



# **Constitution And Bylaws**

**Maryland Acupuncture Society**  
**Constitution and By-Laws**  
Revised April 2017

**Article I Name**

**Section 1**

The Name of the organization shall be the Maryland Acupuncture Society, hereafter referred to as the M.A.S.

**Article II Mission Statement and Purpose**

**Section 1**

The M.A.S., a professional membership organization, encourages the integration of diverse methods of acupuncture and Oriental medicine into Maryland health care. The organization works to promote the education, integrity, credibility and collaboration of Oriental medical practitioners. It expands public awareness, understanding and access to acupuncture and Oriental medicine for the benefit of the Maryland health care consumer.

**Section 2**

The purpose of the M.A.S. shall be as follows:

- A. To build a practitioner community which respects diversity and collaboration.
- B. To promote professional integrity, development and competency through continuing education, high standards of practice and the support of research.
- C. To collaborate with individuals, organizations and legislative bodies on issues and activities that are in accord with our mission.
- D. To assist and represent the membership in licensure, regulation and health care issues.
- E. To gather and disseminate factual information and relevant opinion regarding issues of concern to the profession.
- F. To recognize and respect the individual voice, be it consenting or dissenting. To acknowledge and give hearing to all minority opinions.
- G. To advocate and promote consumer education, consumer freedom of choice and affordable access to Oriental medical care.
- H. To advocate and promote acupuncture and Oriental medicine in community and public health care settings. To encourage practitioners to support each other in their efforts to serve these areas.
- I. To work cooperatively with other health care providers for the wellness of our clients.

**Article III Membership**

**Section 1- Professional Membership (Voting)**

Full membership is available to Licensed Acupuncturists in the State of Maryland as defined in the Maryland Acupuncture Act (1994).

**Section 2 - Student Membership (Voting)**

Student membership is available to students currently studying acupuncture and/or Oriental medicine in a course of training that is approved by the Maryland State Board of Higher Education, who are not now, nor have ever been licensed or registered to practice acupuncture.

**Section 3 - Associate Membership (Non-Voting)**

Associate membership is available to other health care professionals, educational institutions, organizations and consumers.

#### **Section 4 - Allopathic Provider Membership (Non-Voting)**

Allopathic Provider membership is available to any state licensed health care provider who is not a Licensed Acupuncturist.

### **Article IV Dues**

#### **Section 1**

There shall be an annual fee payable by each member, the amount of which shall be decided each year by the Board. No annual increase above 25% of the existing fee can be enacted without majority membership approval at the Annual Membership Meeting.

#### **Section 2**

The membership fee is renewable annually.

#### **Section 3**

If dues are not paid within sixty (60) days after they become due, a member shall forfeit all rights and privileges of membership until such time as said dues are tendered.

#### **Section 4**

Lifetime membership in the M.A.S. has been granted to certain individuals (see appendix #1) who shall be exempt from these provisions.

### **Article V Code of Ethics**

#### **Section 1**

Members shall at all times conduct themselves professionally and in line with the law as set forth in the Maryland Acupuncture Act (1994) and regulations regarding acupuncture practice.

#### **Section 2**

Members shall not infringe the code of morality becoming their profession and commit no breach of conduct that will reflect upon themselves, upon the M.A.S. or upon fellow practitioners.

#### **Section 3**

Any member found to be in breach of State law or regulation shall forfeit membership in the M.A.S.

#### **Section 4**

Members shall not give formal courses of instruction to non-licensed individuals in the actual practice of acupuncture except when serving as faculty of a school approved by the State Board of Higher Education to offer a course of training in acupuncture. This does not, in any way, preclude talks of a general nature to interested persons or organizations. In case of doubt, the M.A.S. should be consulted.

#### **Section 5**

Any member who commits a breach of conduct that reflects negatively upon the M.A.S. or the profession shall be liable to forfeit membership at the discretion of two-thirds (2/3) of the entire membership.

## **Article VI Professional Relations**

### **Section 1**

The M.A.S. may develop networks/alliances with other professional organizations including the American Association of Acupuncture and Oriental Medicine (AAAOM), American Association of Medical Acupuncturists (AAMA), Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), National Academy of Acupuncture and Oriental Medicine (NAAOM), National Accreditation Commission of Schools and Colleges of Acupuncture and Oriental Medicine (NACSCAOM), National Acupuncture Detoxification Association (NADA), National Acupuncture and Oriental Medicine Alliance (NAOMA), National Commission for the Certification of Acupuncturists (NCCA), and the Society for Acupuncture Research (SAR); also state, national or international acupuncture/Oriental medicine organizations and organizations of medical doctors, chiropractors, nurses, dentists, naturopaths, osteopaths, massage therapists, physical therapists, veterinarians and other health care professionals where such alliances are deemed to further the mission and purpose of the M.A.S.

## **Article VII Executive Board, Terms of Office, Board Authority and Structure, Quorum, Compensation**

### **Section 1 - Executive Board**

The Executive Board consists of seven members, all of whom are current voting members in good standing for at least ninety days before holding office.

### **Section 2 - Terms of Office**

- A. Officers shall be elected at the Annual General Meeting to serve for a term of two years.
  - o President, Secretary, Vice-President of Public Affairs, and Vice-President of Internal Affairs shall be elected in even-numbered years.
  - o Vice-President of External Affairs, Treasurer and Member-at-Large shall be elected in odd-numbered years.
- B. No officer shall serve more than three consecutive terms in the same office, nor be eligible to hold more than one office at a time.
- C. An officer shall be considered to have served a full term if the office was assumed more than twelve months prior to the expiration of that term.
- D. Any member of the Executive Board who misses three consecutive regular or special meetings of the Board may be terminated by the Board.
- E. Any member of the Board may be removed from office by a two-thirds (2/3) vote of the Board or a majority of the ballots returned by the voting membership.
- F. A replacement of members of the Executive Board shall be appointed by the President with Board approval. Such appointment shall be made known to the membership at the earliest opportunity, and presented for ratification at the next Annual Membership Meeting.

### **Section 3 - Board Authority and Structure**

The affairs of the M.A.S. will be managed by the Executive Board in accordance with the mission and purpose as set forth in the by-laws. The Board is empowered to do the following:

- A. Conduct the business of the M.A.S. between annual meetings.
- B. Present by-laws amendments and major policy determinations to the membership for approval.
- C. Oversee the finances.
- D. Perform planning of short and long term goals in accordance with its mission and purpose.
- E. Establish committees as needed, specify the composition and authority of each committee and assign projects to the committee.
- F. Establish ad hoc committees and task forces as needed.

- G. Create other offices or redefine offices as is necessary for the smooth and proper functioning of the M.A.S.

#### **Section 4 - Quorum**

- A. A majority of the Board members then in office shall constitute a quorum for the transaction of a Board Meeting.
- B. No member of the Executive Board may vote on any matter in which that member has a personal or financial conflict of interest.

#### **Section 5 - Compensation**

- A. Members of the Executive Board do not receive a salary for their positions, but may receive a reasonable per diem or honorarium when traveling on Board business.
- B. Members of the Executive Board are granted a waiver of their annual Membership dues for the duration of their term(s) of service to the Board.
- C. Members of the Executive Board are granted a full waiver of all registration fees for Continuing Education events sponsored by the M.A.S. for the duration of their term(s) of service to the Board.
- D. Members of the Executive Board, commencing in their second year of service, are granted MAS sponsorship for an amount, not to exceed \$750.00 per year, for the purpose of attending professional conferences or workshops in a given calendar year. This compensation will only be given if the society's treasury holds at least \$15,000 at the beginning of the calendar year.

### **Article VIII Officers and Duties**

#### **Section 1**

The Officers of the M.A.S. shall be:

- A) President; B) Vice-President of Internal Affairs;
- C) Vice President of External Affairs; D) Secretary;
- E) Treasurer; and F) Member-at-Large; and
- G) Vice President of Public Affairs.

#### **Section 2**

The aforementioned Officers shall constitute the Executive Board of the M.A.S. This Board shall govern all affairs of the M.A.S. between membership meetings and shall report all of its actions to the membership at each meeting.

#### **Section 3**

Functions shall include but not be limited to:

- A. President shall preside over all meetings of the Executive Board and the membership; shall present a report of activities of the M.A.S. at the Annual Meeting; shall have such powers as are necessary for the functioning of the M.A.S. as prescribed by the Executive Board within the scope of the by-laws of the M.A.S.; shall appoint such committees as considered necessary and be an ex-officio member of all committees.
- B. Vice-President of Internal Affairs shall preside over meetings in the absence of the President and replace the President in case of the latter's inability to function in office; shall act as a liaison between committee chairpersons and the Executive Board; shall have such powers as are necessary for the functioning of the M.A.S. as prescribed by the Executive Board within the scope of the by-laws.
- C. Vice-President of External Affairs shall preside over meetings that relate to affairs outside of the M.A.S. committees in the absence of the President; shall act as a liaison between the Executive Board and committees or organizations outside of the M.A.S.; shall have such powers as are necessary for the functioning of the M.A.S. as prescribed by the Executive Board within the scope of the by-laws.

- D. Secretary shall keep minutes and records of the M.A.S. and will maintain copies of all committee meetings, Executive Board Meetings and membership meetings; shall carry out all correspondence on behalf of the M.A.S.; shall have other duties as prescribed by the Executive Board and membership.
- E. Treasurer shall supervise the general funds of the M.A.S.; shall record all collections and disbursements of M.A.S. funds, provide a report to the Executive Board and general membership on the financial status of M.A.S. at each scheduled meeting; shall have other duties as prescribed by the Executive Board and membership.
- F. Member-at-Large shall attend all Executive Board Meetings and act as a liaison as delegated by the President.
- G. The President shall serve as a non-voting member of the Executive Board for a period of one year after the end of that President's term of office.
- H. Vice-President of Public Affairs shall be concerned with public image of the M.A.S.; shall supervise all communications with the news media and advertising with or by the M.A.S.; shall have such powers as are necessary for the functioning of the M.A.S. as prescribed by the Executive Board within the scope of the by-laws.

#### **Section 4 - General Rules and Responsibilities of Officers**

- A. Only members of the Executive Board and designees of the President may act as official representatives of the M.A.S.
- B. The disbursement of M.A.S. funds shall require authorization of the treasurer and at least one other member of the Executive Board. The President must designate this other member.
- C. The Executive Board shall have the power and duty to decide any questions not provided for in the rules and by-laws of the M.A.S. provided, however, that its decision shall be subject to ratification by two-thirds (2/3) of the members present and voting at the next scheduled membership meeting.

### **Article IX Election/Voting**

#### **Section 1**

Elections shall be held at the Annual Membership Meeting as described in Article XII, Section 3.

#### **Section 2**

Notice of election shall be given to eligible members thirty days before said election. Such notice shall include date, time, place and purpose of the meeting and shall be mailed to the last available address of the member.

#### **Section 3**

A member is eligible to vote in an election only if membership is maintained in good standing for at least sixty (60) days prior to the election. Such eligibility shall be subject to verification by the treasurer and the membership committee.

#### **Section 4**

A call for nominations for open Board positions will be solicited from voting members who are present at the Annual Membership Meeting.

#### **Section 5**

Voting shall be by secret ballot unless a majority of members present vote to elect by a show of hands.

#### **Section 6**

Ballots shall be counted by three randomly selected members of the M.A.S. who are not current officers or running for office. Such tabulation shall be done at the time and place of the meeting.

**Section 7**

There will be no absentee ballots or ballots by proxy.

**Section 8**

The office shall be won by the candidate gaining a majority of those present and voting.

**Article X Rules of Order**

It is the intention of the M.A.S. to rule by consensus. The Executive Board may decide to employ Roberts Rules of Order for any meeting.

**Article XI Fiscal Year**

The fiscal year is the calendar year.

**Article XII Meetings****Section 1**

The M.A.S. shall conduct regularly scheduled meetings, the frequency of which shall be determined by the Executive Board.

**Section 2**

Notice of meetings shall be mailed at least four weeks in advance.

**Section 3**

There shall be at least the Annual Meeting of the M.A.S.

**Section 4**

Notice of the Annual Membership Meeting shall be mailed at least eight (8) weeks in advance and shall set forth the date, time, place and agenda.

**Section 5**

The Annual Meeting shall be a forum for reports to the membership and discussion of issues raised by the membership.

**Section 6**

A quorum at membership meetings shall consist simply of those members present and voting. Decisions will be based upon a majority vote, which is defined as 50% +1 of those present.

**Section 7**

The Executive Board will meet at least four times a year at such times and places as it may determine.

**Section 8**

Special meetings of the Executive Board may be called at the request of the president, or by written request of two-thirds (2/3) of the Executive Board.

**Section 9**

Notice of the place, date and time of each regular meeting of the Board will be decided at the prior meeting.

### **Article XIII**

The M.A.S. does not discriminate on the basis of race, color, religion, sex, age, marital status, sexual orientation, handicap, political affiliation or belief, or national origin, in regards to membership and other programs and policies.

### **Article XIV**

#### **Section 1**

This constitution and by-laws may be amended by action of the membership at any regular meeting or special meeting called for that purpose.

#### **Section 2**

Notification of amendments must be made by mail at least two weeks before the meeting.

#### **Section 3**

By-laws may be adopted or amended by a two-thirds (2/3) vote of members in good standing present and voting.

#### **Section 4**

Amendments without previous notice shall require a ninety percent (90%) vote of those present and voting.

### **Appendix #1 Lifetime members**

The Original Lifetime Members include:

Brown, Robert B.; Carlee, Adrienne; Connelly, Dianne M.; Downs, Jennifer, Duggan, Robert M.; Durana, Carlos; Grissmer, Jane A.; Ignatius, Haig; Kerr, Charlotte Rose; Lazaro, Erica Mary; Shapero, Leslie Ann; and Walsh, Maureen