

American Association for the History of Medicine, Inc.

BYLAWS¹

ARTICLE I: NAME AND PURPOSE

Section 1: The name of this corporation shall be American Association for the History of Medicine, Inc.

Section 2: The purposes of the Association shall be to promote, stimulate, and encourage research, study, interest, and writing in the history of medicine, including the history of public health, dentistry, pharmacy, nursing, and allied arts, sciences, and professions; to lend its support to and to cooperate with local, national, or international organizations having similar purposes; to organize and arrange meetings, forums, and discussion group lectures; to present awards; and to issue publications; and for such other purposes as are set forth in its Certification of Incorporation.

Section 3: The Association shall conduct its activities solely for educational, scientific, and literary purposes, and not for pecuniary profit.

ARTICLE II: MEMBERSHIP

Section 1: There shall be six classes of Members: Regular Members, Family Members, Honorary Members, Emeritus Members, Student Members, and Constituent Societies. Regular Members may be designated as Contributing, Sustaining, and Life Members by the payment of additional dues, as established in accordance with Article VI; in all other respects the rights and duties of Contributing, Sustaining, and Life Members shall be identical with those of other Regular Members.

Section 2: Any person who is interested in the history of medicine shall be eligible for Regular membership upon submitting an application to the Secretary and acceptance thereof by one or more of the officers.

Section 3: Family Membership is available for two Regular Members living at the same address. Family Members shall have all the privileges and benefits of Regular Members but shall receive only one copy of any journal or other publications provided by the Association.

Section 4: Honorary Membership may be conferred upon any person who has made outstanding contributions to the history of medicine or science upon nomination of the Council and election by the Regular Members at the annual meeting, provided that names of the proposed candidates for Honorary Membership shall be submitted in writing to the Members of the Council at least thirty days before the annual meeting. Honorary Members shall have all the privileges of Regular Members.

Section 5: Anyone who has been a Regular Member for twenty years and has reached the age of seventy may on written request to the Secretary become an Emeritus Member and be excused from the payment of dues. An Emeritus Member shall have all the privileges and benefits of Regular Members but shall not receive a subscription to the official journal.

Section 6: Any person interested in the history of medicine and who is enrolled as an active, full-time student in a recognized academic institution, in pursuit of an academic degree, but who has not yet

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received a doctorate, may, upon application to the Secretary, become a Student Member of the Association. Student Members have all the privileges and benefits of the Regular Members except that they may not vote or hold office. An applicant for Student Membership must provide the Secretary, when making initial application and annually thereafter when renewing membership, certification of current active full-time pre-doctoral student status, either from the dean or registrar of the school, or a photocopy of a valid ID.

Section 7: Any organization, such as a society, club, institute, or library, having purposes similar to those of the Association, shall be eligible for membership as a Constituent Society upon nomination in writing by a Regular Member and election by the Council. Each Constituent Society may choose one delegate to attend the annual meeting of the Members, who, on that occasion, shall have the same voting rights as Regular Members. Each Constituent Society shall submit a brief written report on its activities to the Secretary at the time of the annual meeting of the Association.

Section 8: Membership shall not become effective until the Treasurer has received the first year's dues.

Section 9: If any person or organization being a Member or a Constituent Society is believed to be guilty of an act prejudicial to the Association or its purposes, such person or organization shall be notified to appear personally or, in the case of a Constituent Society through an officer or other representative, for a hearing before the Council at a designated time and place not less than thirty days after such notification. The membership of such person or organization may be terminated by a two-thirds vote of the Members of the Council present at the hearing and voting.

Section 10: Regular, Family, Emeritus, and Honorary Members, and Constituent Society delegates shall be entitled to vote at annual or special meetings.

ARTICLE III: OFFICERS

Section 1: The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer, all of whom shall be Regular Members of the Association. All officers shall be elected by the Regular Members at an annual meeting for two-year terms by plurality of Members voting, in person or by proxy; the President and Vice-President in even years, and the Secretary and Treasurer in odd years. Their terms of office shall begin at the close of the meeting at which they are elected and terminate at the close of the meeting at which their successors are elected. One person may hold the offices of both Secretary and Treasurer.

Section 2: The officers shall have the powers and duties customarily incident to their respective offices in similar organizations and also such as shall specifically be delegated to them by the Council.

Section 3: Honorary officers may be nominated and elected from among Regular Members by the same procedures that are provided for the nomination and election of Honorary Members.

ARTICLE IV: COUNCIL

Section 1: Except as otherwise required by law or provided in these Bylaws, management of the affairs of the Association shall be vested in a Board of Directors, which shall be known as the Council.

Section 2: The Council shall consist of officers of the Association, the Immediate-Past President, and twelve Regular Members elected for three-year terms at an annual meeting by plurality of Regular Members voting. The President shall act as Chairman of the Council. Six shall constitute a quorum of the Council.

Section 3: The Members of the Council other than the officers and Immediate-Past President shall be divided into three classes of four Members each. At each annual meeting of the Association, there shall

be an election of four Members of the Council other than the officers and Immediate-Past President to hold office for three years or until the third annual meeting after their election. At the first annual meeting of the Association at which these Bylaws are adopted, there shall be elected four Members of the Council other than the officers and the Immediate-Past President to hold office for one year, four to hold office for two years, and four to hold office for three years.

Section 4: In the election of Members of the Council, due regard shall be had to representative geographical distribution, provided that so long as the Association is incorporated in the State of New York, at least one member of the Council shall be a legal resident of that state.

Section 5: The Council shall hold an annual meeting not more than one week preceding the annual meeting of the Association, at a time and place designated by the President. Special meetings may be called at any time by the President or by any five Members of the Council upon at least two weeks' written notice to each member of the Council.

Section 6: The Council shall provide for filling the unexpired term or any vacancy that may occur in any office or in the Council.

Section 7: Except as otherwise provided by law and these Bylaws, decision of the Council shall be by majority vote of those Members of the Council present and voting.

ARTICLE V: MEETINGS

Section 1: The annual meeting of the Association at which officers and Members of the Council shall be elected shall be held at a time and place designated by the Council. The President shall arrange the order of business; one hundred Members shall constitute a quorum.

Section 2: The Secretary shall mail notice of the annual meeting of the Association to each member entitled to vote not less than thirty nor more than fifty days before the meeting. Such notification shall state the time, place, and general purposes of the meeting, together with the nominations made in accordance with Article XI, Section 2, and any amendments proposed in accordance with Article XII, Section 1, of these Bylaws.

Section 3: The Secretary and Treasurer, or the President, of the Association shall present at the annual meeting a report dated as of the close of the last complete fiscal year, verified by a majority of the Members of the Council, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations, or expenditures have been made. The report shall also show the names and addresses of the persons and organizations who have been admitted to membership during such year, and the number of members in each class of membership at the beginning and end of such period. This report shall be filed with the records of the Association and an abstract thereof entered in the minutes of the proceedings of the annual meeting at which the report is presented. The President shall appoint two Regular Members of the Association, neither of whom shall be members of the Council, to act as auditors, who shall examine the annual report referred to in this section prior to the annual meeting and express their opinion thereon at the annual meeting.

ARTICLE VI: DUES AND FINANCES

Section 1: The amount of the annual dues for all classes of membership shall be determined by vote of the Regular Members, except that Honorary and Emeritus shall pay no dues.

Section 2: All dues shall be payable annually by 1 January. If the dues of any member remain unpaid on 1 February, the Treasurer shall mail a notice of delinquency. If the dues of any member are not paid by 1 March, the membership shall automatically terminate, unless the Council shall, in individual cases, waive this provision.

Section 3: Members who have been dropped for nonpayment of dues may be reinstated at any time before the close of the year in which they were dropped upon payment of their dues for that year.

Section 4: The fiscal year of the Association shall begin on 1 January and end on the following 31 December.

ARTICLE VII: PUBLICATIONS

Section 1: The Association may issue its transactions and other publications either independently or with an established journal within the terms of an agreement made between the Association and the proprietor of that journal.

Section 2: All Members, except Emeritus Members, shall receive regular subscriptions to the journal or other publication that prints the official transactions of the Association.

ARTICLE VIII: AWARDS

Section 1: The Association may invite any person distinguished for contributions to medical history or other fields of science and learning to present the Fielding H. Garrison Lecture at the annual meeting. The lecture should be the result of original research and must not have been previously published. The lecturer shall be selected by the Garrison Lecture Committee, usually from among scholars who are permanent residents of the United States or Canada. Scholars from other countries may be selected with prior authorization from the Council.

Section 2: The Association may award the William H. Welch Medal to one or more authors of a book (excluding edited volumes) of outstanding scholarly merit in the field of medical history published during the five calendar years preceding the year in which the Welch Committee is constituted. The medal shall not be awarded more often than once each year. The person(s) to receive the award shall be selected by the Welch Medal Committee.

Section 3: The Association may award the William Osler Medal to a student of medicine in a medical school of the United States or Canada for an unpublished essay that is either the result of original research or shows an unusual appreciation and understanding of problems in the history of medicine. The medal shall not be awarded more often than once each year. The person to receive the award shall be selected by the Osler Medal Committee.

Section 4: The Association may award the Richard H. Shryock Medal to a student currently enrolled in a program leading to a graduate degree in the humanities or social sciences for an unpublished essay that is the result of original research or shows an unusual appreciation and understanding of problems in the history of medicine. The medal shall not be awarded more than once a year. The person to receive the award shall be selected by the Shryock Medal Committee.

Section 5: The Association may award the Lifetime Achievement Award in History of Medicine to a longtime member of the Association who is normally retired from regular institutional affiliation or practice, who has a distinguished record of support of the history of medicine over many years, and who has made continuing scholarly contributions of a distinguished nature. The person to receive the award shall be selected by the Lifetime Achievement Award Committee.

Section 6: No person shall receive the same award from the Association twice, nor should the same essay or its equivalent be recognized for both the Osler and the Shryock medals.

Section 7: The Osler Medal Committee and the Shryock Medal Committee may recommend, in addition to a competition winner, the award of Honorable Mention to not more than two contestants.

Section 8: The Association may award the J. Worth Estes Prize to the author or coauthors of an article of outstanding scholarly merit in the history of pharmacology published during the two years preceding the award. The prize shall not be awarded more often than once a year. The person(s) to receive the award shall be selected by the Estes Prize Committee.

Section 9: The Association may award the Jack D. Pressman-Burroughs Wellcome Fund Career Development Award in the Twentieth Century History of Medicine or Science to a recent Ph.D. recipient working to revise his/her dissertation in the area of twentieth century history of medicine or science. The prize shall not be awarded more often than once each year. The person to receive the award shall be selected by the Pressman-Burroughs Wellcome Award Committee.

ARTICLE IX: RELATIONS WITH THE INTERNATIONAL SOCIETY FOR THE HISTORY OF MEDICINE

Section 1: The Association will maintain close liaison and cooperate with the International Society for the History of Medicine as the United States of America section thereof.

Section 2: Members of the Association who wish to join the International Society should apply to the Secretary of the Association who, with the approval of the Council, will act upon recommending them for election to membership by the Administrative Council of the International Society. Applicants should include information about their medico-historical activities and publications which will be transmitted to the Secretary General of the International Society.

Section 3: In every odd year at the time of the annual meeting of the Council, the President shall appoint, subject to confirmation by the Council, the national delegate and an alternate national delegate for the United States to the International Society, to serve for the ensuing two years or until their successors are qualified. The delegate and the alternate delegate must be citizens of the United States, Regular Members of the Association, and also Members of the International Society. The President shall forward their names to the Secretary General of the International Society.

Section 4: In conformity with the regulations of the International Society, the national delegate shall be a member of its Permanent Committee. The delegate shall keep the President and Secretary General of the International Society informed about medico-historical activities in the United States, shall attend the meeting of the Permanent Committee and represent the Association at International Congresses, and shall function as the intermediary between the International Society and its Members in the United States.

Section 5: In case both delegate and the alternate delegate are unable to attend the annual meeting of the Permanent Committee and the International Congress, the President may appoint a delegate for the occasion.

Section 6: The Secretary Treasurer of the Association shall collect the annual dues for Association Members of the International Society and transmit them to the Treasurer of the International Society.

ARTICLE X: COMMITTEES

Section 1: The President shall appoint annually a Garrison Lecture Committee to select the Fielding H. Garrison Lecturer.

Section 2: The President shall appoint annually an Osler Medal Committee to select the recipient of the William Osler Medal.

Section 3: The President shall appoint annually a Welch Medal Committee to select the recipient of the William H. Welch Medal.

Section 4: The President shall appoint annually a Shryock Medal Committee to select the recipient of the Richard H. Shryock Medal.

Section 5: The President shall appoint annually a Continuing Lifetime Achievement Award Committee to select the recipient of the Continuing Lifetime Achievement Award.

Section 6: The President and Vice-President in consultation with the Secretary shall appoint one or more committees to arrange the program and other activities of those annual meetings for which the Council has designated a place and year.

Section 7: In every even-numbered year at the time of the annual meeting of the Council the President shall appoint, subject to confirmation by the Council, one Regular Member to the Publications Committee. The Publications Committee shall consist of three Regular Members each continuing in office for a six-year term. The Publications Committee shall advise the Council as to existing or proposed publications of the Association, and shall perform such work and undertake such negotiations with respect to editorial matters as may be required, subject to any agreements or contracts made by the Association regarding its publications.

Section 8: The President shall provide each committee chair with a specific charge of the committee's responsibilities, objectives, and functions. This should include a clear and up-to-date statement of any standard procedures developed in the past, criteria used, reports needed, and the like. Once these guidelines are available, the Secretary should ensure that they are transmitted to each new President.

Section 9: The President shall appoint such other committees as may seem necessary to carry on the work of the Association.

Section 10: The President shall annually appoint, subject to confirmation by the Council, two Regular Members to a standing Committee on Annual Meetings. This Committee shall consist of six Regular Members, each continuing in office for a three-year period. The President and the Secretary-Treasurer shall also serve as *ex officio* Members of the Committee on Annual Meetings. In the appointment of the first standing committee following the adoption of this bylaw, two Members shall be appointed for a two-year term and two Members for a three-year term. The Committee shall review all components of Association's annual meetings; formulate recommendations for policies and operating procedures for consideration by the Council; serve as a source of reference to Program Committees and Local Arrangements Committees; take responsibility for keeping the Association's Guidelines for Annual Meetings current by recommending revisions and by adding recent annual reports of Program and Local Arrangement Committee Chairs and deleting outdated reports as appropriate; screen and discuss requests to hold future Association's annual meetings, and make recommendations to the officers and the Council.

Section 11: The President shall appoint annually an Estes Prize Committee to select the recipient of the J. Worth Estes Prize.

Section 12: The Pressman-Burroughs Wellcome Award Committee shall select the recipient of the Jack D. Pressman-Burroughs Wellcome Fund Career Development Award in Twentieth Century History of Medicine or Science. In every even year, the President shall appoint a new member to the three-person Pressman-Burroughs Wellcome Award Committee for a six-year term.

Section 13: The President shall annually appoint one Regular Member to a standing Committee on Finance. This Committee shall consist of three Regular Members, each continuing in office for no more

than two consecutive three-year terms. In the appointment of the first committee following the adoption of this bylaw, three Members shall be appointed, one for a one-year term, one for a two-year term, and one for a three-year term. The Committee shall advise the Council and Treasurer on financial matters and review the Treasurer's annual financial report prior to the Association's annual meeting.

Section 14: The President shall annually appoint two Regular Members to a standing Committee on Education and Outreach. This committee shall consist of six Regular Members each continuing in office for a three-year term. In the appointment of the first committee following the adoption of this bylaw six Members shall be appointed, two for a one-year term, two for a two-year term and two for a three-year term. The committee shall advise the Council and the Association on promoting education in the history of medicine and enhancing the visibility of our discipline in academic and non-academic venues.

ARTICLE XI: NOMINATIONS AND ELECTIONS

Section 1: In every even year at the time of the annual meeting of the Council, the President shall appoint, subject to confirmation by the Council, a Nominating Committee consisting of three Regular Members, none of whom shall be Members of the Council, who shall continue in office for two years or until their successors are appointed.

Section 2: The Nominating Committee shall present a list of nominations to the Secretary for the elections to be held at any annual meeting not less than three months before such meeting, and the Secretary shall mail the list to all Members of the Association not less than thirty nor more than fifty days before the annual meeting. Additional nominations may be made in writing to the Secretary by any five Members at any time previous to the voting.

Section 3: The voting in all elections for officers and Members of the Council shall be held at the annual meeting called for that purpose and shall be by written ballot, unless in any particular case only one person has been nominated for a particular position.

ARTICLE XII: AMENDMENTS

Section 1: Any five Regular Members may propose changes in the Bylaws by presenting their proposals to the Secretary in writing not less than three months prior to an annual meeting. The Secretary shall send them to the Regular Members not less than thirty nor more than fifty days before the meeting. The proposed changes shall then be considered at the meeting and shall become effective by a two-thirds vote of the Regular Members voting.

Section 2: Upon the recommendation of the Council the Bylaws may be changed without prior notice by a two-thirds vote of the Regular Members at any annual meeting.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Section 1: The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the Members of the Association as far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XIV: SEAL

Section 1: The seal of the Association shall be that adopted by the Council and shall be identical to that adopted for its seal by the American Association for the History of Medicine in 1935, except that the

words around the outside shall be AMERICAN ASSOCIATION FOR THE HISTORY OF MEDICINE, INC.
1958 and there shall be added to the central design, below the pedestal, the words FOUNDED 1925.