

SCAPI REVISIONS 1/30/2019

SOUTH CAROLINA ASSOCIATION OF PHYSICIANS OF INDIAN ORIGIN Constitution and By-Laws

PREAMBLE

Whereas, a large number of physicians of Indian origin are becoming permanent residents of the United States of America. Be it resolved that a non-profit organization be formed to maintain the identity of the physicians of Indian origin practicing in the state of South Carolina. That a forum be provided for meeting, sharing and fostering professional and cultural advancement. That a bond of cultural unity be established to enrich the Indian Community at large. The term Indian is used throughout this Constitution and Bylaws in an ethnic sense and is meant exclusively to pertain to the Indian subcontinent of Asia. The word heritage similarly connotes Indian ancestry.

ARTICLE I - NAME

The name of the organization shall be "South Carolina Association of Physicians from India." This shall be a non-profit organization in the State of South Carolina. This will be a chapter of The American Association of Physicians of Indian Origin (AAPI).

ARTICLE II - OBJECTIVES

Section 1

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Section 2

No part of the net earnings or assets of the Association shall be used to the benefit of or be distributable to its members, 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 Section 3 hereof.

Section 3

Upon the dissolution of the Association, the Executive Committee shall, after paying or making provisions for the payment of all the liabilities for the Association, dispose of all the assets of the Association exclusively for charitable, or scientific purposes.

ARTICLE III - MEMBERSHIP

SECTION 1 - CLASSIFICATION OF MEMBERSHIP

A. LIFE

B. ACTIVE (Voting)

- C. ASSOCIATE
- D. HONORARY
- E. 1. Resident/Fellow
 - 2. Medical/Pre-med students
- F. GUEST Members

A. Any physician/dentist of Indian origin who resides in the State of South Carolina is eligible for one standard voting membership, with an annual membership fee of \$150/year.

B. Associate Members – Pharmacy, physical therapy, doctoral candidates, biomedical scientists, nutritionists, EMS, and ancillary health care professionals are eligible to become associate members with an annual membership fee of \$75/year.

C. Honorary Members - Any physician/dentist of Indian origin with eminent scientific achievements may be invited to join the association as an honorary member at the recommendation of the Executive Committee. All such candidates must be of Indian Origin. There shall be no membership fee charged to such members.

D. Any medical/dental student studying in the state of South Carolina is eligible to be a Candidate member, with two potential membership subcategories: 1. Residents/Fellow - \$40/year and 2. Medical/Pre-medical students, who shall receive a free membership. Students have to be Indian-Americans.

E. GUEST members are non-Indians who shall pay \$150/year regardless of their occupation. Such candidates shall have a non-voting membership and require a simple majority vote by the Executive Committee to be accepted as a member, upon being recommended for membership by an active, voting member.

SECTION 2 - APPLICATION FOR MEMBERSHIP

Application for membership shall be made in writing on the form provided by the organization. *Membership shall be considered from only those applicants in good standing .*

SECTION 3 - REVOCATION OF MEMBERSHIP

Any member not in good standing may have his/her membership revoked. At least 2/3rd of the executive team shall vote regarding the membership concerns. The Member shall submit his/her explanation/Appeal to the executive committee within one week. And after the decisions made by the executive committee it will be delivered confidentially to the Member regarding the final decision.

ARTICLE IV - EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

SECTION 1

The Executive Committee of SCAPI shall include: A. The President, B. The Vice-President, C. Secretary D. Treasurer. The Board of Directors shall include the Executive Committee, the past president, and all committee chairmen.

SECTION 2 - QUALIFICATIONS OF THE OFFICERS

He or she must be a voting member of SCAPI and must be residing in the State of South Carolina.

SECTION 3 - TERM OF BOARD OF DIRECTORS

The term of each board member is one year. Nominations for membership on the Board of Directors shall be submitted in writing to the Executive Committee from November 1 to December 31 in the calendar year preceding an election.

ARTICLE V - DUTIES OF THE OFFICERS

SECTION 1 - PRESIDENT

The President shall be Chief Executive Officer of the Association and shall perform all duties incident to the office of the President and such other duties as may be designated by the Executive Committee. He/She shall preside at all meetings of the Association. He/She shall make such appointments as are required by the Executive Committee. He/She shall submit to the Executive Committee the plan or project of the organization for that year. He/She shall designate all delegates and representatives to other groups. He/She shall appoint special and AD HOC Committees as may be necessary.

SECTION 2 - VICE-PRESIDENT (**PRESIDENT-ELECT**)

The Vice-President will perform the duties assigned to him/her by the President or by the Executive Committee. He/she shall assume the duties of the President in his/her absence and will become the President if the President is incapable of continuing in that office or resigns his/her position. The Vice-President shall be in charge of an ongoing membership drive. He/she shall notify members of their appointments and the duties that they are to perform.

SECTION 3 - SECRETARY

The Secretary shall keep an account of minutes of all the meetings; maintain an official and updated list of all members of SCAPI; issue an agenda of all regular and special meetings and notices of meetings to all officers; keep copies of all official correspondence of the organization including newsletters and brochures. He/she shall be the custodian of reports submitted by committee chairpersons and be custodian of the Constitution and By-Laws and amendments of the organization. He/she shall perform such other duties and exercise other powers as may be assigned by the Executive Committee. He/she shall advise each applicant for membership in writing of the action taken by the organization. He/she shall be responsible for transferring all the records to the new Secretary within thirty (30) days of their election.

SECTION 4 - TREASURER

He/she shall be responsible for issuing the notice and collection of annual dues. He/she shall have the custody of all receipts and disbursement which shall be open for inspection by the Executive Committee. He/she shall submit a financial report to the Board of Directors at its annual meeting. He/she shall be responsible for transferring all the records and accounts to the new Treasurer within thirty (30) days of their election.

SECTION 4 - EXECUTIVE COMMITTEE

The Executive Committee shall have the duties and powers ordinarily dedicated to the Executive Committee of an association or corporation, and be fully accountable to, and governed by, the Board of Directors. It shall govern and direct the activities of the association. The Executive

Committee shall fill any vacancies in the offices of the Secretary and Treasurer by appointment in according to the provisions of the Constitution. It shall have the authority to create staff positions and assign appropriate titles. It shall create all standing committees and direct their activities.

SECTION 5 - GENERAL BODY

The General Body shall consist of all dues-paying voting members.

ARTICLE VI - TERM OF OFFICE

SECTION 1 - The term of office for all officer positions shall be one year.

SECTION 2 - The Vice-President shall automatically become President after the President completes his/her term, or shall be appointed to that position by the Executive Committee, if a vacancy occurs, in which case, the Vice-President shall serve the unexpired term and be eligible to serve in the position for one reelection. A new Secretary, Treasurer, and Committee Chairmen will be elected for a one year term

ARTICLE VII - MEETINGS

SECTION 1 - CONVENING A MEETING

The organization shall hold one annual general meeting. The time and place will be decided by the Executive Committee. If two-thirds of the members of SCAPI request a special meeting through a signed petition, the President shall convene such a meeting within 15 days of the notice. A special meeting may be called for regarding an urgent matter on the recommendation of the President with the approval of the Executive Committee.

SECTION 2 - NOTICE OF MEETINGS

All members shall be notified of a general meeting by electronic communication at least four weeks before the meeting by the Secretary. The notice and the agenda of the meeting with a specific place and date shall be circulated by the Secretary.

SECTION 3 - QUORUM

One third of the current membership of the organization with one-half of the Executive Committee constitute a quorum.

SECTION 4 - CONDUCT OF THE MEETING

The conduct of the meeting shall be in accordance with The Constitution and By-Laws of the organization. Any action taken by the organization, conflicting with the provision of The Constitution and By-Laws and its amendments shall be invalidated.

SECTION 5 – BOARD OF DIRECTOR AND EXECUTIVE COMMITTEE MEETINGS

The Board of Directors shall meet at least twice every year. One meeting will be prior to the annual general body meeting. The other meeting will be decided by the President. A notice of all Executive Committee meetings including the time, place, date and agenda shall be sent by the Secretary at least two weeks before the scheduled meeting to all members of the Board of Directors.

ARTICLE VIII - ELECTIONS

Elections for all officer positions on the Board of Directors shall be held every year at the time and place of the annual meeting of SCAPI. The slate for the election will be prepared by the Nominating Committee, approved by the Executive Committee, and circulated to the members at least ten (10) business days before the annual meeting. Any member of the SCAPI can contest any position after being duly proposed and seconded by voting members. Such names shall be submitted to the Secretary, upon the closure of the nominations period of December 31, at least two weeks prior to the general meeting. Any candidate determined not to be eligible for election by the Secretary, shall have their name removed by the Secretary in the nominations slate prepared by the Secretary, with an explanation of the ineligibility in the report sent to the Nominating Committee. Nominations can also be called at the annual meeting. In the case of a contest, elections shall be conducted by secret ballot. A simple majority vote cast by eligible voting members, upon confirmation that a quorum is present at the meeting, shall be necessary to elect an officer. There shall be no vote in absentee or proxy voting permitted.

ARTICLE IX - IMPEACHMENT OF AN OFFICER

SECTION 1

If the opinion of the Executive Committee or voting members at the annual meeting is evidenced by a majority vote of the voting members present in a general or special meeting, any member of the Board of Directors shall be deemed guilty of misconduct or gross breach of his obligation to the organization and a charge that will be presented to the Executive Committee, then, the Executive Committee shall organize a committee which will investigate the case, to include, if possible, a hearing from the accused. The committee will then submit its impartial findings to the Executive Committee which shall determine the validity of the committee's report. In order to vote on impeachment of an officer, the report shall be sent to all SCAPI, active, voting members as an agenda item in the annual or special meeting.

SECTION 2 - VOTE OF APPROVAL

A Quorum of impeachment shall be fifty (50) percent of the voting membership. Two-thirds vote cast in its favor shall cause impeachment of the officer.

ARTICLE X - AMENDMENTS

SECTION 1 - Amendment of this Constitution may be affected by a two-thirds vote of the voting membership at a regular or special meeting provided that such amendment has been mailed to all voting members at least four (4) weeks prior to such a meeting or by a mail ballot, to be returned in two weeks prior to such a meeting.

SECTION 2 - Any proposed amendment shall be submitted to the Executive Committee in writing by one-third of the Executive members or by the By-Laws Committee.

SECTION 3 - The Constitution can be amended by the general body members only.

ARTICLE XI - BY-LAWS

SECTION 1 - FISCAL YEAR

The Fiscal Year of the organization shall date from Jan 1st to December 31st

SECTION 2 - GENERAL MEETING

The organization shall have at least one general meeting per year.

SECTION 3 - ORDER OF MINUTES

The following shall be the order of business in a general meeting.

1. Call to Order
2. Introduction of new members
3. Introduction of guests
4. Readings of the minutes of previous meeting
5. Financial report by the Treasurer
6. Report of other committees
7. Correspondence
8. Unfinished business
9. New business
10. Election of Officers (only in election years)

SECTION 4 - DUES

Dues for each of the following:

1. ACTIVE MEMBERS - \$100 annually
2. ASSOCIATE MEMBERS - \$75 annually
3. HONORARY MEMBERS - NONE
4. CANDIDATE - Free for residents, medical students and pre-med students.

Annual dues will be collected during the annual meeting. The dues may be adjusted on recommendation of the Executive Committee provided that it be placed on the agenda of the general meeting and a simple majority of the voting members vote in its favor.

ARTICLE XII - COMMITTEES

Section 1

All committees shall be appointed by the Executive Committee as needed.

SECTION 2

The special AD HOC Committee shall be created by the President and shall be dissolved by the President on completion of their functions.

SECTION 3

The following will be the standing committees:

- A. MEMBERSHIP COMMITTEE- Chaired by the Vice-President
- B. FINANCE COMMITTEE – Chaired by the Treasurer
- C. CONSTITUTION AND BY-LAWS COMMITTEE – Nominated by the President
- D. NOMINATING COMMITTEE – Chaired by the Secretary
- E. ARRANGEMENTS COMMITTEE – Nominated by the President

F. C.M.E. COMMITTEE - Chaired by the Vice-President

SECTION 4

SCAPI Auxiliary