

BYLAWS

THE DELAWARE ACADEMY OF MEDICINE

The Delaware Academy of Medicine, incorporated in the State of Delaware on February 19, 1930, (hereinafter referred to as the “Academy”), shall be governed by the following by-laws.

ARTICLE I. Name

The name of this organization is “The Delaware Academy of Medicine, Inc.”

ARTICLE II. Mission

The mission of this organization is to enhance the well being of the community through education and the promotion of public health. To advance this mission the Academy will facilitate library and information services, educational forums, health related research, the preservation of the history of medicine in Delaware, and provide financial aid to students of medicine and dentistry.

ARTICLE III. Membership

1. The Academy of Medicine consists of the following categories of membership:

a. **Voting Membership** - any person who has received a degree from a approved medical or dental school, or a graduate of an academic institution other than a medical or dental school and who possess such other unique qualifications which advances the mission of the Academy as may be determined by the board of directors.

b. **Life Membership** - any person who is qualified for voting membership may upon payment of the required life assessment be named to life membership and be exempt from further annual assessments.

c. **Honorary Membership** - any person may be elected an honorary member in recognition of long and outstanding interest in or service to the Academy. Honorary members are not required to pay dues.

d. **Corporate** - any corporation or other entity desiring membership privileges including the use of the information services.

All persons or organizations eligible for membership must be approved by the Membership Committee and pay the required assessment.

2. Voting Rights

All voting, life and honorary members shall be entitled to vote at the meetings of the Academy.

3. Assessments

The Board of Directors, with the advice of the Finance Committee and the Membership Committee shall set the amount of the annual assessment for the various categories of members on a yearly basis. The assessment for medical students, dental students, hospital residents or those retired from active practice may be reduced or waived.

4. Forfeiture of Membership

Any member who fails to pay the assessment for a period of one year shall forfeit his/her membership.

ARTICLE IV Meetings

1 Annual Meeting of Members

The annual meeting of members of the Academy shall be held in the first quarter of each year on a day and hour to be selected by the Board of Directors. Unless otherwise provided, twenty-four members shall constitute a quorum. At the annual meeting there shall be an election of the Board of Directors as set forth herein and the consideration of any other matters as determined by the Board of Directors or by the members. Notice of all meetings shall be mailed to the members at least thirty days prior to the annual meeting.

2 Special Meetings

A Special Meeting may be called by the President; or upon request by a majority of the Board of Directors, or upon written petition of at least twenty-four members of the Academy. A quorum will be determined by the same guidelines as provided for the annual meeting. Any special meeting will be limited to the topic for which it was called. Notice of special meetings shall be mailed at least five days prior to the special meeting.

ARTICLE V. Board of Directors

1. Members of the Board

The Board of Directors of the Academy shall consist of the President, President Elect, Vice President, Secretary, Treasurer, Immediate Past President, and Chairs of the Finance Committee, Information Resources and Library Committee, Membership Committee, Program/Meetings Committee, Student Financial Aid Committee, Bylaws Committee, History Committee, and Nominating Committee. In addition two other members of the Academy will serve in at-large status. It has been tradition that one member of the board be appointed by the Medical Society of Delaware and one by the Delaware State Dental Society. These representatives shall serve until their successors are appointed and agree to serve.

2. Election of Directors

All members of the board shall be elected at every second annual meeting and serve two year terms. There shall be no prohibition against any individual serving consecutive terms as any officer or member of the Board of Directors, except for the office of President and the President Elect who may each serve one 2 year term as well as that portion of a term which has become vacant.

3. Meetings of the Board

The Board of Directors shall meet at such times as necessity may require, but no less than quarterly. The President shall serve as the chairman of the board. A majority of the board shall constitute a quorum for all purposes. In the absence of the president the president elect shall preside and in the absence of the President and president elect, the vice president shall preside.

4. Powers of the Board of Directors

- (a) All powers of the Academy are vested and reside in the Board of Directors, which shall have the final authority to determine the policies of the Academy except as such may be limited by these by laws, or the certificate of incorporation.
- (b) The Board of Directors shall have the power and authority to create committees and/or boards as it deems appropriate and to name the members of those committees or boards as set forth herein.
- (c) The Board may fill any vacancy on the board of directors for the unexpired term of that vacant office except for the office of President and President Elect which, if vacant shall be filled as set forth in ARTICLE VII

ARTICLE VI. Board and Committees

1. The Academy shall have the following boards and committees

(a) Board of Directors – see article V

(b) Executive Committee

The executive committee will consist of the President, President Elect, Vice President, Immediate Past President, Secretary and Treasurer. It will meet monthly as needed, and consider those items of importance to the academy in between meetings of the board of directors

(c) Finance Committee

The Finance Committee will have charge of the finances of the Academy and will make reports as instructed by the Board of Directors. This committee will oversee the investments of the Academy, as well as the preparation of the Annual Budget. The Treasurer will be a member of this committee. This committee may, as appropriate, call upon the expertise of non-Academy members with unique and advanced understanding of Human Resources, Accounting, and Finance.

(d) Information Resources and Library Committee

The Information Resources and Library Committee shall serve as the liaison between the Academy and the Library administration of host sites including the Lewis B. Flinn Medical Library, Gail P. Gill Consumer Health Library, the State of Delaware Department of Public Health, and Division of Libraries and its associated locations within which Academy of Medicine staff are located. This committee advises on Information Resources and Library policy, and advises the Board of Directors on administrative matters such as budget, licensing, and other matters. This committee may, as appropriate, call upon the expertise of non-Academy members with unique and advanced understanding of Information Resources and Library fields.

(e) Membership Committee

The Membership Committee shall work closely with the Program and Meetings Committee in determining the scope of membership services, fees, and communications as they relate to the mission of the Academy. The Membership Committee is also charged with the responsibility of accessing and maintaining such membership lists as there are categories of membership, and serve as liaison between those groups and the Board of Directors. The Membership Committee is responsible for reviewing criterion for membership, and vetting nominations for the category of Honorary Membership.

(f) Programs/Meetings Committee

The Program and Meetings Committee is responsible for the planning, review, and oversight of all programs, including social and educational events, except

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those determined under contract with other entities. In that case, the Program and Meetings Committee is responsible for review of planned programming prior to contract signing or renewal.

(g) Student Financial Aid Committee

The Student Financial Aid Committee shall develop and administer a program of loans and/or scholarships for students who are pursuing careers in medicine or dentistry. The committee shall fix its own rules of procedure and report to the Board of Directors and the Finance Committee. In conjunction with instruction from the Finance Committee, the awards approved and distributed each year will be based on the funds available and number of applicants. All Awards will be approved by the Board of Directors

(h) Nominating Committee

The Nominating Committee shall consist of four members appointed by the Board of Directors, two of whom will be members of the Board, two of whom will be members of the Academy but not the Board. The committee will be chaired by the immediate past president who will be the fifth member. The Nominating Committee will report a list of nominees for elected offices of the Academy to the Board of Directors at least sixty (60) days before the annual meeting of the members.

(i) Bylaws Committee

The Bylaws Committee shall be responsible for reviewing proposed amendments to the bylaws and forwarding draft amendments for consideration by the Board of Directors. The committee will be responsible for periodic review of the bylaws.

(j) History and Archives Committee

The History and Archives Committee is responsible for the development, maintenance, and promotion of the medical and dental archives entrusted to the Delaware Academy of Medicine. The History and Archives Committee may have representation from the University of Delaware, Delaware Historical Society, and others as necessary and appropriate.

ARTICLE VII.

Officers

1. The Officers of the Academy shall be a President, President Elect, Vice President, Immediate past President, Treasurer, and Secretary. The President and President Elect, Vice President, Treasurer and Secretary shall be elected at the annual meeting for a two (2) year term.

2. President

The President shall be the Chief Executive Officer of the Corporation and Chairman of the Board of Directors. The President shall see to it that all decisions and resolutions are executed, shall sign all contracts and agreements authorized by the Board and shall have general oversight of the operations. If the office of President becomes vacant for any reason the President Elect shall fill the position for the remainder of the term.

3 President Elect

The President Elect shall assist the President in the discharge of the President's duties and may officiate and preside during the absence of the President. The President Elect shall be prepared to assume the presidency without delay upon the expiration of the President's term. If the office of President Elect becomes vacant for any reason the position shall be filled by an election of the members at the next annual meeting or at a special meeting called at the discretion of the President.

4 Vice President

The Vice President shall assist the President and President Elect in the discharge of their duties and may preside and officiate in the absence of the President and President Elect.

5. Secretary

The Secretary shall attend all meetings of the members of the Academy and the Board of Directors and make provisions to keep minutes of those meetings. The Secretary shall be the custodian of all the records, books and papers of the Academy, give proper notice of meetings of the Academy and the Board of Directors and perform such other duties as assigned.

6. Treasurer

The Treasurer shall be responsible for the funds and securities of the Academy and shall keep full and accurate accounts and make reports and disburse the funds of the Academy as directed by the Board of Directors, the Finance Committee or the President. The treasurer will be a member of the finance committee and oversee the preparation of the annual budget.

7. Immediate Past President

ARTICLE VIII. Executive Director

The Executive Director shall be an employee of the Academy selected by the Board of Directors. The Executive Director shall be ex-officio non-voting member of the Board of Directors, and all other boards and committees. The Executive Director shall have such duties and responsibilities as delegated by the Board of Directors.

ARTICLE IX. Indemnification

The Academy shall indemnify any and all persons whom it has power to indemnify pursuant to the General Corporation Law of the State of Delaware against any and all expenses, fines, accounts paid in settlement and any other liabilities to the fullest extent permitted by such law and may, at the discretion of the Board of Directors, purchase and maintain insurance, at its expense to pay any judgment, fine, amount paid in settlement or other liability, whether or not the Academy would have the power to so indemnify such person, under the General Corporation Law of the State of Delaware.

ARTICLE X. Amendments

These bylaws may be amended by the Board of Directors provided that any amendment must be ratified and approved by a majority vote of the Academy members present at any regular or special meeting if a quorum of 24 members is present.