

ALASKA MEDICAL ASSISTANT SOCIETY
BYLAWS

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CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants (AAMA) and the Alaska Medical Assistant Society (AMAS) shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA and AMAS dedicated to the conscientious pursuit of their profession, and desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. render service with full respect for the dignity of humanity;
- B. respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C. uphold the honor and high principles of the profession and accept its disciplines;
- D. seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. participate in additional service activities aimed toward improving the health and well-being of the community.

CREED

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

ARTICLE I - NAME

The name of this organization shall be the Alaska Medical Assistant Society, hereinafter known as the Society (AMAS). AMAS is a constituent society affiliated with the American Association of Medical Assistants, hereinafter known as AAMA.

ARTICLE II - PURPOSE

The purpose of the AMAS is to promote the professional identity and stature of its members, and the medical assisting profession, through education and credentialing.

ARTICLE III - ORGANIZATIONAL POLICY

AMAS is hereby declared to be a nonprofit, educational, professional organization. It is not, nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in AMAS shall be denied membership because of race, religion, sex, national origin, or political party affiliation. No person who participates in the activities of an organization whose purpose is to overthrow the government of the United States shall be a member of AMAS.

ARTICLE IV - COMPONENT CHAPTERS

Component chapters are those local chapters of medical assistants within the geographic limits of the State of Alaska and they shall be under the jurisdiction of AMAS.

Section 1. A component chapter may become a member of AMAS by submitting an application for membership to the President of AMAS and requesting its bylaws be approved by AMAS Executive Board.

Section 2. When applying for affiliation, a chapter shall submit to the President five copies of its Bylaws and the endorsement of the local or state medical society, where feasible.

Section 3. Dues shall be paid on a tri-level, with the state and national dues being forwarded with the component chapter's application.

Section 4. Following the approval of the chapter's constitution and/or bylaws by the AMAS Executive Board by a two-thirds vote, the President shall notify the association of its affiliation with AMAS and the American Association of Medical Assistants as a component chapter.

Section 5. Component chapters' bylaws shall not be in conflict with the bylaws of AMAS or the American Association of Medical Assistants.

Section 6. Every three years each component chapter shall submit for review, two copies of its bylaws to the AMAS Bylaws Committee. Each component chapter shall submit for review two copies of any amendments adopted.

ARTICLE V - MEMBERSHIP

Section 1. Classes.

There shall be eight classes of membership: active, life, sustaining, associate, student, honorary, member-at-large and affiliate.

- A. Membership in a component chapter, AMAS and AAMA shall be required for all classes except honorary, unless there is no component chapter in the area.
- B. No other membership or quasi-membership classes shall be permitted by a component chapter;
- C. Membership in a component (local) chapter shall be required (except for honorary membes) unless there is no component chapter in the area;
- D. An individual, other than a life or honorary member, may not belong to a component chapter without also belonging to AMAS and AAMA.

Section 2. Qualifications.

- A. ACTIVE - An active member shall be one of the following:
 - 1. An AAMA Certified Medical Assistant (CMA) whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA's (see www.aama-ntl.org).
 - 2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership. (Continuous active membership shall be defined as having dues postmarked to the Executive Office by December 31.)
- B. SUSTAINING - Anyone who has been an active or associate member for at least two years, who has retired from medical assisting, and who has not entered into another field is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- C. ASSOCIATE - An associate member shall be a medical assistant who is not yet a AAMA Certified Medical Assistant (CMA) and who does not fall under any other category.
- D. STUDENT - A student member:
 - 1. shall be enrolled in a medical assisting program;
 - 2. shall carry a minimum of six (6) contact hours per week per term;
 - 3. may retain membership for one additional dues year after graduation if active or associate membership is not chosen;
 - 4. shall be limited to a maximum of three (3) years as a student member.
- E. AFFILIATE - An affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of medical assisting.
- F. A member-at-large is one who meets all the qualifications of active, life, sustaining, associate, student, or affiliate except that a component chapter does not exist in the area of residence. Such a member shall pay only state and national dues.
- G. An honorary member shall be one who has aided in furthering the objectives of this society and who is not eligible for any other category of membership. An honorary member shall be elected by the membership upon recommendation of the General Assembly. Honorary members shall not vote, hold office, or serve on a committee.
- H. A life member shall be an active Alaska Medical Assistant Society member who has made an outstanding contribution to this society and who has had life membership conferred by a two-thirds vote of the General Assembly. No more than one life membership may be conferred in any four year period. The life member shall continue to enjoy all the rights and privileges of active membership.

Section 3. Privileges.

- A. Voting - Active, associate, life, member-at-large and student members may vote or chair a committee.
- B. Hold Office - Active, associate, life and student members may hold office.

Section 4. Revocation.

Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see www.aama-ntl.org), will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE VI - DUES

Section 1. Annual dues for all classes of membership shall be as fixed by the AMAS General Assembly upon recommendation of the Executive Board, plus the designated AAMA dues. Dues shall become due and payable November 1 and are delinquent if not postmarked to the AAMA Executive Office by December 31.

- A. Full AMAS dues shall be assessed for active, associate, member-at-large and affiliate members.
- B. Half of AMAS dues shall be assessed for sustaining members.
- C. Student, life, and honorary members shall pay no dues to AMAS.

Section 2. Dues for a new member joining after September 1 shall be credited to the following year. Members whose dues are not paid by December 31 will be considered delinquent and ineligible to participate in the activities of the state society or chapter until the delinquency is corrected.

Section 3. Representation of this society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA.

Section 4. This society and component chapters shall offer reciprocity to members transferring membership from another constituent society. The transferring member shall present proof of current AAMA membership status.

Section 5. Membership belongs to the individual and shall be nontransferable.

ARTICLE VII - OFFICERS AND THEIR QUALIFICATIONS

Section 1. The officers of AMAS shall be a President, a Vice President, a Secretary, a Treasurer, the Immediate Past President, and other such officers as the Bylaws provide.

Section 2. The appointed officers of AMAS shall be Parliamentarian and Historian.

Section 3. A candidate for office shall:

- A. be an active, associate, life or student member in good standing;
- B. have served as an officer of a component chapter.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1. Nominations.

- A. There shall be a Nominating Committee composed of one member from each of the component chapters elected at the General Assembly annual convention meeting.
- B. The Nominating Committee shall be responsible for presenting a slate of nominees for each office and sending a report of these nominations to the President of each component chapter at least thirty (30) days prior to the General Assembly Convention meeting.
- C. The Nominating Committee shall examine the qualifications and determine the eligibility of such members for office.
- D. Additional nominations may be made from the floor provided:
 - 1. prior consent of the nominees has been obtained
 - 2. nominees comply with the eligibility requirements in Article VII, Section 3.

Section 2. Elections.

- A. Officers shall be elected by ballot by the General Assembly at the annual convention meeting. A majority vote shall elect.
- B. The appointive officers shall be appointed by the President, subject to the approval of the Executive Board, for a term of one year.

ARTICLE IX - OFFICERS: TERM OF OFFICE, VACANCY, REMOVAL FROM OFFICE AND RESIGNATION

Section 1. Term of office.

- A. The term of office for the President, Vice President, Secretary, and Immediate Past President shall be one year or until their successors are elected. The term of office for the Treasurer shall be two years or until the successor is elected.
- B. Officers shall assume office at the close of the meeting of the General Assembly meeting at which they are elected.

Section 2. Vacancies.

- A. In case of a vacancy in the office of President, the Vice President shall assume the office of the President for the unexpired term.
- B. Any vacancy occurring in an elective office shall be filled by the Executive Board.
- C. Vacancies occurring in an appointive office or a standing committee shall be filled by the President upon the approval of the Executive Board.

Section 3. Removal from office.

An officer who fails to perform the required duties or gives just cause for removal from office shall be removed from office by the Executive Board.

Section 4. Resignation.

An officer or a member may resign by written resignation to be approved by the Executive Board.

ARTICLE X - DUTIES OF OFFICERS

Section 1. In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedures.

A. Bonding of the treasurer and other designated officers and/or committee persons who are responsible for collecting or depositing money and signing checks will be considered by the Executive Board at it's first executive meeting.

Section 2. The President shall:

- A. preside at all meetings of the AMAS,
- B. be chair of the Executive Board,
- C. be an ex-officio member of all committees except the nominating committee,
- D. in the event of a vacancy in a committee chairmanship, have the power to appoint a chairman from among the members of the committee in which the vacancy occurs or from the General Assembly,
- E. appoint, subject to the approval of the Executive Board, committee members to fill vacancies during the year,
- F. appoint a Parliamentarian and a Historian,
- G. be responsible for the delegates and alternates to AAMA having their official credential cards for admission into the House of Delegates,
- H. send a request to the National office to have a representative from the Speakers' Bureau to attend the annual convention meeting,
- I. upon invitation, visit the component chapters when practical,
- J. call meetings of the Executive Board,
- K. arrange with the treasurer for the auditing of the account books of the society by authorized persons, (This should be performed by a person with accounting expertise, preferably an independent public accountant or CPA when feasible.)
- L. perform such other duties that the General Assembly directs.

Section 3. The Vice President shall:

- A. assist the president throughout the year,
- B. assume the duties of the president in the latter's absence,
- C. succeed to the office of president in the event of a vacancy in the office,
- D. may serve as chair of the Education committee,
- E. be available to the president upon request for counsel or assistance.

Section 4. The Secretary shall:

- A. keep the minutes of all regular and special meetings of the General Assembly and the Executive Board,
- B. provide the president with a copy of the minutes within 10 days after a meeting,
- C. conduct such correspondence as shall be requested by the president, Executive Board or the General Assembly,
- D. submit the president's name and address to the Alaska State Medical Association for publication in the state medical directory,
- E. be custodian of all records except financial records, committee reports of AMAS, and all correspondence of AMAS.

Section 5. The Treasurer shall:

- A. be charged with the responsibilities of the monies of AMAS and shall pay all authorized obligations,
- B. serve as chair of the budget and finance committee,
- C. serve as chair of the credentials committee,
- D. file the tax exemption and tax return,
- E. submit and review an annual treasurer's report to the Executive Board and General Assembly at the annual convention meeting,
- F. may serve as registration chairman of the annual convention meeting,
- G. submit other treasurer's reports as requested by the Executive Board,
- H. prepare an annual budget for upcoming year and present it at annual convention meeting,
- I. be custodian of all financial records of the society.

Section 6. The Immediate Past President shall:

- A. serve on the Executive Board as an ex-officio member for one year,
- B. assist the president with AAMA national business.

Section 7. The Historian shall:

- A. be responsible for composing an annual historical record of the Alaska society's activities,
- B. provide AAMA Historian with AMAS material.

Section 8. The Parliamentarian shall:

- A. be familiar with parliamentary procedure and protocol under the auspices of Robert's Rules of Order, Newly Revised, and AMAS bylaws,
- B. be present for all meetings of the General Assembly and Executive Board,
- C. serve on the Bylaws Committee,
- D. not express a parliamentary opinion unless requested by the President or the membership.

Section 9. Retiring officers shall, within thirty (30) days, deliver to their successors the materials pertaining to their respective offices.

Section 10. All funds disbursed by the treasurer shall require two (2) signatures of the following officers: Treasurer, President or Vice President.

ARTICLE XI - EXECUTIVE BOARD

Section 1.

A. There shall be an Executive Board composed of the President, Vice President, Immediate Past President, Secretary, Treasurer, Historian, Parliamentarian and the president of each component chapter. An alternative representative may be appointed by the local chapter president. The Historian and Parliamentarian shall serve without vote. The president shall serve as chair.

Section 2. The Executive Board shall:

- A. conduct business of the AMAS between General Assembly meetings,

- B. issue charters to component chapters,
- C. verify the filing of the biennial nonprofit corporation report,
- D. approve appointed officers,
- E. fill vacancies occurring in the elective offices,
- F. have charge of the property and financial affairs of AMAS.

Section 3.

A. The chair may call special meetings of the Executive Board and shall call them upon the written request of four members of the board. Except in emergency, at least 72 hours notice of any meeting shall be given to each member in person, by telephone, by mail or by fax. Members of the Physicians Liaison Board may attend meetings and participate in discussions.

Section 4.

- A. A majority of the members of the Executive Board shall constitute a quorum.

ARTICLE XII - PHYSICIAN'S LIAISON BOARD

Section 1.

A. The Physician Liaison Board shall be composed of no more than four (4) physicians. These physicians shall be elected by the General Assembly. The term of office for the elected physicians shall be three (3) years or until their successors are elected. In the event of death or resignation of a member of the Board, the unexpired term shall be filled by the appointee named by the president with the approval of the Executive Board.

Section 2. Physician's Liaison Board members shall:

- A. be familiar with the goals and objectives of AAMA and AMAS,
- B. be interested in and work toward the welfare and betterment of AAMA.

Section 3. The Physician Liaison shall:

- A. help create a liaison among AAMA and the American Medical Association and other medical specialty societies,
- B. encourage physician support of their medical assistants' involvement in AAMA and it's certification program,
- C. assist AAMA in protecting the medical assistant's right to practice.

ARTICLE XIII- COMMITTEES

Section 1.

- A. There shall be standing and special committees.

Section 2.

- A. The standing committees shall be Bylaws, Convention, Legislation, Membership, Education, Public Relations and Health Relations, Publications, Certification, Budget and Finance and Insurance.

Section 3. Appointment.

- A. The chairman of the standing committees shall be appointed by the President for a one year term. Any active, associate, student, or life member is eligible to serve.
- B. Nominating committee is elected by the General Assembly.

Section 4. Reports and Meetings.

- A. All standing committees shall submit written reports at the General Assembly meetings and at such other times as may be requested by the president.
- B. Retiring chairmen shall deliver material to their successors within ten (10) days after the annual convention meeting.
- C. Committees may transact business by mail when necessary.
- D. Convention chairmen and members shall attend Executive Board meetings upon invitation.
- E. The specific duties of the standing committees shall be as follows:
 - 1. The Bylaws committee shall:
 - a. edit and/or correlate amendments proposed by component chapters,
 - b. send proposed amendments in writing to the component chapters at least thirty (30) days prior to the General Assembly meeting at which they are to be voted upon,
 - c. prepare copies of all revisions and forward to all members following the General Assembly meetings,
 - d. send a copy of all revisions to AAMA Bylaws Committee,
 - e. review component chapters' bylaws and make recommendations where pertinent,
 - f. examine the bylaws of newly organized chapters to ascertain conformity to AMAS bylaws and AAMA bylaws.
 - 2. The Convention Committee shall:
 - a. work with the President and Education chairman, in making local arrangements for the annual convention meetings,
 - b. be in charge of physical arrangements for the convention meeting,
 - c. be responsible for compiling and printing the convention program which shall become the orders of the day.
 - 3. The Legislation Committee shall keep the members informed of proposed legislation and court decisions pertaining to the practice of medicine and its allied professions on a national and state level.
 - 4. The Membership Committee shall:
 - a. consist of one member from each component chapter elected at the General Assembly convention meeting,
 - b. be responsible for publishing or updating an annual roster,
 - c. be responsible for sending membership packets to all new members coordinating with component chapter membership committee chairmen,
 - d. work toward maintaining and increasing the membership of AMAS.
 - 5. The Insurance Committee shall work directly with the designated insurance administrator in promoting and maintaining insurance plans which are approved by AAMA.

6. The Education Committee shall:
 - a. provide educational services, seminars and workshops to increase the knowledge and professionalism of the members, assist component chapters in setting up study courses and workshops for members.
7. The Public Relations and Health Careers Committee shall:
 - a. provide component chapters with assistance for Career Day programs and other means of attracting young people to the profession of medical assisting,
 - b. provide ideas that will help increase recognition of AAMA as the spokesman for the profession of medical assisting,
 - c. prepare publicity statements for release on meetings, educational seminars, and conventions, for news articles, radio and TV programs.
8. Publication Committee shall publish an AMAS newsletter as directed by the General Assembly. The newsletter shall be the "TOTEM TALK" and shall be distributed to all members, AMAS physicians' liaison board members, component chapter physician board members, executive officers, and director of editorial services of the executive office.
9. The Certification Committee shall:
 - a. maintain files to contain updated listings of active CMA's and year earned or recertified,
 - b. inform members of deadlines for application or eligibility requirements regarding certification and recertification,
 - c. inform members of changes in certification exam or recertification procedures,
 - d. coordinate the AMAS Certification Library of books that may be borrowed by members;
 - e. the Certification Chairman shall be a CMA.
10. The Budget and Finance Committee shall:
 - a. prepare a proposed budget for the consideration of the Executive Board and adoption by the General Assembly,
 - b. act in an advisory capacity to the Executive Board in financial matters,
 - c. be informed of tax requirements and assist in filing all necessary papers.

Section 5. Special Committees shall be created by the President, Executive Board, or the General Assembly when deemed necessary to carry out the work of AMAS. Their members shall be appointed by the President, subject to approval of the Executive Board. The president shall be an ex-officio member of all Special Committees. The special committees shall be Audit, Credentials, and Scholarship.

- A. The Audit Committee shall:
 1. examine the report of the treasurer and be sure all money received is accounted for,
 2. be sure there is a receipt for every disbursement and that all expenditures were authorized,
 3. examine the bank statements, balance in the bank, bonds, notes, etc.,
 4. certify the report.
- B. The Credentials Committee shall:
 1. verify the credentials of the members of the General Assembly of AMAS,
 2. determine when a quorum is present,
 3. present reports regarding credentials and quorum when requested by the President.

4. The treasurer shall serve as chairman of the credentials committee.
- C. The Scholarship Committee shall:
 1. present a scholarship to medical assisting student who is attending the second half of a medical assistant program in the state of Alaska,
 2. abide by the scholarship committee guidelines as defined in the standing rules.

ARTICLE XIV - GENERAL ASSEMBLY

Section 1. The governing body of AMAS shall be the General Assembly. It shall determine the policies of AMAS, amend bylaws, conduct the election of officers, and act upon such other business as may come before it.

Section 2. The composition of the General Assembly shall be all active, associate, life, member-at-large and student members who are in good standing as determined by the Credentials Committee.

Section 3. Meetings.

- A. The annual meeting of the General Assembly shall be held during the annual convention meeting.
- B. Other meetings of the General Assembly may be called by the Executive Board by a two-thirds vote.

Section 4. A majority of the voting members present shall constitute a quorum.

ARTICLE XV - PUBLICATION

Section 1. There shall be an official publication published in the format of a professional newsletter, the "TOTEM TALK."

Section 2. The Publications Committee chairman shall serve as Editor of the "TOTEM TALK."

ARTICLE XVI - MEETINGS

Section 1. There shall be an annual convention meeting of the AMAS at a place and date selected by the General Assembly and approved by the Executive Board. If necessary, the Executive Board may change the place and date of the meeting.

ARTICLE XVII - DELEGATES AND ALTERNATES

Section 1. The General Assembly, at the AMAS annual convention meeting shall elect, by majority vote, the number of delegates allowed in accordance with the Bylaws of AAMA, and several alternates to attend the AAMA National House of Delegates meeting.

Section 2. Representation of AMAS in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 1-4) as follows:

1. Delegates and alternates shall be active or AAMA life members in good standing in AAMA and AMAS.
2. The number of delegates shall be determined by AMAS's total active and associate

- membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the AAMA Speaker of the House.
3. Delegates and alternates shall be elected to serve for one year from the opening of the AAMA House of Delegates for the year elected until the opening of the AAMA House of Delegates the following year.
 4. The names of delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual Meeting of the House of Delegates.

Section 3. In the event that AMAS cannot be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from AMAS which can be cast in voting on proposed amendments to the Bylaws and other business of the House of Delegates as in accordance with the AAMA bylaws. Such proxies shall be assigned by the President and Secretary of AMAS.

ARTICLE XVIII - FINANCES

Section 1. Donation and grants.

All monies received as donations and/or grants shall be placed in the general operating fund unless the condition of the donation or grant should stipulate otherwise.

Section 2. Budget.

The Budget and Finance Committee shall prepare a budget for the ensuing year for approval by the Executive Board. The budget as approved by the Board shall be provided to the General Assembly for its information.

Section 3. Fiscal Year.

The fiscal year of AMAS shall be from June 1 to May 31.

Section 4. Annual audit.

The accounts of AMAS shall be audited annually during the annual state convention by persons authorized by the Executive Board. This audit will be performed at the annual AMAS convention. This should be performed by a person with accounting expertise, preferably an independent public accountant or CPA when feasible.

ARTICLE XIX - DISSOLUTION

In the event of dissolution of AMAS, the Executive Board shall, after payment of all liabilities, distribute any remaining assets to nonprofit medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution. Notification shall be sent to the AAMA Executive Office by the state president no later than 10 days after meeting for the purpose of voting on dissolution. A financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after AMAS is dissolved.

ARTICLE XX - PARLIAMENTARY PROCEDURE

The rules contained in Robert's Rules of Order, Newly Revised shall govern AMAS in applicable cases and in which they are not inconsistent with the Bylaws of AAMA or the Special Rules of AAMA or the Bylaws of AMAS.

ARTICLE XXI - AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the General Assembly by a two-thirds vote provided that the proposed amendments shall have been submitted in writing to the component chapter members at least thirty (30) days prior to the meeting of the General Assembly.

Section 2. The Bylaws may be revised only upon authorization of the AMAS General Assembly or AAMA.

ARTICLE XXII - CONFORMITY WITH BYLAWS OF AAMA

Section 1. AMAS Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Names and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of AMAS to make mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by AMAS that is inconsistent with such mandated language shall immediately be null and void and of no effect.

STANDING RULES

1975: Drug company representatives are to be contacted one year in advance for donations to our state convention since budgets are set up one year ahead. The convention chairman shall purchase and present corsages to the representative from the Speakers' Bureau, retiring President, and Vice President at the reception prior to the state convention banquet. The Vice President will purchase the past president pin for the retiring president and present it to her at the close of the installation of new officers, as well as present her with the gavel.

1977: The chairman of the budget and finance committee shall set guidelines for proposed budget for state convention expenses. The same chairman shall also set guidelines for travel expenses within the state for purpose of chartering new chapters. The AMAS President shall not pay a registration fee at the state convention; AMAS will pay the president's room fee at the state convention. There will be a \$5.00 reduction in fee for preregistration for the AMAS annual convention meetings; date to be determined by convention committee. Preregistration money to be refunded only if notified one day prior to the convention, followed by a letter within one week, subject to the approval of the Executive Board.

1980: The state history book will be given to the outgoing president for that particular year. A copy of the state convention minutes will go with the first issue of "TOTEM TALK" after close of convention. This will be sent to all members and physician's liaison board members. (The Editor of "TOTEM TALK" may condense the minutes to an outline of item voted upon and action taken).

1984: The two (2) delegates to AAMA House of Delegates meeting shall be President and Vice President. The Alaska Society shall pay as much as possible of the delegates' airfare, registration fees, and hotel expenses (based on double-occupancy rates), to be decided by the Executive Board as monies are available. Any member serving as a delegate or alternate shall attend special meetings (as many as possible). The Alaska Society will purchase delegate packets for all alternates.

1995: The state convention expenses for the AMAS State President which are paid by AMAS as monies are available will be paid by AMAS after all other resources have been exhausted.