4**

**BOARD OF TRUSTEES**

The Board of Trustees shall serve in a general advisory capacity. In addition, it shall serve as the nominations committee and shall review all applications for membership prior to final approval by the membership. The President shall serve as Chair of the committee. The meetings of the committee will be held prior to each of the regularly scheduled Society meetings, and at the discretion of the President.

**Section 5**

**COMMITTEE OF PUBLIC RELATIONS**

This committee shall consist of three members appointed by the President.

The President shall designate one to be chairman. Its function shall be that of enlightening the community as to the goals of the Medical Society toward improving the delivery of healthcare.

**CHAPTER V FUNDS AND EXPENSES**

**Section 1**

The annual dues shall be decided yearly and shall be payable on January 1 of each year. Any member who shall fail to pay his annual dues by April 1 shall be held as suspended without action on the part of the Society. A member suspended for non-payment of dues shall be restored to full membership on payment of all indebtedness. Members more than one year in arrears shall be dropped from the roll of members. The Secretary-Treasurer shall notify all members who are suspended or dropped. Names of members dropped from the Society will be reported at the following meeting.

**Section 2**

The fiscal year of this Society shall be from January to December inclusive.

**CHAPTER VI ORDER OF BUSINESS**

The order of business shall be parliamentary procedure as determined by the President and may be altered by the officers of the Society as deemed necessary.

**CHAPTER VII RULES OF ORDER**

The deliberations of this Society shall be governed by parliamentary usage as contained in Robert's Rules of Order, unless otherwise determined by vote.

**CHAPTER VIII THE PRINCIPLES OF MEDICAL ETHICS**

The Principles of Medical Ethics of the American Medical Association shall govern this Society.

**CHAPTER IX AMENDMENTS**

These bylaws may be amended at any regular meeting by a two-thirds vote, therefore, provided that such amendment has been read in open session at the preceding regular meeting and a copy of the same has been sent to each member by the Secretary-Treasurer ten (10) days in advance of the meeting at which final action is to be taken.