



**ASSOCIATION OF MEDICAL
CONGRESSES AND EVENT
PROFESSIONALS**
— — —
W H E R E W E G A T H E R

CONSTITUTION

Article I

Name

The association shall be called the Association of Medical Congresses and Event Professionals, hereinafter called the Association.

Article II

Object

The Association shall be to unite all persons interested in the profession of medical education/ meetings; events; and hospitality and supply providers for such throughout the United States for the following purposes:

(a) To support and encourage higher standards of medical continuing education and events at all levels of the profession in order to attract qualified personnel into the profession of medical education.

(b) To encourage and maintain relations with all healthcare professions and governmental bodies and agencies to enhance the overall quality of healthcare.

(c) To ensure medical events; congresses; and education is practiced by properly qualified individuals, to protect the welfare of the public.

(d) To serve, represent, and assist the medical event and education providers to advance the profession and practice of medical congresses; events; meetings; and continuing education.

Article III

Membership

The Association shall have two types of membership: Planners, and Suppliers.

Section 1 - Planner Members. Planner members shall be those persons who otherwise qualify as members in good standing and practice predominantly in the following sectors: Medical Meeting Event Planners; Medical Meeting Educators; Event Planners; Healthcare Professionals; Healthcare Association Executives; Healthcare Academics; Individuals in Medical Societies.

Section 2 - Supplier Members. Supplier members shall be those persons who otherwise qualify as members in good standing, and are interested in / supply or are associated with a business or profession related to the medical meeting/congress/ education profession. Such as: Destination Management Companies; Convention and Visitor Bureaus; Hotels and Restaurants; Hospitality Suppliers; Medical Equipment and Device

Manufacturers.

Article IV

Board of Directors/ Committee Chair Officers

The Board of Directors / Committee Chair officers of the Association shall be the President, the President-Elect, the Treasurer, Secretary, the Board of Directors Chairman, Sponsorship Committee Chair, Membership Engagement Chair, Networking & Community Committee Chair, and the Chief Executive Officer.

Section 1 - Qualification of Officers. No person shall be elected to any office in the Association unless such person is a member in good standing.

President. The President shall preside at all meetings of the Association and shall perform all other duties that may be incident to that office. The President provides leadership and guidance to the board of directors, acting as the primary representative of the organization. They are responsible for ensuring the board functions effectively, developing agendas, and guiding strategic planning. The president also plays a key role in communication, both internally with the board and externally with members.

President-Elect. The President- Elect serves as a preparation and transition role for the future president of a board. The president-elect learns the ropes of the presidency, assists the current president, and prepares for their own term in the top leadership position. This role involves strategic planning, committee work, and acting as a stand-in for the president when needed.

Treasurer. The Treasurer's primary responsibility is financial oversight and management for an organization. They work closely with the board and other stakeholders to ensure the organization's financial health and stability. This includes tasks like budget creation, financial reporting, risk management, and ensuring compliance with financial regulations. The Treasurer shall perform all duties incident to the office of Treasurer.

Secretary. Responsible for ensuring accurate record-keeping, facilitating communication, and supporting effective governance. This includes tasks like scheduling meetings, preparing agendas, taking minutes, maintaining records, and ensuring legal compliance. The Secretary shall perform all duties incident to the office of Secretary.

Board of Directors Chairman. The Board of Directors Chairman shall be the Immediate Past President of the Association. This chairman shall chair all meetings of the Board of Directors and shall arrange the meeting and expedite all business to be transacted by this Board of Directors. The Chairman may select another member of the Board of Directors to serve in his/her absence or, if none is selected, the President may chair a preliminary meeting to select a Board of Directors member to chair that meeting.

Committees:**Sponsorship:**

- Generates sponsorship dollars for AMCEP
- Soliciting other organizations or businesses in the community for sponsorship and advertising opportunities
- Manages the delivery of sponsorship benefits
- Develops, maintains, and utilizes media contacts
- Creates ways to promote AMCEP in the community/ industry
- Other duties as assigned
- Handles sponsorship for AMCEP Annual Convention
- Chaired by Sponsorship Committee Chair (serves as a Member at Large)

Membership:

- Oversee the recruitment of new industry members for both Planners and Suppliers
- Interact with all existing and new members
- Assist with recruitment of members for committees
- Oversee Committee Budgets
- Oversee the Association Committee Engagement
- Chaired by Membership Committee Chair (serves as a Member at Large)

Networking & Community:

- Oversees Networking/ Marketing, and Annual Convention
- Interact with all committee members
- Assist with recruitment of members for committees
- Oversee Committee Budgets
- Coordinates the following responsibilities of Convention planning (**Networking/ Annual Convention**): books keynote speakers; advises how to host a successful event; decorations, entertainment, silent auction
- Coordinates the following responsibilities of **Marketing**: monthly e-newsletter; social media content; website management; manage & organize creative assets
- Chaired by Networking & Community Chair (serves as a Member at Large)

All Committee members may attend Board of Directors Meetings

All Committee Chairs may attend Board of Directors Meetings and have voting rights

Section 2 - Duties. The Board of Directors is the only body that can establish and implement policy for the Association. The Board of Directors shall be responsible for arranging and expediting business during meetings of the Association. The Board of Directors shall expend the funds of the Association for such matters and things as, in the judgment of the Board of Directors, shall be for the betterment of continuing medical meetings and education and of value to the members of the Association, the profession, and the health and welfare of the citizens. The Board of Directors shall audit charges against the Association. The Board of Directors shall, in their usual order of business, review the report of the President's Committee and approve or correct actions the President's Committee has taken on behalf of the Board of Directors. The Board of Directors shall perform such other duties as are normally incident to such a committee. Any member of the Association of Medical Congresses and Event Professionals is not authorized to speak on behalf of the Association, either verbally or in writing, without the approval of the Board of Directors.

Section 3 - Meetings. The Board of Directors shall meet at least three times throughout the year, either in person, virtually, or through other prevailing technological means. The Board may cast votes in person, by email, or through other prevailing technological means. Meetings may be conducted by any means of communication by which all directors participating may simultaneously hear each other during the meeting and any director participating in a meeting by this means is deemed to be present in person. The meetings shall occur at the discretion of the Chair of the Board of Directors. Special meetings may be called at other times by the Chair or by petition of one-third of the members of the Board of Directors as the Association business may demand. A quorum of the Board of Directors must be present to conduct business. Board of Directors meetings shall be open to all members of the Association.

Section 4 - Voting. Only members of the Board of Directors shall be entitled to vote at a meeting of the Board of Directors.

Section 5 - Qualifications to Board of Directors. No person shall be appointed to the Board of Directors unless such person is a member in good standing.

Article V

Meetings

Section 1 - Regular Meetings. There shall be regular meetings of the Association at such time and place as the Board of Directors shall direct. At any regular or special meetings of the Association, all Board members in good standing.

Section 2- Association Annual Meeting. There shall be one regular annual Association meeting in which the date and location is determined by the Board of Directors. Attendance of such meetings shall be open to all members.

Article VI

Bylaws

The Association may establish such Bylaws, not in conflict with this Constitution, as may be deemed necessary to direct and control the affairs of the Association.

Article VII

Amendments

This Constitution may be altered or amended provided that any proposition is submitted to the Chair by at least three active members of the Association at least 30 days prior to its consideration by the Board of Directors Meeting. Such amendments or alterations shall be communicated to the membership prior to the next meeting of the Directors, where such amendments or alterations shall then be read, along with the written recommendation of the Committee. The amendments or alterations shall then be submitted to a vote before the Board. A two-thirds vote of present and voting is required for alteration or amendment of this Constitution. Any alteration or amendment approved by the Board of Directors shall become effective immediately upon such approval.