

APMGUSA

BYLAWS

2008



**FEDERATION OF ANDHRA PRADESH
MEDICAL GRADUATES IN U.S.A.**

WWW.APMGUSA.ORG

Approved on July 4, 2008
Newark, NJ

CONSTITUTION AND BYLAWS OF FEDERATION OF ANDHRA PRADESH MEDICAL GRADUATES IN USA (APMGUSA)

PREAMBLE

Whereas the need exists for cohesive action on the part of the physicians, dentists and medical scientists who are graduates of medical schools and colleges From the STATE Of ANDHRA PRADESH , INDIA and residing in the United States of America, it is hereby resolved that a non-profit umbrella organization be formed, maintain the identity of the said group of people, and to provide a forum for scientific, educational, cultural, charitable and social interaction among its members and other ANDHRA PRADESH MEDICAL ALUMINI Associations and other physicians of A.P. origin.

ARTICLE 1 – NAME

The name of the Association is Federation of Andhra Pradesh Medical Graduates in U.S.A (APMGUSA).

ARTICLE II – OBJECTIVES AND PURPOSES

- A. To bring together individuals and organizations of physicians, dentists and other medical scientists, including students of human sciences, of ANDHRA PRADESH, INDIA practicing in the United States.
- B. The Association is organized exclusively for scientific educational, cultural and charitable purposes.
- C. To assist students of Medicine, Dentistry and Physicians and Dentists from Andhra Pradesh to obtain scientific training in the United States.
- D. To conduct seminars and other educational programs and to acquaint members about new scientific developments in the field of Human Medicine.
- E. To support and foster the availability of medical assistance to the indigenous people in the United States and India.
- F. To make contribution to other organizations (that qualify as exempt organizations under Section 501C (3) of the Internal Review course of 1986 or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III - MEMBERSHIP

- A. MEMBERSHIP is open to all medical graduates and MEDICAL ALUMINI Associations from the state of ANDHRA PRADESH, INDIA.
- B OTHER PHYSICIANS who are of ANDHRA PRADESH ORIGIN, who graduated from other medical institutions.
- C. Categories: 1. Alumni Association member. 2a. Individual Life Member 2b. Individual Patron Member.
- D. DUES: The dues are decided by the Board of directors. Currently Alumni Association membership dues are \$500 - \$1000 depending on the size of the membership Individual Membership is \$100 and Patron Membership is \$1000.

ARTICLE IV - BOARD OF DIRECTORS

4.1 General Powers: The affairs of Federation of ANDHRA PRADESH MEDICAL GRADUATES in U.S.A shall be managed by the Board of Directors which is the Governing body of this Organization.

4.2 Number, Tenure and qualifications:

The number of Directors of this Corporation shall consist of not less than Ten (10) not more than twenty five (25) persons , as determined from time to time by the Board of Directors .

The Directors are elected by the member Associations and at large members according to the Numbers Specified by the Board of directors. Member Association Presidents shall automatically become Board of Director. Rest of Board of Directors shall be elected from Individual members.

The Tenure of the Directors is TWO (2) years.

4.3 Since the Constitution / Bylaws Amendments are taking place in the middle of the year 2007, the board as brought into being shall act at the earliest to complete all the formalities and elect the Executive Committee by December 31, 2007 to take charge from Jan. 1, 2008. This ADHOC Schedule of Procedures applies for the unique situation of 2007 only and then onwards the meetings and business shall confirm to the provisions of the Constitution / Bylaws. Starting July 1, 2008 newly elected Board of Directors shall serve for a period of two (2) years and then on the new Board of Directors shall be elected starting July 1 every two (2) years. (even years)

ARTICLE V: OFFICERS

5.1 OFFICERS: The officers of Federation of Andhra Pradesh Medical Graduates in U.S.A shall be CHAIRMAN, VICE-CHAIRMAN, SECRETARY, and TREASURER. Immediate past chairman shall serve as ex officio member.

5.2 ELECTION, QUALIFICATION AND TERM OF OFFICE: The officers of Association are elected by the Board of Directors and each officer shall hold office for a term of Two (2) years or until a Successor shall have been duly elected. Any of the officers shall be eligible for re-election. Each officer shall transfer all his /her original and relevant records, assets of the organization to the respective successor not later than Thirty(30) days from the time of the Election .

5.3 CHAIRMAN: The Chairman shall be the principal Executive officer of the organization and shall have the general responsibility for the policies, business and affairs of the organization. The Chairman also shall perform such other duties as may be designated by the Board of Directors; appoint special or ad hoc committees as may be necessary to further the association's objectives. The Chairman shall make appropriate decisions for the maintenance and day to day administration of the organization within the policies prescribed by the Board of Directors. The Chairman shall preside at all the meetings of the organization.

5.4 VICE-CHAIRMAN: In the absence of the Chairman the vice –Chairman shall perform all the duties and shall exercise all of the powers of the chairman specified fewer than 5.3 above. The Vice-chairman shall automatically become the Chairman when the new term begins.

5.5 SECRETARY: The Secretary shall be the custodian of all the Federation of ANDHRA PRADESH MEDICAL GRADUATES IN U.S.A. seal, all official records and shall keep accurate minutes of all meetings. The secretary shall maintain a list of active members; send notices of the meetings to the members. The **secretary** shall communicate with the members in writing to keep them informed of all the activities of the organization.

5.6 TREASURER: The Treasurer shall hold and dispense funds of the organization according to the decisions made by the Board of Directors. The Treasurer shall keep accurate accounts of all receipts and expenses, submit a report at each meeting of the Board of Directors, Prepare an annual budget

and financial statement .The Treasurer shall sign all of the cheques issued on behalf of the organization. In addition, one other shall countersign the cheques for amounts exceeding \$1000.

ARTICLE VI: COMMITTEES

EXECUTIVE COMMITTEE: All officers shall serve as members of the Executive committee. Immediate past chairman and Executive Director shall serve as ex officio members. The chairman of APMGUSA shall chair this committee.

VI.1. STANDING COMMITTEES:

The term of each standing committee shall be Two (2) years beginning July one. Committee chairs shall be appointed by the Chairman unless otherwise stated. All committee chairs shall report to the Board Thru the Chairman.

VI.2. QUORUM:

The majority of any Committee shall constitute a quorum for any meeting of the committee.

VI.3. MINUTES OF COMMITTEE PROCEEDINGS:

Each committee shall submit the minutes of its meetings to the secretary no later than fourteen days after the meeting

VI.4 Constitution and Bylaws Committee:

This committee shall have at least 5 members; the Vice-chairman of the Board shall chair this committee. This committee is responsible for reviewing the constitution and Bylaws, receive any proposals from members and making the recommendations to the Board of directors.

VI.5 Continued Medical Education committee:

This committee shall deal with medical educational activities such as CMEs, curriculum in medical schools in Andhra Pradesh, medical education seminars ect. This committee shall have 5 members, chair appointed by the Chairman with the approval of the majority of the Board of Directors. To assure the continuity, the chair shall serve for at least four years and other four members shall serve staggered terms of two years.

This committee shall perform the following duties:

- A 1. Identify the Education needs of medical Telugu Professionals in USA and in India
 2. Formulate clear statements of objectives for each program
 3. Assess the effectiveness of each program
 4. Choose appropriate teaching methods and knowledgeable faculty for each program and
 5. Document attendance of participants at each program
- B. Solicit appropriate sponsors for the program
- C. Maintain close liaison with A.P. Medical Alumni Association Activities
- D. Make recommendations to the Executive Committee regarding the needs of Medical Education for professionals of Telugu origin in USA and in India
- E. All financial needs require APMG Board's approval.

VI.6 Convention Committee: This committee shall have five members. This committee is in charge of Planning and Executive the conventions, raise funds and promote the participation of members and other guests during the convention.

VI.7 Public Health Committee: This committee shall have five members. Main purpose of this committee is:

- A: To focus on the health of Telugus living in USA and in India.
- B: To identify the Excessive burden of disease among these people.
- C: Develop Population based prevention initiatives.
- D: Raise enough funds to make these programs self sufficient.

VI.8 Charitable Foundation Committee: This committee shall promote projects to improve educational, health aspects of members and people of Andhra Pradesh; motivate members to participate in health projects; and help health needs of people in Andhra Pradesh in case of emergency or natural calamity.

These shall be a minimum of five (5) and maximum of nine (9) members in this committee. The Chairman will appoint the chair with approval of the Executive Committee. Membership shall be equally distributed between Alumni Association members and individual members of this organization.

This committee shall review the general projects, special projects with specific proposals from individuals or groups and developmental projects for the social or economic well being of Telugu people. Each project shall have a proposal submitted by filling up the "Foundation Project Sponsorship form" and shall meet IRS requirements for a non-profit organization. All projects details shall be promptly forwarded to the Executive Committee for approval moneys described from there projects commissions shall be deposited into APMGUSA general fund which shall be used for charitable projects undertaken by APMGUSA.

APMGUSA treasurer should be a member of charitable foundation committee and he/she shall disburse funds as decided by the committee.

VI.9: WEB COMMITTEE: This committee shall have three members and is in charge of creation and maintenance of the website, solicit ads to make it self sufficient. Updating the website periodically is an important function of this committee.

VI.10 MEMBERSHIP COMMITTEE: The primary function of this committee is to assist the Secretary to maintain and update the membership roster and to recruit new member organizations and members to this organization. This committee also shall solicit paid advertisements for the directory, update membership addresses and prepare membership directory. The printing and distribution of the directory shall be approved by the Executive Committee.

VI.12 EXECUTIVE DIRECTOR: The chairman shall appoint the Executive Director whose term shall coincide with the term of the officers. The Executive Director should have been associated with APMGUSA for a long time and should have deep commitment to the organization. His/Her position needs to compliment the secretary's duties and in addition, should take a lead role in coming up with ideas to promote and expand the organization. He/She should be an advisor and a close associate to the chairman to discuss and aid to implement the policies and goals of the Chairman and the Board. He/She shall serve as ex officio member of the Executive Committee.

VI.13 ADOPT A VILLAGE COMMITTEE: This committee shall have a chairman and four other members. In the selection of membership, preference shall be given for representatives from various Medical Alumni Association Leadership. This committee shall coordinate with other committees including Charitable Foundation Committee in promoting, planning and implementing various programs in villages of State of Andhra Pradesh. The programs such as rural health care, water & sanitation, schools, old age homes, etc are some of the examples in which this committee can promote in cooperation with Governmental and Non-Governmental organizations in the State of Andhra Pradesh.

VI.14 EMERGENCY CARE COMMITTEE: The main purpose of this committee is to actively contribute and enhance the quality of emergency medical care services in the State of Andhra Pradesh. This committee shall aid in the implementation of a statewide comprehensive educational project in Andhra Pradesh in all medical colleges and hospitals with ongoing partnership involving Governmental/Non-Governmental agencies. This committee in coordination with other committees shall enable the State of Andhra Pradesh in becoming a pioneer in the development of Basic Emergency Health Care Services for all residents of State of Andhra Pradesh.

VI.15 NOMINATION AND ELECTION COMMITTEE: The chairman with approval of Board of Directors shall appoint a nomination/election committee. The committee shall consist of five (5) members (including chair) in good standing out of which two (2) from the Board of Directors, two (2) from general membership and immediate past chair shall chair this committee. This committee shall receive nominations and submit the report to the board to succeed the Board of Directors and the officers of the Association when their term expires.

VI.11: COORDINATORS:

A. National Coordinator: One of the present or Past Presidents of AP Alumni Medical Associations in USA shall serve as National Coordinator appointed by the Chairman with the approval of the Board. He/She is responsible to coordinate the activities of the organization with various Alumni Presidents in USA.

B. Overseas Coordinator: Appointed by the Chairman with the approval of the Board of the term to coincide with the term of the officers of the organization. India coordinator shall implement the programs approved by the board and shall report to the Board thru the President of the organization. Overseas coordinator is responsible for all APMG activities in India, to monitor, organize and coordinate all APMG Programs, send newsworthy items or articles for Publication in organizational website/newsletter.

ARTICLE VII - INDEMNIFICATION

The organization shall indemnify any and all its members, Board of Directors or any person may have served at its request, against the expenses (including attorney's fees) actually or necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them ,are made parties or a party, by reason of being or having been a member , Director or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty, and to such matters as shall be settled by agreement

ARTICLE VIII - CONTRIBUTIONS

The Board of Directors may accept, on behalf of the organization, any contributions given for the general purposes or for any special purpose of the organization.

ARTICLE IX - ROBERTS RULES OF ORDER

Except as otherwise heron expressly provided all matters of procedures shall be governed by Roberts Rules of Order, revised, as the same shall, from time to time, be revised and amended.

ARTICLE X: IMPEACHMENT / REMOVAL

A Board of Director, Chairperson or a Member of Executive Committee or any other member of the organization may be removed or impeached on the grounds of Anti Organizational Activity, defamation of the office bearer of the Organization, incompetence, corruption, favoritism, extortion or oppressions in office, or gross misconduct in a board meeting called for the said purpose. These allegations shall be communicated to the member by the Board of Trustees thru registered mail. The alleged member(s) shall then be entitled to hearing before the Board of Trustees on such charges and shall be entitled to a full opportunity for hearing. In order to be eligible for the aforementioned, the alleged member(s) shall request in writing by certified mail such hearing within 60 days from the receipt of the above notification. Approval of two-thirds of the full board shall be required for such disqualification of membership rights after the due process.

ARTICLE XI - AMENDMENTS AND ADOPTION

These Bylaws are adapted by Two thirds majority of any organized meeting of Board of Directors. These Bylaws may be amended, repealed or altered in whole or part by Two thirds majority vote of any organized meeting of the Board of Directors.

ARTICLE XII - DISSOLUTION

Upon dissolution of the corporation ,the Board of directors shall, after paying or making provisions for the payment all the liabilities of the corporation ,dispose of all the assets of the corporation exclusively for the purpose of such corporation in such manner ,or to organization or organizations organized and operated exclusively for charitable ,education .religious or scientific purposes as shall at the time Qualify as an Except organization or organizations under 501(c) (3) of the internal revenue code of 1986 (or the corresponding provision of any future united states internal Revenue Law) as the Board of directors shall determine and such assets not so disposed of shall be disposed of by the court of common plea of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

Functioning of this Organization shall be in accordance with the ARTICLE I through XII of this Constitution and Bylaws.

Above Constitution and Bylaws were initially approved on April 18, 2007.

Above Constitution and Bylaws were re-approved with First Amendment on July 4, 2008.

Jagan M. Kakarala, M.D.

Mohan Mallam, M.D.

Jagan Kakarala

MM

Chairman

Secretary

Ranga V. Reddy, M.D.

Ranga Reddy

Chair, Bylaws Committee

Annexures:

Annexure A: APMG Membership Application

Annexure B: APMG Foundation Project Sponsorship Form



Federation of Andhra Pradesh Medical Graduates in USA (APMGUSA)

148 Hawthorne Dr., Brooklyn, MI 49230
(517) 592-3109

www.apmgusa.org

A Not for Profit Organization Tax I.D. #01-0822348

MEMBERSHIP APPLICATION

MEMBERSHIP #: _____ DATE: _____
For Office Use Only

NAME: _____ SEX: M / F
Last First M.I. Email

MEDICAL COLLEGE: _____ YEAR OF GRADUATION: _____

SPECIALTY: _____ BOARD CERTIFIED? Y N

ADDITIONAL DEGREES: _____ MARTIAL STATUS: M S

HOME ADDRESS: _____ CITIZEN OF: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE # (H): _____ (O): _____ (C): _____

OFFICE ADDRESS: _____

CITY(O): _____ STATE(O): _____ ZIP: _____

SPOUSE'S FIRST NAME: _____ IS SPOUSE M.D.? Y N

COLLEGE IF M.D.: _____ SPECIALTY IF M.D.: _____

MEMBERSHIP CATEGORIES: ALUMNI ASSOCIATION: _____ INDIVIDUAL: _____

NAME OF THE ALUMNI ASSOCIATION: (IF APPLICABLE): _____

NAME OF UNIVERSITY AFFILIATION IF ANY _____ TITLE: _____

ENCLOSED IS MY MEMBERSHIP DUES: **INDIVIDUAL:** \$100 LIFE \$1000 PATRON

ALUMNI ASSOCIATIONS ONLY: \$500 \$1000

GENERAL DONATIONS TO APMGUSA: TOWARDS: _____ AMOUNT _____

DONATION TO APMGUSA SPONSORED PROJECTS:

CME PROGRAMS \$ _____ MEDICAL EDUCATION IN A.P. COLLEGES \$ _____

RURAL HEALTH CARE/CAMPS IN A.P. \$ _____ CHARITABLE PROJECT IN A.P./USA \$ _____

ADOPT A VILLAGE IN A.P. \$ _____ OTHER: DESCRIBE _____ \$ _____

For additional information, please visit our website www.apmgusa.org

I HEREWITH ABIDE BY THE CONSTITUTION AND BYLAWS OF APMGUSA

SIGNED _____

To Pay By Credit Card, please fill out following information:

Type of Card : Visa Mastercard American Express

Credit Card Number _____ Exp Date: _____

Credit Card Holders Name: _____ Signature: _____

Credit Card Billing address: (If Different from above) _____

I agree to pay the above total amount in US dollars according to card issuer agreement.

Please mail this application (if paying by check payable to "APMGUSA") to:

APMGUSA
5723 Westshore Dr., Newport Richey, FL 34652

Revised: Aug, 08

Annexure A



**Federation of Andhra Pradesh Medical Graduates in USA
(APMGUSA)**

148 Hawthorne Dr., Brooklyn, MI 49230

(517) 592-3109

www.apmgusa.org

A Not for Profit Organization Tax I.D. #01-0822348

APMGUSA FOUNDATION PROJECT SPONSORSHIP FORM

Date Recvd : _____ Aprvd : _____

Read instructions carefully before you complete this form, Make checks payable to APMGUSA

Sponsor/s: _____ SS# (Tax ID): _____

Name/s: _____ Phone: _____

Address: _____

E-Mail: _____

Beneficiary Organization: _____

Is it Registered: Yes / No Is it non-profit: Yes / No

Coordinator's (Name in India): _____ Phone: _____

Address: _____

PROJECT DESCRIPTION:

- | | |
|---|-----------------|
| • CLEAN DRINKING WATER PLANT | \$ _____ |
| • BASIC HEALTH SCREENING | \$ _____ |
| • ENDOSCOPY/HEALTH SCREENING BY SPECIALISTS | \$ _____ |
| • CANCER SCREENING | \$ _____ |
| • CPR COURSE (ONE DAY) | \$ _____ |
| • ACLS PROVIDER COURSE (TWO DAYS) | \$ _____ |
| • IMMUNIZATION / OTHER PUBLIC HEALTH PROJECTS | \$ _____ |
| • CME PROGRAMS IN INDIA/USA | \$ _____ |
| • OTHERS (DESCRIBE:) _____ | \$ _____ |
| TOTAL | \$ _____ |

Name of Village: _____ Approximate Population Served: _____

Community benefits from the proposed project/s: _____

Project Expense: \$ _____

Beneficiary Contribution: \$ _____

Sponsor's Contribution: \$ _____

Of the total money donated by me, I understand that 2.5% will be utilized towards the charitable projects initiated by APMGUSA. As a sponsoring donor of funds, do you have any or intend to exercise any control or influence on the recipient organization and its implementation of the proposed community projects? **Yes / No**

What proposal do you have to ensure APMGUSA that the proposed project will be completed as planned by the recipient organization? Include any of your prior experience with the organization in carrying out other special programs, if any. As a sponsor who is familiar with the recipient organization and its members, can you assure APMGUSA that the beneficiary organization will submit quarterly progress report and financial report and the final report within three months of the completion of the project? **Yes / No**

Upon completion of this project, are you and the beneficiary organization willing to acknowledge the APMGUSA permanently on a plaque or in another suitable way for its help with the completion of the project? **Yes / No**

I/We am/are convinced that the beneficiary organization has the ability, experience and total commitment for the success of the project. I/We hereby declare that I/We have no personal benefit from this project. I/We are confident that the funds being contributed by me/us will be utilized for the stipulated use by the recipient org.

I/We understand that I/We am/are responsible for submitting to the APMGUSA the quarterly reports of work in the progress including photographs and of spending of funds. I/We understand that the tax-deductibility of my/our contributions may be in jeopardy if the funds are used for purposes other than the stipulated use by the recipient. Unless otherwise specifically approved by the Foundation Board, total sponsor's contribution towards a project shall not exceed \$50000. Contributions exceeding \$50000 may be approved, only after reviewing the progress reports

Sponsor's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____

Revised: Aug, 08

Annexure B