



## ARTICLE I: NAME

- 1.1. The name of this organization is Arthrogryposis Multiplex Congenita Support, Inc., hereinafter called “AMCSI.”
- 1.2. The seal of AMCSI shall be:
  - 1.2.1. The club foot prints of Abigail Vinson along with the words Arthrogryposis Multiplex Congenita Support, Inc.
  - 1.2.2. The organization may, at its pleasure by a majority vote of the membership and Board of Directors, change its name or seal, provided that the Founder, Ani Samargian, approves prior to voting.

## ARTICLE II: PURPOSES

- 2.1. The Purpose of AMCSI is to help promote a greater overall understanding and awareness of arthrogryposis multiplex congenita (AMC): what it is, what it’s effects are on those affected, and what treatment options are available, as a resource not only for the membership, but for the general public and those in the field of medicine/research.
- 2.2. Provide a supportive, encouraging, and educational environment for our members.
- 2.3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter “Internal Revenue Code”).

## ARTICLE III: BASIC POLICIES

- 3.1. The following are basic policies of Arthrogryposis Multiplex Congenita Support, Inc.:
  - 3.1.1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
  - 3.1.2. Net earnings of the organization shall be distributed in furtherance of the purposes set forth in Article II hereof, with the approval of the board.
  - 3.1.3. Notwithstanding any other provision of these articles, the organization shall not carry out any other activities not permitted to be carried out by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
  - 3.1.4. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- 3.2. Discrimination: AMCSI shall not discriminate on the basis of race, national origin, religion, age, gender, gender identification, sex, sexual orientation or disability. All programs and activities of AMCSI shall be conducted in furtherance of this policy.

## ARTICLE IV: MEMBERSHIP AND DUES

### 4.1. Eligibility:

4.1.1. Membership Eligibility: An open door policy is extended to individuals and/or organizations interested in or supportive of those with arthrogryposis multiplex congenita. Such individuals must support the mission of AMCSI.

#### 4.1.1.1. Membership shall be open to:

4.1.1.1.1. New parents/expectant parents of a child with AMC;

4.1.1.1.2. Family/friends of a child or adult with AMC;

4.1.1.1.3. Any individual currently living with AMC;

4.1.1.1.4. Any person working in the medical field;

4.1.1.1.5. Public/private school systems;

4.1.1.1.6. US/international residents

#### 4.1.2. Voting and Officer Eligibility:

4.1.2.1. Persons past their eighteenth birthday are eligible for an Individual Membership, which confers the privilege of voting and the eligibility to hold organizational office.

4.1.2.2. Each electronic vote must be registered with a separate email address for the vote to be valid and official. Each paper vote must indicate the name and signature of a single individual to be valid and official.

4.2. AMCSI shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall be January 1 through December 31. Membership will not be prorated for mid-year enrollment.

4.3. The annual dues for members of AMCSI shall be determined by the Board of Directors.

### 4.4. Dues:

4.4.1. There will be no fee assessed to join [www.amcsupport.org/forum](http://www.amcsupport.org/forum) at any time. This portion of AMCSI shall remain free of charge for the duration of its existence.

### 4.5. Active Membership:

4.5.1. Two (2), honorary lifetime memberships are provided unless either honorary member personally requests to no longer be affiliated with AMCSI; only removable by gross insubordination with a majority vote of the Board of Directors:

4.5.1.1. Ani Samargian, Founder

4.5.1.2. Abigail M. Vinson

4.5.2. Individual: Adult, past 18th birthday, upon application and payment of annual dues shall have voting privileges and are eligible to hold office.

4.5.3. Family: upon application and payment of annual dues shall include up to two (2) adult, head of household members and any minor children. A family membership shall have no more than two (2) votes.

4.5.4. Personal or Family Patron: Individual or family members past their 18th birthday, upon application and payment of annual dues shall have voting privileges and are eligible to hold office. Individual Personal Patron has one (1) vote; Family Patron two (2) Votes.

4.5.5. Lifetime Membership: Individual may obtain Lifetime Membership upon application and payment of lifetime dues. Lifetime members shall have voting privileges and are eligible to hold office once past their 18th birthday.

4.5.6. Lifetime Family Membership: Families may obtain a Lifetime Family Membership upon application and payment of lifetime dues. A Lifetime Family Membership shall include two (2) adult, head of household member votes.

4.5.6.1. Child Lifetime Memberships shall convert to an adult standard Lifetime Membership upon the named child's 18th birthday. It is the responsibility of the individual to notify the Board of Directors. Once

proper notification is provided full member privileges shall be extended.

4.5.7. Corporate Memberships:

4.5.7.1. Patron: Any business or civic organization interested in the advancement of this organization may become a benefactor upon application and the payment of annual dues.

4.5.7.2. Gold Patron: Any business or civic organization interested in the advancement of this organization may become a benefactor upon application and the payment of annual dues.

4.5.7.3. Each corporate membership shall have one vote.

4.6. The Treasurer shall work in conjunction with the Secretary to keep the record of the membership dues.

4.7. Any member not supporting or adhering to the purposes of AMCSI shall have membership revoked by majority vote of the Board of Directors. Membership dues will not be reimbursed.

## ARTICLE V: BOARD OF DIRECTORS

5.1. Power and Authority: AMCSI shall be governed by the Board of Directors.

5.2. The Board of Directors is the single governing body of AMCSI and shall actively promote the objectives of AMCSI, operating in accordance with and administering and implementing the programs and policies established by these Bylaws and by the Board of Directors. Members of the Board of Directors are accountable to the members of AMCSI.

5.3. Officers by virtue of their office are members of the Board of Directors.

5.3.1. Board of Director Members shall not be related by blood, adoption, marriage, or domestic partnership, except in the circumstance of the Founder Ani Samargian and Honorary Member at Large Board Position for Abigail M. Vinson.

5.4. Each officer shall have one vote and such votes may not be done by proxy.

5.5. Directors shall not be entitled to receive any stated salary; but nothing herein shall be construed to prevent an officer or director from receiving reimbursement from the organization for reasonable expenses incurred in direct relation to travel, airfare and lodging for the organization's activities outside of AMCSI's annual conference. Some expenses may be paid directly by AMCSI. Said reimbursement and direct payment must be approved by the Board of Directors and is subject to the availability of funds.

5.5.1. The Founder, Ani Samargian, shall not receive any stated salary but nothing herein shall be construed to prevent reimbursement for actual reasonable expenses, such as travel and other expenses incurred for the organization's activities outside of AMCSI's annual conference. Some expenses may be paid directly by AMCSI. Said reimbursement and direct payment must be approved by the Board of Directors and is subject to the availability of funds.

5.6. A director may be removed when sufficient cause exists for removal including but not limited to, bullying, sexual harassment, breach of confidentiality or insubordination. A Board Member shall not under any circumstances, in any manner make it known to the general membership of any strife or problems within the Board of Directors.

5.7. The Board of Directors may entertain charges against any director. Upon any removal action against a director, counsel may be sought and retained by said director, at said director's cost. The Board of Directors shall adopt such rules for this hearing, at its discretion for the best interest of the organization.

- 5.8. Members of the Board as well as members of the Conference Committee members are required to sign the Oath of Office (see appendix I and II), submit to a background check and sign the acknowledgment page of the handbook yearly. (Paid for by AMCSI)
- 5.8.1. AMCSI committee members are required to sign the Oath of Office (see appendix II), submit to a background check and sign the acknowledgment page of the handbook yearly. (Paid for by AMCSI)
- 5.8.2. Volunteers that work with children or finances are required to sign the Oath of Office (see appendix III), submit to a background check yearly. (Paid for by AMCSI)
- 5.9. Meetings:
- 5.9.1. The Board of Directors shall meet at least eleven (11) times a year.
- 5.9.1.1. Regular meetings of the Board shall be held as set by the Board in the last meeting (December) of the fiscal year;
- 5.9.1.2. Approve the financial report;
- 5.9.2. Special meetings of the Board may be called by the President or where requested by two (2) members upon three (3) days notice to each member of the Board.
- 5.9.3. Meetings may be held via telephone conference call, at the Board Member's expense.
- 5.9.4. A quorum consists of a majority (more than fifty percent (50%) of the Board of Directors. No meeting shall begin without there being a quorum present.
- 5.9.5. The public meeting of AMCSI will be held during the annual conference as well as one in February and one in November.
- 5.10. All elected or appointed individuals serving on the Board of Directors or committee members must be paid members in good standing of AMCSI.
- 5.11. The Executive Officers of AMCSI shall be the President, Vice President, Secretary, Treasurer, and Parliamentarian. The Officers of AMCSI shall be the Founder, The Medical Director and Members at Large. The Medical Advisory Board shall be headed by the Medical Director of the Organization.
- 5.12. Executive Officers shall be elected by the Board of Directors through a process of application, interview, ballot (electronic and/or paper) and majority vote of the Board of Directors. Officers shall be elected by the general membership, through ballot (electronic and/or paper) and a majority vote of current membership. The Medical Advisory Board shall be appointed by the Board of Directors through ballot (electronic and/or paper) and majority vote.
- 5.12.1. Current membership count is defined as the official number of members in good standing listed in the official register on the last day of the prior month.
- 5.12.2. During annual meeting, current membership count is defined as the official number of members in good standing listed in the official register seven (7) days prior to meetings.
- 5.13. The vote shall be conducted by secret ballot, (paper and/or electronic) a majority vote shall elect. When there is only one candidate for an office, that candidate shall serve in that capacity upon majority vote of the Board of Directors.
- 5.14. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election.
- 5.15. Absence. Each Board Member is expected to communicate with the President no less than forty-eight (48) hours in advance of all Board meetings stating whether or not she/he is able to attend or participate by conference telephone

or other agreed-upon means of communication. Any Board Member having three (3) unexcused Board meetings shall be deemed to have resigned due to non-participation, and his/her position shall be declared vacant, unless the Board affirmatively votes to retain said member as a member of the Board.

5.15.1. Resolution must be passed by the board, with a majority vote of no confidence.

5.15.2. All reports or committee submissions that require review to be considered during Board meetings are to be submitted to Board members six (6) days prior to the scheduled meeting to be considered during that meeting.

5.16. Removal from office:

5.16.1. Any elected member of the Board of Directors may be removed from office by a majority vote of the current members of the Board of Directors.

5.17. Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall:

5.17.1. Automatically cease to be a member of the Board;

5.17.2. Be relieved of all duties and responsibilities incident to such membership;

5.17.3. All records, books, technology and other materials pertaining to the position shall be turned over to the appropriate Board Member (TBA) and all funds pertaining to the position shall be returned to the Treasurer within ten (10) business days. Cost of shipping and insurance shall be covered by AMCSI.

5.18. In the event of our founder's sudden demise, the total control of any and all AMCSI bank accounts and banking transactions with Wells Fargo shall be turned over to the President of the AMCSI Board of Directors; in addition to, but not limited to removing or adding a board member, open additional accounts in AMCSI's name (ex., expense for grant programs), transfer moneys, pay AMCSI bills, deposit and withdraw funds;

5.18.1 Two signatures, one from the President and the Treasurer, will be required in handling the moneys of AMCSI

## **ARTICLE VI: OFFICER'S RESPONSIBILITIES**

6.1. Composition: The Board of Directors shall consist of a minimum of five (5) and a maximum of eleven (11) members.

6.2. The President shall:

6.2.1. Be the official representative of AMCSI;

6.2.2. Preside at all meetings;

6.2.2.1 Be present and support emergency meetings called by any and all committee;

6.2.3. Coordinate the work of the officers and committees;

6.2.4. Present at the annual meeting of the organization an annual report of the work of the organization;

6.2.4.1 Hold members accountable to assigned projects, duties and deadlines;

6.2.5. Present at the annual meeting an annual report of the work of the organization;

6.2.6. Appoint committees, temporary or permanent, with board approval;

6.2.7. See that all books, reports and certificates required by law are properly filed and kept;

6.2.8. Have name on bank account;

6.2.9. Shall ask for and/or accept resignations and direct Board to fill empty seat within forty-five (45) days

6.2.10. Must have served on the Board of Directors for one (1) year prior to election;

6.2.11. Call or video chat those nominated for Board positions to conduct interviews;

6.2.12. Be responsible for welcoming and conducting orientation of new Board Members;

6.2.13. Oversee secretary to answer letters from the official AMCSI email;

6.2.14. Be responsible for ordering merchandise for the store at conference;

- 6.2.15. Be responsible for ordering office supplies for Board Members and Committees;
- 6.2.16. Be responsible for training new President.

6.3. The Vice President shall:

- 6.3.1. Attend all meetings;
- 6.3.2. Serve as an aide to the President;
- 6.3.3. Perform the duties of the President in his/her absence or inability to serve;
- 6.3.4. Have access to AMCSI email;
- 6.3.5. Have first opportunity to assume the office of President at the end of the President's term.
- 6.3.6. Follow up quarterly with committee chairs to verify tasks are being completed;
- 6.3.7. Be responsible for training new Vice President.

6.4. The Secretary shall:

- 6.4.1. Attend all meetings;
- 6.4.2. Record and preserve the minutes and agenda of all meetings of the organization;
- 6.4.3. Distribute the minutes to the Board within three (3) days following board meetings as well as distribute the agenda four (4) days prior to the next BOD call;
- 6.4.4. Give and serve notices of public meetings to members;
- 6.4.5. Preserve all records and be the official custodian of records in hard copy, digital and one drive form;
- 6.4.6. Have a current copy of the bylaws and AMCSI handbook;
- 6.4.7. Maintain a current membership list;
- 6.4.8. Attend to correspondence assigned by President and perform necessary duties of position.
- 6.4.9. Respond to and organize letters from the official AMCSI email and report to President for emergency letters
- 6.4.10. Have binder at conference with Oath of Office, background checks, agendas, minutes (for the year) current membership list and yearly financial report;
- 6.4.11. Be responsible for training new Secretary.

6.5. The Treasurer shall:

- 6.5.1. Have name on bank account;
- 6.5.2. Have care and custody of all monies belonging to the organization and be responsible for such monies or securities at the annual conference;
- 6.5.3. Attend all meetings;
- 6.5.4. Make disbursements of operating expenses as authorized by the President, Board;
- 6.5.6. Provide a financial statement at each meeting;
- 6.5.7. Provide an annual report of the financial condition of the Organization;
- 6.5.8. Must have at least two (2) other Board Members present while counting money each night at the annual conference; Evening balance sheets shall be kept with all monies.
  - 6.5.8.1. Shall be responsible for collecting money at the annual conference for the store, silent auction, drawings, registration fees, all receipts and cash.
  - 6.5.8.2. Shall be responsible for removing and securing in a safe; money from the annual conference cash boxes to maintain a \$200.00 amount of funds for making change. Treasurer and the person in charge of said cash box will sign off on balance sheet with the date, time and dollar amount removed;
- 6.5.9. Be responsible for training the new Treasurer.

6.6. The Parliamentarian shall:

- 6.6.1. Attend all meetings;
- 6.6.2. Make recommendations to the modifications to the amendments of the bylaws;
- 6.6.3. Oversee elections;
- 6.6.4. Remove self from all election oversight if conflict of interest occurs, at such time the Founder will oversee elections;
- 6.6.5. Ensure adherence to the mission and vision of AMCSI per the bylaws and the Articles of Incorporation;
  - 6.6.5.1 including but not limited to, emails and/or Social Media postings by Board/Committee Members;
- 6.6.6. Call or video chat to discuss duties, questions, strong and weak points of new Board Members with them, at six (6) months of their taking office;
- 6.6.7. Handle problems (by phone or video chat) within Committees that have been brought forth by the Committee Leader, to be solved within 20 business days;
- 6.6.8. Be responsible for training new Parliamentarian.

6.7. The Founder, Ani Samargian, shall:

- 6.7.1. Attend all meetings;
- 6.7.2. Be included in any and all Board of Directors decisions and shall have one (1) equal vote along with the remainder of the Board of Directors;
- 6.7.3. Cause all funds to be deposited in a regular bank or trust company;
- 6.7.4. This position shall remain in effect indefinitely; only removable by gross insubordination with a majority vote of the Board of Directors;
- 6.7.5. Oversee elections where conflict of interest exists for Parliamentarian oversight;
- 6.7.6. Respond to letters from the official AMCSI email that can not be answered by other Board Members;
- 6.7.7. Be responsible for the AMCSI store sales, inventory and shipping (outside of conference).

6.8. Honorary Member shall:

- 6.8.1. Be filled by Abigail Marie Vinson upon her eighteenth (18th) birthday (or any time thereafter) should she choose to accept it;
- 6.8.2. Attend all meetings;
- 6.8.3. This position shall remain open; only removable by gross insubordination with a majority vote of the Board of Directors;
- 6.8.4. This position shall have the same voting privileges, one (1) vote as any other Board of Directors member, for years she chooses to exercise her position.

6.9. Medical Director shall:

- 6.9.1. Attend all meetings;
- 6.9.2. Have a medical education, provide proof of licensure prior to appointment, and be medically familiar and qualified to treat individuals with an arthrogryposis diagnosis;
- 6.9.3. Provide a bridge between the medical field and those diagnosed with arthrogryposis (i.e. linguistics, possible treatment options/plans, etc.), by providing an authoritative 'opinion' when answering all medically based questions concerning arthrogryposis brought before him/her by the Board of Directors;
- 6.9.4. Keep up to date with and provide information to the Board of Directors on any new developments and treatment options of arthrogryposis, when applicable;
- 6.9.5. Be a liaison to the medical community in regards to AMCSI's goals of awareness and advocacy;
- 6.9.6. Help AMCSI strive towards funding relevant research projects/developments in the area of AMC.

6.10. Member at Large (non-titled elected positions) shall:

6.10.1. Attend all meetings;

6.10.2. Provide general support to the Officers of the Board.

6.11. All Officers shall:

6.11.1. Attend all meetings. If unable to attend a meeting, shall inform President within forty-eight (48) hours prior to said meeting;

6.11.2. Have one vote;

6.11.3. Attend the annual meeting including daily planning sessions during the annual conference. A member of the Board may be excused due to extenuating circumstances from physically appearing with the Founder, President and Vice President approval;

6.11.4. Perform such other duties as may be provided for by these bylaws, prescribed by the Parliamentary authority, or directed by the President, the Committee, and/or the Board;

6.11.5. Shall respond to any and all emails within 48 hours of said email being sent;

6.11.6. All records, books, technology and other materials pertaining to the position shall be turned over to the appropriate Board Member (TBA) and all funds pertaining to the position shall be returned to the Treasurer within ten (10) business days. Cost of shipping and insurance shall be covered by AMCSI.

6.12. Terms of Office and Term Limits:

6.12.1. Each Executive Officer shall be elected for two consecutive (2) three-(3) year terms. Each term is renewable with a majority vote by the Board;

6.12.2. In the event of the President and Vice President terms end simultaneously. The President will remain in Office for an additional three (3) months;

6.12.3. All terms of Executive office shall begin on January 1.

6.12.4. Members at Large will serve a minimum of one (1) two (2)- year terms from the date they take office.

6.13. A vacancy in any position on the Board of Directors shall be filled in accordance with the following procedures:

6.13.1. If the vacancy is in the presidency, the Vice President shall automatically become President for the remainder of that term and the term for which elected;

6.13.2. If a vacancy occurs in any other executive office, the Board of Directors will appoint, by vote, a member of the board with a minimum of one (1) year experience to fill the vacancy for the unexpired portion of the term;

6.13.3. If a vacancy occurs in any other office, the Board of Directors will appoint a member to fill the vacancy for the unexpired portion of the term.

6.14. Nominations:

Section A. Nomination of Candidates: Qualified candidates for the AMCSI board may be nominated for election by the written petition of any AMCSI member in good standing.

Section B. Qualifications of Candidates: Candidates for the AMCSI Board of Directors must be AMCSI members in good standing.

Section C. Nominating Procedure: To be considered, nominating petitions must be received at the AMCSI Office (bod@amcsupport.org) no later than two weeks from the date of call for nominations. All petitions meeting the criteria in Sections A and B of this Article will be accepted, and their nominations will be certified by the Parliamentarian. There will be no limitation on the number of candidates.



## 6.15. Elections:

- 6.15.1. Executive Officers (President, Vice President, Secretary, Treasurer, and Parliamentarian shall be appointed only after serving a minimum of one (1) year on the Board, by the Members of the Board, via a process of application, interview and vote by the Board of Directors;
- 6.15.2. Members at Large shall be nominated and voted upon by the membership via secret electronic and/or paper ballot;
- 6.15.3. A majority vote shall elect;
- 6.15.4. At the conclusion of such balloting, the Parliamentarian and Secretary shall certify in writing to the Board the results of the election and a copy shall be added to the agenda;
- 6.15.5. No inspector of the election shall be a candidate for office or shall be personally interested in the question voted upon;
- 6.15.6. Parliamentarian shall remove self from all election oversight if conflict of interest occurs, at such time the Founder will oversee elections;
- 6.15.7. All membership in good standing may vote for the Member at Large positions.

## ARTICLE VII: COMMITTEES

- 7.1. Only members of AMCSI in good standing shall be eligible to serve in any elective or appointive positions.
- 7.2. Standing committees are those which perform a continuing function and serve all year. Such standing committees may be created by the board to promote and carry out the Purposes and the work of AMCSI. The standing committees of AMCSI shall be:
  - 7.2.1. Fundraising Committee:
    - 7.2.1.1. Chaired by a member elected by the Board of Directors;
    - 7.2.1.2. Submit fundraising ideas to Board of Directors for approval;
    - 7.2.1.3. Organize fundraising for AMCSI;
    - 7.2.1.4. No sales of AMCSI merchandise shall be done without an AMCSI board member present or without written AMCSI approval. Receipt of said merchandise must be reported to the Treasurer within twenty-four (24) hours.
  - 7.2.2. Conference Committee:
    - 7.2.2.1. Chaired by the Vice President of Programming, elected by the Board of Directors;
    - 7.2.2.2. VP of Programming will have a \$1,000.00 pre-approved travel and lodging expense debit card for conference site visits;
    - 7.2.2.3 Attend all meetings for allotted time to provide conference planning updates;
    - 7.2.2.4. Negotiate and sign hotel contracts with approval of the Board of Directors upon completing site visits;
    - 7.2.2.5. Speak on behalf of AMCSI in regards to the Annual Conference and enter into agreements with local convention and visitors bureau with approval of Board of Directors;
    - 7.2.2.6. Appoint all conference committee members;
    - 7.2.2.7. Plan and organize the Annual Conference for AMCSI.
  - 7.2.3. Website Committee:
    - 7.2.3.1. Chaired by Board Member;
    - 7.2.3.2. In the event Board Member is unable or unwilling to continue in this role, the President will appoint a new chair;
    - 7.2.3.3. Will maintain administrative control of the content and design concept of the organization's website: [www.amcsupport.org](http://www.amcsupport.org)
    - 7.2.3.4 Update and maintain accuracy of [www.amcsupport.org](http://www.amcsupport.org) as well as other media outlets, as instructed by the Website Committee.

7.2.4. Director of Social Media:

7.2.4.1 Will update social media sites;

7.2.4.2 Keep membership informed of all changes and updates;

7.2.4.3. Will put out a quarterly newsletter on social media as well as the AMCSI website;

7.2.4.3.1. Newsletter will contain a minimum of; two (2) persons of interest; mini meetup information; and Board of Director's meeting dates.

7.3. Special committees shall be selected by the Board of Directors.

7.4. The chair of each committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board.

## **ARTICLE VIII: ANNUAL AND PUBLIC MEETINGS**

8.1. In annual and public meetings the right to offer motions, make nominations, speak in debate, and vote, shall be limited to only members of this organization whose dues are paid in full.

8.2. Regular open Board of Director meetings of AMCSI shall be held during the annual meeting at conference, unless otherwise provided by AMCSI Board of Directors. Fourteen (14) days notice shall be given to the membership of any change of date.

8.2.1. Board of Director meeting dates will be posted on [www.amcsupport.org](http://www.amcsupport.org)

8.2.2. Any paid member in good standing interested in attending an open Board Meeting must inform the Board of Directors via email at [BOD@amcsupport.org](mailto:BOD@amcsupport.org) at least ten (10) business days prior to the open meeting;

8.2.3. All paid members in good standing wishing to present their question(s) before the Board of Directors during an open meeting must submit their question(s) to the Board of Directors at [BOD@amcsupport.org](mailto:BOD@amcsupport.org) at least ten (10) business days prior to the open meeting. The Board of Directors will decide if the question(s) will be addressed via email or other methods of communication or if the question(s) will be put on the agenda.

8.3. Special meetings of this organization may be called by the President or by a majority vote of the Board, if fourteen (14) days notice have been given;

8.3.1. President can call an emergency meeting with forty-eight (48) hours notice.

8.4. The Annual Meeting shall be held during the annual AMCSI Conference, at which time the annual financial report and a brief update of the organization shall be shared.

8.4.1. President shall send thirty (30) days advance notice to all members in good standing notifying them of time and place.

8.5. The Board of Directors and other working groups may conduct business by electronic or non-electronic means including mail, telephone, fax, computer, or other appropriate means provided that all members have access to the information and/or debate through one or more of the means listed.

## **ARTICLE IX: FISCAL YEAR**

9.1. The fiscal year of AMCSI shall begin on January 1st and end on December 31st.

## Article X: INDEMNIFICATION

10.1. AMCSI shall indemnify all Officers; Directors; Employees, Committee, Council, and Board Members; and all other volunteers of the AMCSI for their activities conducted according to the Bylaws of AMCSI, and shall purchase insurance for such indemnification to the extent determined by the Board of Directors.

## ARTICLE XI: AMENDMENTS

These Bylaws may be amended by either of the following procedures on an annual basis:

11.1. By the Board of Directors by majority vote of its members, except that any amendment involving a matter reserved to members shall, after the required Board of Directors approval, be submitted to members for vote and shall require for adoption a majority vote of those members in good standing.

11.2. By written petition by fifteen percent (15%) of the members of the AMCSI based on the last annual count adopted by the Board by a two-thirds (2/3) vote, except that any amendment involving a matter reserved to the members shall, after the required approval of the Board of Directors, be submitted to the members for their vote.

Bylaws Revised: February 12, 2017

Bylaws Approved by Board of Directors: February 19, 2017

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Arthrogryposis Multiplex Congenita Support, Inc.  
BOARD OF DIRECTORS OATH OF OFFICE

OBJECTIVES:

- A. To develop an oath of office which incorporates a highly regarded code of ethics;
- B. To pledge all Board Members to this oath at the time of their election.

POLICY:

Be it resolved that the Board of Directors of Arthrogryposis Multiplex Congenita Support, Inc. has established the following oath to achieve the above objectives:

As a Board member of AMCSI, I will

- Be committed to the mission and vision of AMCSI.
- Act in a manner consistent with the mission and values of AMCSI.
- Focus my efforts on the mission of AMCSI and not on my personal goals.
- Accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors.
- Avoid conflicts of interest between my position as a board member and my personal and professional life.
- Support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
- Keep confidential matters confidential. If I don't, then I understand I will be asked to resign.
- Never give anyone AMCSI memberships personal information (email addresses, phone numbers etc).
- Be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board.
- Never make our members aware of any strife or complications within the Board of Directors or committees. If I do, then I understand I will be asked to resign.
- Ensure that discrimination is never practiced at AMCSI.
- Act in a manner consistent with this Code of Ethics despite personal opinions, values or differences.
- Attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to AMCSI.
- Understand that missing three (3) unexcused board meetings in a twelve (12) month period will mean removal from AMCSI's Board of Directors.
- Attend every monthly meeting.
- Attend annual conference (at the board member's expense) knowing I will be there as a Board Member and will have jobs to do. A member of the Board may be excused due to extenuating circumstances from physically appearing with Founder, President, and Vice President's approval.
- Have a background check on file each year (paid by AMCSI).
- Pay my own phone bill for monthly AMCSI Board Meeting conference calls (at least ten (10) a year).

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Arthrogryposis Multiplex Congenita Support, Inc  
COMMITTEE MEMBER OATH OF OFFICE

OBJECTIVES:

- A. To develop an oath of office which incorporates a highly regarded code of ethics;
- B. To pledge all Committee Members to this oath at the time of their induction.

POLICY:

Be it resolved that the Board of Directors of Arthrogryposis Multiplex Congenita Support, Inc. has established the following oath to achieve the above objectives:

As a Committee Member of AMCSI, I will

- Be committed to the mission and vision of AMCSI.
- Act in a manner consistent with the mission and values of AMCSI.
- Focus my efforts on the mission of AMCSI and not on my personal goals.
- Accept responsibility and share power in order to work as a productive, cooperating committee member.
- Avoid conflicts of interest between my position as a committee member and my personal and professional life.
- Support in a positive manner all actions taken by the committee even when I am in a minority position on such actions.
- Never exercise authority as a committee member except when acting in a meeting with the committee or as I am delegated by the committee leader.
- Keep confidential matters confidential. If I don't, then I understand I will be asked to resign.
- Never give anyone AMCSI memberships personal information (email addresses, phone numbers etc).
- Be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board.
- Never make our members aware of any strife or complications within the Board of Directors or committees. If I do, then I understand I will be asked to resign.
- Ensure that discrimination is never practiced at AMCSI.
- Act in a manner consistent with this Code of Ethics despite personal opinions, values or differences.
- Attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to AMCSI.

CONTINUED

I, \_\_\_\_\_, PLEDGE to do my best for Arthrogryposis Multiplex Congenita Support, Inc., and for it's members who have selected me to serve in this position of high honor and trust. I understand that as a member of any committee of Arthrogryposis Multiplex Congenita Support, Inc., I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization. I will act responsibly and sensibly to do my part diligently.

We trust each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, support and approval for all. I know if I fail to act in good faith I must resign, or will be asked to resign.

Responsibility:

A. The Committee Leader shall be responsible for inviting the attention of committee members of non-adherence to this policy.

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Committee Member \_\_\_\_\_ Date \_\_\_\_\_

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Committee Leader \_\_\_\_\_ Date \_\_\_\_\_

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Vice President, Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

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Arthrogryposis Multiplex Congenita Support, Inc  
VOLUNTEER OATH OF OFFICE

OBJECTIVES:

- A. To develop an oath of office which incorporates a highly regarded code of ethics;
- B. To pledge all Volunteers to this oath at the time of their induction.

POLICY:

Be it resolved that the Board of Directors of Arthrogryposis Multiplex Congenita Support, Inc. has established the following oath to achieve the above objectives:

As a Volunteer of AMCSI, I will

- Be committed to the mission and vision of AMCSI.
- Act in a manner consistent with the mission and values of AMCSI.
- Focus my efforts on the mission of AMCSI and not on my personal goals.
- Accept responsibility and share power in order to work as a productive, cooperating volunteer.
- Avoid conflicts of interest between my position as a volunteer and my personal and professional life.
- Support in a positive manner all actions taken by the committee or Board even when I am in a minority position on such actions.
- Never exercise authority as a committee member except when acting in a meeting with the committee or as I am delegated by the committee leader.
- Keep confidential matters confidential. If I don't, then I understand I will be asked to resign.
- Never give anyone AMCSI membership's personal information (email addresses, phone numbers, etc.).
- Be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board.
- Never make our members aware of any strife or complications within the Board of Directors or committees. If I do, then I understand I will be asked to resign.
- Ensure that discrimination is never practiced at AMCSI.
- Act in a manner consistent with this Code of Ethics despite personal opinions, values or differences.

CONTINUED



