

BY-LAWS
Of the
TRI-STATE OCCUPATIONAL MEDICAL ASSOCIATION

(Revisions of January 24, 1998)

Article I – Name

The name and title of this organization shall be Tri-State Occupational Medical Association (TSOMA).

Article II – Objectives

The objectives of this association shall be that of the American College of Occupational and Environmental Medicine (ACOEM) of which it is a Component Society – to foster the study of the problems peculiar to the practice of occupational and environmental medicine, and to unite into one organization members of the medical profession whose interest lies in these fields. It shall encourage the development of methods adapted to the conservation and improvement of health among workers, and promote a more general understanding of the purposes and results of the medical care of these workers.

Article III – Membership

Section 1 – Membership in this Association shall be of seven classes: (a) Fellow; (b) Master; (c) Active; (d) Associate; (e) Honorary; (f) Inactive (g) Retired. In the event of a question as to the classification of Membership for which an applicant is eligible, such question will be decided by majority vote of the Board of Directors of the Association.

Section 2 – Membership classes shall be as defined in the by-laws of the ACOEM.

Section 3 – The rights and privileges of Associate, Honorary, Inactive, and Retired members shall be as outlined in the by-laws of ACOEM.

Section 4 – Application for membership must be made in writing to ACOEM utilizing current ACOEM procedure. Applications must be accompanied by the fee for the annual dues for the year in which the application is made. Prior to final approval by ACOEM, the application will be evaluated by the Secretary and President of TSOMA. If questions regarding the suitability or qualifications of an applicant arise, the president may convene or poll the Board of Directors for guidance. The secretary of TSOMA shall notify ACOEM of the decision for acceptance or rejection by TSOMA.

Article IV – Officers and Directors

Section 1 – The Officers of the Association shall be a President, a President-Elect, a Vice-President, and a Secretary-Treasurer.

Section 2 - The Board of Directors of the Association shall consist of the Officers and six (6) elected Board Members, three (3) of whom shall be elected each year for a term of two (2) years. Composition of the Board shall include no more than three (3) members nor less than one (1) member from any one state. The immediate Past-President shall be a voting member of the Board of Directors for one year.

Section 3 – The Officers of the Association shall constitute the Executive Committee of the Board of Directors.

Section 4 – Only Fellows, Masters and Active Members shall be eligible to serve as Officers or Directors.

Section 5 – The term of office of Officers shall be one year.

Article V – Duties of Officers

Section 1 – The President shall be the chief executive officer of the Association and, subject to the direction of the Board of Directors, shall have general administrative control of its affairs. He shall preside at all meetings of the Members and the Board of Directors, and of the Executive Committee, and perform such other duties as from time to time may be directed by the Board of Directors. He shall be ex-officio a member of all committees.

Section 2 – The President-Elect shall assume all of the duties of the President in his absence and shall serve as Program Chairman for the annual scientific meeting.

Section 3 – In the absence of the President and the President-Elect, the duties and responsibilities of the office shall devolve upon the Vice-President. The Vice-President shall also serve as the assistant to the Program Chairman and will chair the Strategic Planning Committee.

Section 4 – The Secretary-Treasurer shall keep an accurate record of all transactions of all the meetings of the Association and of the Board of Directors and of the Executive Committee; shall keep a correct list of all members of the Association, and their addresses; shall be the custodian of all the moneys of the Association; and shall pay all just bills against the Association subject to the review of the Board of Directors. He shall submit his accounts, audited by the Finance Committee, to the Board of Directors and to the membership at the Annual Meeting. He shall transmit to his successor in office all funds and property of the Association remaining in his possession.

Section 5 – The Board of Directors shall be responsible to the membership of the Association for the administration of the affairs of the Association.

Article VI – Meetings of Members

Section 1 – The Annual Meeting of the Association, for the purpose of installing Officers and Directors and of transacting the necessary business of the Association, shall be held at a time and place designated by the Board of Directors. There shall be a Scientific Meeting each year, which may be held in conjunction with the Annual Meeting.

Section 2 – Special meetings may be called by the President, with the approval of the majority of the Board of Directors, at such time and place as may be designated in such call.

Section 3 – Members having a right to vote shall be notified by the Secretary-Treasurer at least thirty (30) days in advance of the date set for the meeting, by individual notification.

Section 4 – Those members present at any regular or duly called special meeting shall constitute a quorum.

Article VII – Meetings of the Board of Directors

Section 1 – A regular meeting of the Board of Directors shall be held immediately before each Annual Meeting of the members. Special meetings of the Board of Directors may be called by the President or by any five (5) Directors at such time and place as shall be designated in the call.

Section 2 – Quorum: A majority of the Board of Directors shall constitute a quorum.

Article VIII – Election of Officers, Directors, and Delegates

Section 1 – At least three (3) months prior to each Annual Meeting, the Election Committee shall nominate from the membership at least one (1) Fellow, Master, or Active Member for each of the offices of President-Elect, Vice-President, and Secretary-Treasurer, and for each vacancy on the Board of Directors and Delegates to the ACOEM House of Delegates, including vacancies for unexpired terms.

Section 2- Printed ballots listing candidates nominated by the Nominating Committee, and providing space for write-in votes for Officers and Directors, shall be mailed by the Chairman of the Election Committee to all Fellows, Masters and Active Members eligible to vote no later than six (6) weeks prior to the Annual Meeting. These ballots must be returned to the Secretary-Treasurer not later than two (2) weeks prior to the Annual Meeting in order to be counted.

Section 3 – The votes shall be tallied by the Election Committee. The Candidate receiving the greatest number of votes shall be elected and notified by the Chairman of the Committee.

Article IX – Vacancies

The President with the approval of the Board of Directors shall have the power to select Fellows, Masters and Active Members to fill vacancies among the officers and Directors to serve until the next Annual Meeting of the Association or until their successors are elected and qualified.

Article X – Committees

Section 1 – The President shall have the power to make appointments to the Association's standing committees and to establish such new standing committees as he may deem necessary or are designated by the Board of Directors to conduct the affairs of the Association. Appointments to all committees are effective from the time of appointment until the close of the next Annual Meeting. The President shall also have the power to discharge standing committees with the approval of the Board of Directors.

Section 2 – The President shall establish such Ad Hoc committees as he or the Board of Directors deem necessary for the purpose of carrying out specific projects. The term of such committees is continuous until the function has been performed or the committee is otherwise discharged by the President with the approval of the Board of Directors. No Ad Hoc Committee shall exist for more than one (1) year.

Section 3 – The standing committees of this association shall be:

- a) Program Committee It shall be the duty of the Program Committee to provide the program for the Scientific Meeting in the year of their service. The President-Elect shall be Chairman of the Committee. The Vice-President shall assist the President –Elect in this function.
- b) Election Committee The Election Committee shall consist of three (3) Fellow, Master, or Active members. It shall be the duty of this committee to make nominations for offices, to mail ballots, to tally voting results and to notify those elected in accordance with these By-Laws.
- c) Finance Committee It shall be the duty of the Finance Committee to audit all statements of finances and reports by the Secretary-Treasurer. It will also advise the officers regarding proposed expenditures and such matters as may relate to the lawful distribution of funds.
- d) By-Laws Committee The By-Laws Committee shall consist of not less than three (3) nor more than five members. It shall be the duty of this committee to continually evaluate Association By-Laws in relation to those of the American College of Occupational and Environmental Medicine and to assess Association By-Laws for changes necessary to insure that the best interests of the members of the Association are served.
- e) Strategic Planning Committee It shall be the duty of the Strategic Planning Committee to develop and maintain a strategic plan for the Association to be proposed to the Board of Directors and revised annually. The Vice-President shall be Chairman of the Committee, the TSOMA delegate to ACOEM who is in the second year of their term, and the three Board Members who are in the first year of their terms.
- f) Special Projects Committee The Special Projects Committee will supervise the development and completion of projects designated by the Board of Directors as consistent with the Strategic Plan and the objectives of the Association. The committee will consist of the three Board Members in the second year of their term, one of whom will be selected as the Chairman by the President, the secretary-treasurer, and other members at large assigned by the President.

Article XI – Dues

Section 1 – Annual Dues shall be established by the Board of Directors of TSOMA. Honorary Members and Retired Members shall pay no dues. The ACOEM collects from the members both the dues for ACOEM and for TSOMA. That portion for TSOMA will be paid by ACOEM to TSOMA on a regular basis, at least annually.

Section 2 – Any Member who dues for a current year are delinquent by ACOEM standards are also considered delinquent by TSOMA and may be dropped from membership.

Section 3 – Any Member dropped for non-payment of dues may be reinstated at any time previous to the convening of the Annual Meeting of the year following his delinquency by payment of dues in arrears, and dues for the current year.

Article XII – Delegates to ACEOM House of Delegates

Section 1 – TSOMA will provide delegates to the ACOEM House of Delegates in accordance with the ACOEM By-Laws.

Section 2 – Delegates from TSOMA shall be nominated by the Election Committee and elected in the same manner as are Officers and Directors. It will be the responsibility of the Delegates to attend the two regular meetings of the ACOEM House of Delegates held each year, and such special meetings as may be called, to take to the House resolutions, questions and proposals from TSOMA and to report back to the TSOMA Board of Directors the results of these meetings.

Article XIII – Discipline

Section 1 – All members of TSOMA shall comply with its By-Laws and with the Code of Ethical Conduct of ACOEM.

Section 2 – Complaints shall be filed in writing with the President. Matters of discipline or ill-conduct will be handled by the Board of Directors on an individual basis.

Article XIV – Fiscal Year

The fiscal year of TSOAM shall be from January 1st to December 31st of each year.