

1 **CONSTITUTION**

2
3 Article I
4 Name and Title

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6 The name and title of this organization shall be the Columbia Medical Society of
7 Richland County, South Carolina, Incorporated.

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9 Article II
10 Charter and Incorporation

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12 This Society has applied to the Council of the South Carolina Medical
13 Association for a Charter and that Charter is kept as a permanent record in The
14 Caroliniana Library. This Society is incorporated as an eleemosynary organization under
15 the laws of the State of South Carolina.

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17 Article III
18 Objectives

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20 The objective of this Society shall be to bring into one voluntary organization the
21 physicians of the metropolitan area of Columbia so that by frequent meetings and full an
22 frank interchange of views its members may secure such intelligent unity and harmony in
23 every phase of their labors as will elevate and make effective the opinions of the
24 profession in all scientific, legislative, public health, and civic affairs to the end that the
25 profession may receive that respect and support within its own ranks and from the
26 community to which its honorable history and great achievements entitle it. This Society
27 with other county and district societies forms the South Carolina Medical Association and
28 through it with other state organizations forms and maintains the American Medical
29 Association.

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31 Article IV
32 Membership

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34 Physicians holding permanent M.D. or D.O. licenses or temporary licenses, and
35 registered in South Carolina by the State Board of Medical Examiners of South Carolina,
36 who are of good moral and professional standing, may apply for election to active
37 membership as specified in the by-laws of this Society.

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39 Article V
40 Meetings

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42 Regular meetings shall be held at such date, time and place as may be determined
43 by the Society.

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45 Article VI
46 Officers

47 The officers of this Society shall consist of a President, President-Elect, Vice-
48 President, Secretary, and a Treasurer. Terms of all officers are to be one year and these
49 shall be elected annually.

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51 Article VII

52 Executive Committee

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54 The Executive Committee shall consist of the following:

55 (1) The Officers of the Society

56 (2) The Editor

57 (3) The Immediate Past President

58 (4) Four members at large from the Society representing various membership
59 constituent groups as determined from time to time by the Executive Committee who
60 shall be elected to serve a term of four years each, one elected annually.

61 (5) The chairmen of the Standing Committees.

62 (6) The District 2 Metropolitan representative to the SCMA Board of Trustees

63 (7) A Liaison from the USC School of Medicine

64 (8) The Society Executive Director as an ex officio, non-voting member

65

66 At the direction of the President, the chairmen of other committees whose
67 committees may be of pertinent or active concern may be requested to serve on the
68 Executive Committee in an advisory capacity ex officio. The President shall serve as
69 chairman.

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71 Article VIII

72 Funds and Expenses

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74 Funds shall be raised by annual dues and voluntary contributions, and by
75 assessments as provided for in the by-laws of the Society. Funds may be appropriated by
76 vote of the Society for such purposes as will promote its welfare and that of the medical
77 profession.

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79 Article IX

80 Amendments

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82 The Society may amend any Article of this Constitution by a two-thirds favorable
83 vote of those members present and voting at any regular business meeting provided that
84 such amendment or amendments are not in conflict with the laws and regulations of the
85 South Carolina Medical Association and provided, further, that such amendment or
86 amendments shall have been read in open session at the previous business meeting.

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88 **BY-LAWS**

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90 Chapter I

91 Membership

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93 Section I — Members

94

95 A. Qualifications

96 The Society shall be the judge of the qualifications required for those seeking
97 membership and the class of membership to which an applicant may be eligible. The
98 Society shall be the sole judge of the eligibility of members requesting a change in
99 classification.

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101 B. Classes

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1. Active

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2. Honorary

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3. Fellow

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4. Associate

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5. Resident

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108 C. Applications

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1. Method

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111 A candidate for membership shall make application in writing, stating age,
112 undergraduate, graduate and post-graduate training, with dates thereof; place or places of
113 previous practice; membership in medical organizations and societies; and the date and
114 license number of any state medical license issued. Application for active membership
115 must be accompanied by the full application fee. Applications shall be presented to the
116 Executive Committee. Applicants approved by the Executive Committee will become
117 members. Applicants not approved by the Executive Committee may resubmit their
118 applications to the Executive Committee at the end of six months from the date of
119 rejection. Each person accepting membership shall agree to be governed by the
120 Constitution and By-Laws of the Columbia Medical Society, and to the regulations
121 prescribed therein.

121

122 The Society will publish the name and pertinent biographical data on the applicant in The
123 Recorder.

124

125

a) Active

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(1) Those physicians who practice or reside in the greater metropolitan area of
127 Columbia and are duly licensed under the laws of the State;

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(2) Those physicians who are in active military service and stationed in the
129 metropolitan Columbia area but not required to register or be licensed by the S.C. State
130 Board of Medical Examiners;

131

(3) Those physicians who are engaged in teaching or in scientific work or
132 research in subjects allied to medicine in a reputable institution, college, laboratory or
133 hospital located in the Columbia greater metropolitan area;

134 (4) Those physicians in the Columbia area who are federal employees and not
135 required to register or be licensed by the SC State Board of Medical Examiners;

136 (5) and have been approved by the Executive Committee, are current in annual
137 dues payment, and have agreed to be subject to and abide by these by-laws.

138
139 b) Honorary

140 An Honorary Member is one who has been a member in good standing in this
141 Society for forty consecutive years.

142
143 c) Fellow

144 A Fellow of the Society is one who has reached the age of 70 or has retired from
145 active practice, and has been a member in good standing in this or other component
146 medical societies of this or another state for at least twenty-five consecutive years,
147 provided that member has been a member in good standing of Columbia Medical Society
148 for a minimum of ten years.

149
150 d) Associate

151 Associate membership is available for:

152
153 (1) Those physicians in the metropolitan area of Columbia who were former
154 members of this Society or another AMA component society but are no longer in active
155 practice and do not qualify for Fellow membership status. (The expression active practice
156 as used in the foregoing sections is to be interpreted as any gainful employment, a
157 prerequisite of which would be being a physician.)

158 (2) Physicians who are in active practice outside the Metropolitan Columbia area.
159 Requests for associate membership classification must be accompanied by documentation
160 of pertinent facts. Applications will be submitted to the Executive Committee for
161 consideration and approval.

162
163 e) Resident

164 Resident member category is available to graduates of recognized medical or
165 osteopathic schools who are participating in residency training. Residents shall be
166 eligible for membership whether or not they are duly licensed and registered to practice
167 in South Carolina.

168 169 Section 2 - Privileges

170 A member is in good standing with the Society if he is free of all indebtedness to
171 the Society, is current in his dues, and is under no sentence of suspension or expulsion.
172 Only Active, Fellow and Honorary members in good standing shall be eligible to vote
173 and to be elected to any office of the Society. All members are to be equally privileged to
174 attend meetings and to participate in the programs.

175 Associate members and Resident members do not have a vote nor are they
176 eligible to hold office. They may serve on committees at the discretion of the President.

177 178 Section 3 - Termination, Suspension and/or Restriction of Membership

179

180 A. Membership of an individual in this Society may be terminated or restricted as
181 follows:

- 182
- 183 a) By the Executive Committee;
 - 184 b) Upon the expressed will of the member.
 - 185 c) Upon revocation of license by the State Board of Medical Examiners.
 - 186 d) By the failure of member to pay dues or other debts to the Society as
 - 187 hereinafter specified.
 - 188 e) Upon discipline by the State Board of Medical Examiners.
- 189

190 The suspension of an individual's membership for failure to pay dues or other
191 debts to the Society within 60 days of the due date is automatic, with or without formal
192 action of the Executive Committee. However, such suspension will be automatically
193 lifted upon full payment of dues or other debts to the Society before the end of the subject
194 calendar year. Failure to pay dues or other debts to the Society before the end of a
195 calendar year shall be construed as a request for termination of membership by the
196 expressed will of the member.

197

198 Individuals whose membership has been terminated for non-payment of dues in
199 previous years may have their membership reinstated upon payment of one year's back
200 dues.

201

202 B. Discipline by the State Board of Medical Examiners:

203 The membership status of physicians who have been disciplined by the State
204 Board of Medical Examiners of South Carolina shall be as follows:

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- 206 a) Reprimand: No change in membership status.
 - 207 b) Suspension for one (1) year or indefinite suspension: The physician remains a
 - 208 member of the Society, but is not allowed to serve as an officer or on committees during
 - 209 this period.
 - 210 c) Suspension for more than one (1) year or indefinite suspension: Physician is
 - 211 removed from membership in the Society during this period.
 - 212 d) Revocation of license: Termination of physician's membership in the Society.
- 213

214 Chapter II

215 Functions

216 Section 1 — Aims

217

218 This Society shall have general direction of the affairs of the medical profession
219 of the area and its influence shall be constantly exerted to better the health, scientific,
220 material and social conditions of the area. Systematic efforts shall be made by each
221 member, and by the Society as a whole, to increase the membership, until it includes
222 every reputable physician in the area.

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226 Section 2 — Meeting

227 The annual business meeting and all other membership meetings shall be held at such
228 time and place as determined by the Executive Committee. The agenda for the annual
229 business meeting shall include the election of officers. Adequate notice of all
230 membership meetings shall be mailed to all members. The voting members present at any
231 membership meeting shall constitute a quorum.

232

233 The Executive Committee shall meet at least quarterly. Five members shall constitute a
234 quorum for meetings of the Executive Committee. The President may, at his discretion,
235 call a special meeting of the Executive Committee. Any Executive Committee member
236 who has been absent for three successive meetings without a satisfactory excuse to the
237 President may be removed from the Executive Committee at the discretion of the
238 President.

239

240 The Officers (President, President Elect, Vice President, Secretary and Treasurer) may
241 serve as a “Special Committee” to act in an emergency for immediate response to a
242 current problem. The acts of the “Special Committee” will be subject to review by the
243 Executive Committee at any regularly scheduled meeting.

244

245 Special meetings of the entire Society may be called by the Executive Committee, or by
246 the President upon the written request of ten members of the Society submitted to the
247 President. Notification of any called meeting shall be made at least 48 hours in advance
248 stating the purpose of the meeting. Additional matters of sufficient importance may,
249 however, be considered at one of these meetings, at the discretion of the Society. Such
250 additions to the agenda must receive a three-fourths favorable vote of those present and
251 voting.

252

253 Section 3 — Goal

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

259

260 Chapter III

261 Elected Offices

262

263 Section 1 — Officers and Elective Offices

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265 The officers of this Society are those of President, President-Elect, Vice President,
266 Secretary and Treasurer. The other elective offices are those of the Editor, and four
267 members at large from the Society representing various membership constituent groups
268 as determined from time to time by the Executive Committee to serve on the Executive
269 Committee. The terms of service of the five officers to the Society and the Editor shall be
270 for one year each; the terms of service for the at-large members of the Society elected to
271 the Executive Committee shall be for four years each.

272

273 Upon request, balloting shall be secret on numbered ballots furnished by the
274 Society. Ballots shall be cast into ballot boxes personally. Neither proxy nor absentee
275 ballots will be permitted. If one member receives a majority of the votes cast in the given
276 ballot, that member shall be declared elected. If a majority is not obtained on the first
277 ballot, those nominees receiving the highest number of votes comprising twice the
278 number to be elected shall be voted on again until all offices are filled. A balloting
279 tabulated and reported is unchallengeable for other than a recount. The new officers and
280 elected personnel shall begin their terms of service on the first day of January following
281 their election, and shall be recognized at the first meeting each year.

282 If the office of President be vacated, the Vice-President will assume the office and
283 shall designate a fellow officer to serve as Vice-President until the annual election. The
284 President shall appoint a member to serve in any other vacated elective office until the
285 Annual Meeting.

286

287 Section 2 — Nomination, Election, Installation and Succession of Officers

288

289 At the Annual Meeting of the Society there shall be an election of officers, and
290 members will be elected at the Annual Meeting to fill vacancies that have occurred in the
291 elective offices of the Society.

292

293 Within 60 but not less than 30 days before the annual meeting the Nominating
294 Committee shall prepare a list of nominees to fill these offices. The committee shall
295 obtain confirmation by each proposed nominee of his or her willingness and intention, if
296 elected, to serve the full elective term of the office.

297

298 Within 30 but not less than 20 days before the annual meeting the committee shall
299 mail to each voting member of the Society its list of nominees. Accompanying this list
300 shall be a reference to this part (Chapter III, Section 2) of these By-Laws.

301

302 Nominations for any office to be filled may be made from the membership. Such
303 nominations must be submitted to the Secretary, in writing, not later than 10 days before
304 the date set for the election. These nominations shall be accompanied by a petition
305 containing the signatures of five proposers (all of whom must be voting members of the
306 Society) and written confirmation by the nominee of his or her willingness and intention
307 to serve, if elected, the full elective term of the office. The Secretary shall publish to the
308 membership such nominations, properly endorsed, one week prior to the date set for the
309 election.

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311 Nominations for any office to be filled may be made at the Annual Meeting
312 provided:

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314 A. A motion to open nominations has been made and seconded and,

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316 B. The motion has been carried by a majority of voting members present and voting
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C. The proposed nominee has confirmed his or her willingness and intention, if elected, to serve the full elective term of the office. This confirmation may be written and presented by the person making the nomination, or may be oral and made by the proposed nominee before the membership at the Annual Meeting.

Section 3 — Officers and Delegates

A. The President shall preside at the meetings of the Society and perform any such duties as customary and parliamentary rules may require. The President shall serve as an ex officio member of all committees, and shall serve as a delegate to the State Medical Association by virtue of the office and shall be chairman of that delegation.

B. The President-Elect shall utilize the year of service to become acquainted with the duties of the President, which will be assumed the following year without further vote requirement. The President-Elect will also serve as a member of the Executive Committee and chair of the Strategic Planning Committee.

C. The Vice-President shall assist the President in the performance of the duties of this office, shall preside in the President's absence and shall upon the President's death, resignation or removal from the Society, succeed to the office of the President. The Vice-President shall at the recommendation of the Executive Committee, assume the duties of the President upon physical or mental disability of the President. The Vice President shall serve as chair of the Membership Committee.

D. The Secretary shall ensure that the records of the Society are properly maintained, shall keep current the membership list and shall certify the correctness of the minutes of the Society. The Secretary shall serve as chair of the Constitution and Bylaws Committee.

E. The Treasurer shall certify the receipt of monies belonging to this Society and shall pay out same only as authorized by the Executive Committee; shall authorize the payment of day by day expenses; shall report the failure of any members to pay dues or any debts in accordance with these by-laws and shall, when necessary institute the proper action in such cases. The Treasurer shall serve as chair of the Auditing and Finance Committee.

F. Delegates shall attend and faithfully represent the members of this Society and the profession of this area in the House of Delegates of the State Association. The delegation will make a report of the State Association's House of Delegates proceedings to this Society at the first business meeting following the annual state meeting and will keep the Society informed of other actions of that body as such occur.

Chapter IV Committees

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365 Section 1 — Committees

366

367 There shall be the following committees:

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369 A. Executive Committee

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371 B. Standing Committees:

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373 1. Auditing and Finance Committee

374 2. Constitution and By-Laws

375 3. Legislative Committee

376 4. Strategic Planning Committee

377 5. Nominating Committee

378 6. Program Committee

379 7. Public Relations Committee

380 8. Publishing Committee

381 9. Membership Committee

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383 D. Ad Hoc or Special Committees

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385 Section 2 — Duties

386

387 A. Executive Committee

388

389 The Executive Committee shall deal with all Society matters that do not require
390 the action of the Society as a whole. At each business meeting a report of the actions of
391 the Executive Committee shall be made to the members of the Society for their
392 information, for final action, and/or disposition where needed. The Executive Committee
393 is empowered to act as a legal representative of the Columbia Medical Society in all
394 matters requiring such representation, and to employ such legal aid as is needed.

395

396 C. Standing Committees

397

398 1. Auditing and Finance Committee

399 This Committee shall consist of at least five members, including the Treasurer,
400 who serves as chair. Of the four remaining members of this body, one shall be appointed
401 by the President each year to serve a three-year term. It shall be the duty of this body to
402 perform or have performed, no less often than annually, an audit of the finances of the
403 Society and all designated funds or investments, and to advise the Society of its fiscal
404 condition.

405

406 2. Constitution and By-Laws Committee

407 The Constitution and By-Laws Committee shall consist of three members
408 appointed by the President. The Secretary shall serve as chair. It shall be the
409 responsibility of this committee to reduce to writing and propose as changes in the

410 Constitution and By-Laws instructions received by it from the Society or the Executive
411 Committee. The Committee shall also make recommendations on its own instigation for
412 changes in the By-Laws as it sees prudent.

413

414 3. Legislative Committee

415 This Committee shall consist of at least three members who shall be appointed
416 annually by the President. The Committee shall keep abreast of the medical laws of the
417 State of South Carolina and inform the Society of legislation pending pertinent to the
418 practice of medicine. This Committee shall take an active role and coordinate the
419 Society's efforts in having legislation desired by the Society introduced and approved.
420 This Committee shall promote cultural and social interchange between Society members
421 and members of the legislature. This Committee shall cooperate with the Interspecialty
422 Council of the SC Medical Association in all matters pertaining to legislation, to render
423 to the civil authorities such help and guidance as may be necessary to expose quackery
424 and to support and improve the Medical Practice Act of South Carolina Code of Laws.

425

426 4. Strategic Planning Committee

427 The Strategic Planning Committee shall consist of five members: The President,
428 President-Elect, and the three immediate living past presidents. The chair shall be the
429 President - Elect. The Committee's purpose shall be to identify definitive goals, strategy,
430 and plans for attaining the objectives and aims of the Society. This committee will meet
431 at least annually, and report its recommendations to the Executive Committee.

432

433 5. Nominating Committee

434 The Nominating Committee shall consist of the last five living Presidents of this
435 Society who are in good standing. This Committee shall make nominations for the offices
436 of President-Elect, Vice President, Secretary, Treasurer, Editor, members at large from
437 the Society to be elected to the Executive Committee, and any other committees or
438 positions the holding of which is decided by election. This Committee shall see that their
439 list of nominations shall be mailed to the membership of the Society at least twenty days
440 prior to the date set for the election at the Annual Meeting. The Immediate Past President
441 will be chairman of the Committee.

442

443 6. Program Committee

444 The purpose of this Committee is to identify and develop all programs offered by
445 the Society, and to ensure continuity of same and to select and obtain speakers. The scope
446 of the programs shall be broad, touching on community concerns, public health issues
447 and the business of medicine, in addition to scientific topics. The Program Committee
448 shall consist of at least seven members representing the areas of interest stated, including
449 at least one member representing SC DHEC Bureau of Disease Control. Membership
450 constituent groups should also be considered in determining committee composition. To
451 ensure continuity from year to year, at least three committee members shall be
452 reappointed annually and may serve up to three consecutive years. The President will
453 appoint the chair of this committee.

454

455 7. Membership Committee

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457 The Membership Committee is responsible for new member recruitment, member
458 retention, physicians' advocacy and identifying and recommending member special
459 interest groups. At least annually, this committee shall review membership policies,
460 procedures and recruitment materials and recommend any changes needed. The
461 Membership Committee shall consist of at least five members, with one being
462 responsible for physicians' advocacy efforts and the others representing member special
463 interest groups and/or member constituent groups. The Vice President shall serve as
464 chair.

465

466 8. Public Relations Committee

467 This Committee shall consist of six members, two members to be appointed
468 annually by the President to serve for three years. The President shall appoint one of the
469 senior members in point of service as chair of the Committee. This Committee shall
470 direct the publicity needs of the Society and appropriate activities of the members; it shall
471 initiate worthwhile public service programs; it shall endeavor to provide speakers on
472 professional topics to lay groups on request; it shall promote and enhance a good working
473 relationship with the press, radio, and television media so that medical and scientific
474 information can be disseminated accurately to the public while ever striving to protect
475 and preserve the dignity of the profession and its members.

476

477 9. Publishing Committee

478 The Publishing Committee shall consist of the Editor, as chairman, and additional
479 members appointed annually by the President with the advice of the Editor. This
480 committee shall supervise the preparation and publication of *The Recorder*.

481

482 D. Ad Hoc or Special Committees

483 The President of the Society may appoint Ad Hoc or Special Committees to
484 function as deemed necessary or as the situation demands. These committees shall
485 function until the term of the President who appointed them expires.

486

487 Chapter V

488

489 Funds and Expenses

490

491 Section 1 — General

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

493

494 Section 2 — Annual Dues

495

496 A. Payments

497 The annual dues for active and other classes of members shall be determined each
498 year by Executive Committee with the advice of the Treasurer. Honorary and Fellow
499 members shall be exempt from such fees. The Executive Committee shall set dues for all
500 other classes of membership annually. Annually the Executive Committee shall establish
501 a fee for the scheduled meetings, and all member classes except Active, Resident and

502 Honorary members will be assessed this amount for each meeting attended or reservation
503 made.

504

505 B. Exemptions

506 Any Active Member unable to pay his or her dues because of financial difficulty
507 arising out of illness or other reversals may appeal to the Executive Committee. This
508 committee shall review the case and upon its approval, can excuse said member from
509 payment of dues in part or in total without loss of privileges of membership. The
510 Executive Committee shall review such cases yearly. The decision of the Executive
511 Committee will be final and binding.

512

513

514 Section 3 — Additional Payments

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516 The Executive Committee may establish an attendance fee for any special or
517 additional meetings. Active, Resident and Honorary members shall be exempt from such
518 fees.

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521 Chapter VI

522

523 The deliberations of this Society shall be governed by parliamentary procedure as
524 contained in Sturgis “Standard Code of Parliamentary Procedure.” A simple majority
525 vote shall decide unless otherwise specified.

526

527 Chapter VII

528

529 The Principles of Medical Ethics

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531 The principles of Medical Ethics of the American Medical Association shall
532 govern this body.

533

534 Chapter VIII

535 Amendments

536

537 These By-Laws shall be amended at any regular business meeting by a two-thirds
538 favorable vote of those members present and voting provided that such amendment or
539 amendments shall have been read in open session at the preceding regular business
540 meeting.

541

542 Chapter IX

543 Employees

544

545 The Society shall employ such persons as good business practices dictate to
546 effectively carry on and implement the administration of the Society's policies and
547 affairs. The President, with the advice and consent of the Executive Committee, shall

548 employ an Executive Director. The Executive Director with the advice and consent of the
549 President shall have authority over the hiring and discharge of all other employees, the
550 day by day administrative obligations of the Society, and shall function in accordance
551 with an employment contract and job description developed by the Executive Committee.
552 The Executive Director shall serve as an ex officio member of the Executive Committee
553 and all other standing and ad hoc committees.

554

555 CHAPTER X

556

557 Miscellaneous

558

559 Invitations to Meetings

560 A. Members, at their own expense, may bring guests to Scientific Meetings.

561 Remuneration must be made through the Society office.

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