



**MICHIGAN ASSOCIATION  
OF HAZARDOUS MATERIALS PROFESSIONALS, INC.**

**BYLAWS  
*Adopted September 20, 2011***

**ARTICLE I: NAME AND CHARTER**

**SECTION 1. NAME**

The name of this organization shall be the Michigan Association of Hazardous Materials Professionals, Incorporated (MI-AHMP), a Michigan Non-profit Corporation.

MI-AHMP is a non-profit corporation and a recognized chapter of the Alliance of Hazardous Materials Professionals (AHMP). None of its net income shall financially benefit any Officer, Director, Chapter Member, individual or individuals. If at any time MI-AHMP shall be dissolved, no part of the funds or property shall be distributed to or among its members, but after payment of all indebtedness of MI-AHMP, surplus and properties shall be used for the support of hazardous materials management programs, in such a manner as the then governing body shall determine.

**ARTICLE II: PURPOSE AND MISSION**

**SECTION 1. PURPOSE**

The purposes of the MI-AHMP are to collectively represent and safeguard the common interests of Environmental, Health, Safety, and Homeland Security Professionals; to cultivate, promote, and sustain the Hazardous Materials Management Profession; elevate and maintain the professional character and education of Hazardous Materials Professionals; contribute toward the protection of the environment and; facilitate the exchange of ideas to improve administration of Hazardous Materials Management programs in the State of Michigan.

**SECTION 2. MISSION**

The Chapter's mission is to provide a balanced program for its members in at least the following six areas:

- Environmental Health and Safety.
- Regulatory Compliance and Policy.
- Science and Technology.
- Hazardous Materials Handling, Emergency Response and Remediation.
- Strategic Environmental Management.
- Homeland Security.

The mission will be fulfilled by:

- Expanding professional recognition for Certified Hazardous Materials Managers (CHMMs), Certified Hazardous Materials Practitioners (CHMPs), and other certified environmental, health, and safety professionals.
- Providing, promoting and encouraging continuing education to achieve and maintain certifications and to document Chapter-recognized related training.
- Providing a forum for information exchange among Hazardous Materials Management and Homeland Security Professionals to promote qualified hazardous materials decision-making.
- Broadening the scope and understanding of hazardous materials, environmental, health and safety and homeland security management and promoting protection of human health and the environment.
- Increasing knowledge and experience related to hazardous materials, environmental, health and safety, and homeland security management.

The Chapter acknowledges the Institute of Hazardous Materials Management (IHMM) Code of Ethics and the codes of ethics for other professional certifying organizations applicable to Chapter members.

### **ARTICLE III: MEMBERSHIP**

#### **SECTION 1. CLASSIFICATION**

The members of MI-AHMP shall be classified as Certified, Professional or Associate.

- 1.1 **CERTIFIED MEMBERS** - The following certified professionals and practitioners shall be Certified Members so long as they are in good standing with their respective certifying or accrediting bodies and MI-AHMP:

- Certified Hazardous Materials Manager (CHMM)
  - Certified Hazardous Materials Practitioner (CHMP)
  - Certified Industrial Hygienist (CIH)
  - Certified Safety Professional (CSP)
  - Any hazardous materials or homeland security management professional certified by and in good standing with an organization, institution, or governmental body approved by the Board of Directors (“Board”)
- 1.2 PROFESSIONAL MEMBERS - Hazardous Materials and Homeland Security Management Professionals that do not hold a recognized certification, but meet the criteria of a “professional” as established by the Board.
- 1.3 ASSOCIATE MEMBERS - Any person not meeting the requirements of a Certified Member or Professional Member, including students, that wish to participate in MI-AHMP activities and programs. The Board shall have the authority to reduce or waive dues payments for Associate Members who are at least half-time students at an approved high school, community college, college, university, or other institution of higher education.
- 1.4 RETIRED MEMBERS - Any Member may be designated "Retired" upon request at the age of 60, provided that the member is no longer actively engaged in the practice of Hazardous Materials or Homeland Security Management or other professional practice for financial gain, but otherwise meets all requirements of an active member. The Board shall have the authority to reduce or waive dues payments for Retired Members.

## SECTION 2. RIGHTS OF MEMBERS

All Members shall possess the right to:

- A. The right to vote on all matters requiring a vote by the members of MI-AHMP.
- B. Subscription to the official publication of the MI-AHMP organization.
- C. Admission to any general membership, informational, or educational meeting of the MI-AHMP organization.
- D. Such other rights as the Board of Directors or members at the Annual Meeting may determine.
- E. Hold a non-elected volunteer leadership position in the Chapter.
- F. Hold a position on a committee or task group.

Only Certified Members may serve an elected position.

### SECTION 3. APPLICATION FOR MEMBERSHIP

All applications for membership must be made to the Secretary or their designated agent.

### SECTION 4. DUES

The dues of the MI-AHMP organization are on an annual basis, payable in advance on or before January first of each year or as otherwise determined or approved from time to time by the Board. Dues for membership classifications shall be determined from time to time by the Board.

### SECTION 5. LOSS OF MEMBERSHIP IN GOOD STANDING

Membership status shall change immediately in response to the following actions or circumstances:

- A. A member, who has allowed their certification to lapse or has failed to maintain continuing education requirements or has by some other reason lost their certification shall cease to be a Certified Member of the MI-AHMP organization.
- B. A member whose MI-AHMP dues remain in arrears for one hundred twenty (120) days shall cease to be a member of MI-AHMP.
- C. A member, who by his or her person, actions or business relations, has adversely impacted the well-being of the Chapter, may be expelled from the Chapter by unanimous vote of the Board of Directors, provided the charge against the member has been presented at a previous Board meeting and properly investigated and verified, and the member is provided an opportunity to address the Board during the investigation.
- D. Membership in the Chapter shall be lost for conviction of a criminal offense related to the practice of hazardous materials, environmental, or health and safety management or a violation of any applicable code of ethics resulting in loss of credential.

### SECTION 6. REINSTATEMENT OF MEMBERSHIP

Any member who has forfeited membership for non-payment of dues may be reinstated as a member upon payment of the current calendar year dues.

**SECTION 7. RESIGNATION**

Members may resign at any time upon making written notice to the Secretary.

**ARTICLE IV: OFFICERS**

**SECTION 1. ELECTIVE OFFICERS**

The officers of MI-AHMP shall be the President, Vice President, Secretary, Treasurer, and Immediate Past President. The elected officers of MI-AHMP shall be the Vice-President, Secretary, and Treasurer.

**1.1 QUALIFICATIONS**

A candidate for any elected office must be a Certified Member.

**1.2 TERM OF OFFICE**

- A. The Vice-President shall be elected for a term of one (1) year or until a successor is elected or appointed in accordance with these Bylaws.
- B. The Vice-President, upon completion of a one-year term of office, shall succeed to the office of President without election to serve for a term of one (1) year.
- C. The President, upon completion of a one-year term of office, shall succeed to the office of Immediate Past President without election to serve for a term of one (1) year.
- D. The Secretary and Treasurer each shall be elected for a term of two (2) years or until a successor is elected or appointed in accordance with these Bylaws. Elections for Secretary and Treasurer shall be conducted on alternating years.
- E. In the event an Officer fails to maintain Member status, that Officer shall have thirty (30) days after notification by the Secretary, in written or electronic form, to regain Member Status; otherwise, that position shall be become vacant on the thirty-first day without recourse.
- F. In the event of noncompliance with the duties delegated in these Bylaws, including representation at required meetings, malfeasance, or negligence in duty, an officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.

- G. Upon presentation of a petition to the Board of Directors seeking the recall of an Officer, stating the cause for said recall petition, and signed by no fewer than ten percent (10%) of the Members of the Chapter, the Board shall instruct the Secretary to call a Special Meeting of the Membership for the purpose of presenting the recall petition. The membership shall be provided a copy of the recall petition, and the petitioners shall be provided an opportunity to present the reasons for recall. Upon subsequent affirmative vote of two-thirds (2/3) of the Members, the recalled Officer shall be removed from office and the office declared vacant. Voting shall be conducted as prescribed in SECTION 2.A. of ARTICLE VII.

### 1.3. DUTIES OF OFFICERS

The duties of the Elective Officers shall be:

- A. The President shall serve as chief operating officer and be responsible for administrative operations of the organization; preside over Chapter meetings and the Annual Meeting; interface with other Chapters, AHMP and other related professional organizations; and prepare an annual budget for approval by the Board.
- B. The Vice-President shall preside over Chapter meetings in the absence of the President and serve as liaison to and provide administrative oversight of the Membership Committee.
- C. The Immediate Past President shall be responsible for assisting the Board of Directors in promoting the Chapter's objectives, serve as liaison to and provide administrative oversight of the Credential Outreach Committee, and perform other functions as may be assigned by the Board.
- D. The Secretary shall be responsible for documenting Chapter meetings, maintaining and updating Chapter membership rolls, maintaining and updating Chapter records, and receiving ballots.
- E. The Treasurer shall be responsible for maintaining the Chapter's financial records, receiving and disbursing Chapter funds, managing Chapter investments, and interfacing with government regulators, Certified Public Accountants, and others, as necessary to make tax filings and maintain the Chapter's non-profit status.

#### 1.4 VACANCIES

- A. In the event of a vacancy in the office of President, the Vice-President will serve as President for the unexpired term and the term immediately following.
- B. In the event of a vacancy in the office of Vice-President, the Secretary will serve as Vice-President until the next election of new officers or until the President nominates, and the Board of Directors approves by majority vote, a successor Vice-President to fill the unexpired term.
- C. In the event of a vacancy in the office of President and Vice-President, the Secretary will serve as the President until the next election of new officers or until the Board approves by majority vote the appointment of a successor President to fill the unexpired term.
- D. In the event of a vacancy in the office of Secretary or Treasurer, the President shall nominate, for approval by majority vote of the Board, a successor to fill the unexpired term.

#### SECTION 2. INDEMNIFICATION OF OFFICERS

MI-AHMP shall indemnify and hold harmless each Officer of MI-AHMP from and against any and all claims and liabilities to which they be or become subject by reasons of acting as an Officer of MI-AHMP. MI-AHMP shall indemnify and hold harmless each Elective Officer for all legal and other expenses reasonably incurred in connection with defending against any such claims or liabilities, provided however, that no Officer shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of Officer shall not be exclusive of other rights to which they are entitled lawfully.

#### ARTICLE V: APPOINTED OFFICERS

##### SECTION 1: APPOINTED OFFICERS

The Appointed Officers of MI-AHMP shall be determined by the Board as may be required for the proper conduct of MI-AHMP affairs.

##### 1.1 QUALIFICATIONS

Appointive Officers shall be Certified Members and have other qualifications as determined by the Board of Directors.

1.2. TERMS OF OFFICE

The term of office for Appointed Officers shall be one (1) year, unless otherwise reduced by a vote of the Board of Directors.

1.3 APPOINTMENT

Appointive Officers may be appointed annually, as deemed necessary, by a majority vote of the Board of Directors.

1.4 VACANCIES

Vacancies in appointive offices may be filled as they occur by the President with approval of the Board.

1.5. DUTIES

The Appointive Officers shall perform those duties prescribed by the Board of Directors.

A. Serve as a member of the Board, without the power to vote.

B. Submit an annual report to the Board.

**ARTICLE VI: BOARD OF DIRECTORS**

**SECTION 1. COMPOSITION**

The Board of Directors (Board) shall consist of nine (9) directors, to include the President, Vice-President, Secretary, Treasurer, Immediate Past President and four (4) Directors at Large (Directors). All members of the Board shall be Certified Members of MI-AHMP and shall maintain that status throughout their term.

**SECTION 2. OFFICERS**

The officers of the Board of Directors shall be a Chair and a Secretary.

**2.1 QUALIFICATIONS**

A. The President of MI-AHMP shall serve as Chair of the Board.

B. The Secretary of MI-AHMP shall serve as Secretary of the Board.



## 2.2 TERM OF OFFICE

- A. Directors-at-Large shall be elected for a term of two (2) years or until a successor is elected or appointed in accordance with these Bylaws. Election for Directors-at-Large shall be conducted as follows: two Directors-at-Large shall be elected during the year when the Treasurer is elected; two Directors-at-Large shall be elected during the year when the Secretary is elected.
- B. In the event a Director fails to maintain Certified or Professional Member status, that Director shall have thirty (30) days after notification by the Secretary, in written or electronic form, to regain Certified or Professional Member Status; otherwise, that position shall be become vacant on the thirty-first day without recourse.
- C. In the event of noncompliance with the duties delegated in these Bylaws, including representation at required meetings, malfeasance, or negligence in duty, a Director may be removed from office at the request of any Director by a two-thirds (2/3) vote of the Board.
- D. Upon presentation of a petition to the Board seeking the recall of a director, stating the cause for said recall petition, and signed by no fewer than ten percent (10%) of the Members of the Chapter, the Board shall instruct the Secretary to call a Special Meeting of the Membership for the purpose of presenting the recall petition. The membership shall be provided a copy of the recall petition, and the petitioners shall be provided an opportunity to present the reasons for recall. Upon subsequent affirmative vote of two-thirds (2/3) of the Members, the recalled Officer shall be removed from office and the office declared vacant. Voting shall be conducted as prescribed in Article VII.

## 2.3 DUTIES

- A. The Chair of the Board shall preside at all meetings of the Board.
- B. The Secretary shall serve as recording officer of the Board and custodian of its records.

## SECTION 3. RIGHTS AND DUTIES

- A. The Board of Directors shall be the administrative body of the association vested with full power to conduct all business of the association, subject to the laws of the State of Michigan, the Articles of Incorporation, and the Bylaws. The Board shall have power to enact policies and take actions necessary to the proper conduct of MI-AHMP affairs.

- B. The duties of Board of Directors shall include, but not be limited to:
1. Establish and enforce policies and procedures for the effective and efficient operation of the organizations.
  2. Be responsible for all property, real and personal, owned by MI-AHMP.
  3. Set dues for membership in the organization and establish other fees as deemed necessary.
  4. Be responsible for the general fund consisting of all monies received from all sources. This fund shall be used for defraying all expenses incurred by the MI-AHMP organization.
  5. Be responsible for the financial investments of the Chapter.
  6. Establish the fiscal year of the MI-AHMP. The fiscal year shall be from January 1 to December 31 of each calendar year unless changed by the Board.
  7. Cause the accounts of MI-AHMP to be reviewed regularly by elected auditors or a certified public accountant, as deemed necessary.
  8. Approve an itemized budget of funds necessary to properly conduct the MI-AHMP activities in each year following.
  9. Report to the members annually, reviewing activities of the Board of Directors and the appointive officers.
  10. Submit an annual report to the Alliance of Hazardous Materials Managers.
  11. Receive reports of officers and committees of MI-AHMP.
  12. Except as otherwise provided in these bylaws, assign a Director to each committee of the Chapter for purposes of liaison and administrative oversight.
  13. Perform such other duties as are prescribed by the membership.
  14. Direct the President to call a special session.
  15. Recommend and approve for ratification by the Members all amendments to the Chapter's Bylaws.

#### SECTION 4. VACANCIES

- A. In the absence of the President, the Vice-President shall serve as Chairman of the Board. In and during the absence of the President and Vice-President, the Board shall elect one of its members to serve as Chairman *pro tempore*.
- B. In the event of a vacancy in the office of Director, the President shall nominate, for approval by majority vote of the Board, a successor who shall serve the unexpired term of the position.
- C. Upon presentation of a petition to the Board seeking the recall of a Director, stating the cause for said recall petition, and signed by no fewer than ten percent (10%) of the Members of the Chapter, the Board shall instruct the Secretary to call a Special Meeting of the Membership for the purpose of presenting the recall petition. The membership shall be provided a copy of the recall petition, and the petitioners shall be provided an opportunity to present the reasons for recall. Upon subsequent affirmative vote of two-thirds (2/3) of the Members, the recalled Director shall be removed from office and the office declared vacant. Voting shall be conducted as prescribed in SECTION 2.A. of ARTICLE VII.

#### SECTION 5. INDEMNIFICATION OF DIRECTORS

MI-AHMP shall indemnify and hold harmless each Director of MI-AHMP from and against any and all claims and liabilities to which they be or become subject by reasons of acting as a Director of MI-AHMP. MI-AHMP shall indemnify and hold harmless each Director for all legal and other expenses reasonably incurred in connection with defending against any such claims or liabilities, provided however, that no Director shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of the Director shall not be exclusive of other rights to which they are entitled lawfully.

### ARTICLE VII: ELECTIONS

#### SECTION 1. NOMINATIONS

- A. A Nominating Committee shall be established by the Board to identify and solicit candidates for each elective position. The Nominating Committee shall be chaired by the President and consist of no fewer than three Members appointed by the Board.
- B. Nominations for the Elected Officers and Directors-at-Large shall be solicited by the Nominating Committee from the Chapter members and Board of Directors by appropriate and effective communications.

- C. The Nominations Committee shall put forth to the Board, for submission to the Membership for election, a slate of candidates consisting of at least one candidate for each open position for which a viable candidate can be identified.
- D. Approval and certification of eligibility of nominees/candidates for each elected position will be made by the Board of Directors.

## SECTION 2. ELECTIONS

The Vice-President, Secretary, Treasurer and the four (4) Directors-at-Large shall be elected by the Members by ballots, submitted by the voting deadline.

- A. Voting shall be conducted in a manner that provides for maximum participation by the Members and shall provide submission of ballots to the Secretary by one or more of the following manners: personal delivery, United States Postal Service or other delivery service, electronic mail, facsimile transmission, or other form determined before distribution of ballots. The manner(s) of acceptable ballot delivery shall be indicated on each ballot at time of distribution. Marked ballots may be submitted for counting in like manner(s).
- B. The date of election shall be no later than fifteen days before the end of the fiscal year in which the election is held.
- C. The election ballot shall be certified by the Board and distributed to the Members no later than fifteen calendar days before the date of election. Completed ballots shall be due no later than the date of election.
- D. Write-in vote nominations/votes shall be allowed and counted.
- E. The Board shall convene, canvass the ballots, and certify the election results no later than one day before the end of the fiscal year in which the election is held. The largest number of ballot votes cast for each position shall elect. In the event of a tie vote, the Board of Directors will decide and declare a winner.

## SECTION 3. INSTALLATION

Elective Officers and Directors-at-Large shall begin their terms of office on the first day of the fiscal year following their election. The Vice-President shall assume the office of President, and the President shall assume the office of Immediate Past President, on the first day of the fiscal year following the conclusion of their term of office.

**ARTICLE VIII: MEETINGS**

**SECTION 1. QUORUM**

A majority of the Members of the Chapter, the Board of Directors, a Board-appointed Committee, other committee, or other operating unit shall constitute a quorum for conducting the business of the respective operating unit.

**SECTION 2. VOTING**

- A. Except as otherwise provided in these Bylaws, every question which shall come before a meeting of the members or the Board of Directors shall be decided by a majority of the Members present and voting, so long as a quorum has been achieved.
- B. Except as otherwise provided in these Bylaws, every question concerning budget or significant policy issues which shall come before a meeting of a Board-appointed Committee shall be decided by a majority of Members present.

**SECTION 3. PROCEDURE**

- A. The current edition of Robert's Rules of Order shall govern the conduct of meetings of MI-AHMP in all cases where it is applicable.
- B. A proposed resolution for action by the Board or membership may be submitted by an MI-AHMP member, in written form, to the President and Secretary not less than ten (10) days prior to the meeting at which said resolution is to be considered.
- C. Fiscal and policy actions of the Board of Directors shall be documented by the Secretary as resolutions of the Board.

**SECTION 4. MEETINGS OF THE MEMBERSHIP**

**4.1 ANNUAL MEETING**

An Annual Meeting of the membership shall be held each calendar year for the purpose of reporting to the membership, presentation of the fiscal year budget, and introduction of new officers and directors. The time and place of the Annual Meeting shall be established by the Board of Directors, provided that the time selected shall be no later than 180 days after the beginning of each fiscal year.

#### 4.2 ORDER OF BUSINESS

The order of business at the Annual Membership Meeting can include:

- Call to Order
- Roll Call of Officers and Directors
- Approval of Minutes of Last Annual Meeting
- Reports of Officers
- Reports of Committees
- Report of Board of Directors, including presentation of the budget
- Unfinished Business
- Introduction of Officers (when appropriate)
- Adjournment

#### 4.3 SPECIAL MEETINGS

Special meetings of the members shall be called by the President at any time, upon written request of three-quarters (3/4) of the Board of Directors or of Members equaling two-thirds (2/3) of the Members in attendance at the previous annual meeting. The time and place shall be determined by the President, provided that the time selected shall be no more than forty-five (45) days after the request was received. The business of the special session shall be limited to that stated in the official call.

#### 4.4 ORDER OF BUSINESS FOR SPECIAL MEETINGS

The order of business of any special session of the members shall be as follows:

- Call to Order
- Roll Call of Officers and Directors
- Reading of Call for special meeting
- Transaction of Business as provided in Call
- Adjournment

#### 4.5 PROFESSIONAL DEVELOPMENT MEETINGS

A minimum of four (4) professional development programs for the membership shall be held each fiscal year, unless an alternate meeting schedule is approved by the Board. An approved alternate meeting schedule shall be effective only for the fiscal year in which it was approved.

#### 4.6 OFFICIAL CALL

The Secretary shall cause to be published, in the official publication and other sources of communication of MI-AHMP, official notice of the time and place

of the Annual Meeting, Special Meetings, meetings of the Board of Directors, and all other meetings sponsored by the Chapter at least fifteen (15) days prior to the meeting date.

**SECTION 5: ADMISSION TO GENERAL MEMBERSHIP MEETINGS.**

- 5.1 MEMBERS - All Members in good standing with MI-AHMP shall be entitled to attend all meetings of this organization. Attendance fees may be charged for any meeting except the Annual Meeting, Special Meetings, and meetings of the Board of Directors.
- 5.2 GUESTS - Guests may attend the meetings of the organization after paying a registration fee as stipulated by the MI-AHMP Board of Directors.
- 5.3 Members may attend meetings of the Board of Directors except for closed sessions called to discuss legal or personnel issues or other issues requiring privacy under state or federal statute.

**SECTION 6. MEETINGS OF THE BOARD OF DIRECTORS**

**6.1 REGULAR MEETINGS**

The Board of Directors shall meet no less than four times each fiscal year.

**6.2 SPECIAL MEETINGS**

Special meetings of the Board of Directors shall be called by the Secretary at the request of the President as needed to address Chapter business or upon request of a majority of the Members of the Board of Directors. The call for the Special Meeting shall be issued at least ten (10) days prior to the date set for the meeting and shall state the business to be considered. No business shall be considered except that provided in the call unless by unanimous consent of the members present and voting.

**ARTICLE IX: COMMITTEES.**

**SECTION 1 COMMITTEES**

**1.1 STANDING COMMITTEES**

The work of the Chapter shall be performed by the following three standing committees for which the chairperson is expected to serve for a period of at least one year:

- A. MEMBERSHIP – Working with the Vice President, who shall serve as liaison to the Board, the Membership Committee recruits new members

for the Chapter, provides Chapter information, professional development, and continuing education programs to the membership, and provides other services as may be assigned by the Board. The Membership Committee is responsible for a minimum of four professional development programs for the membership each fiscal year.

B. EDUCATION – The education committee is responsible for developing and presenting certification examination preparation and review courses, an annual technical conference, and other educational services and programs as may be assigned by the Board.

C. CREDENTIAL OUTREACH – Working with the Immediate Past President, who shall serve as liaison to the Board, the Credential Outreach Committee shall promote the credentials of certified members to the professional community and foster their recognition by industry, all levels of government, and the general public.

1.2 OTHER COMMITTEES - Other special or ad hoc committees may be appointed by the President or Board of Directors as may be required to conduct Chapter business.

### 1.3 COMPOSITION

A. MEMBERS - All Committees shall be comprised of not less than two (2) Members in good standing at the time of their appointment and must maintain such membership status during the term of the committee.

B. EX-OFFICIO MEMBER - The President or an officer or Director designated by the President shall serve as an ex-officio member of each Committee.

C. LIAISONS TO THE BOARD – Unless otherwise specified in these By-Laws, the Board of Directors shall appoint a Director to serve as liaison to each standing, special and ad hoc committee of the Chapter.

D. CONSULTANTS - All Committees of the Chapter, both standing and special, may request the President to appoint one (1) or more consultants when the need for special assistance can be demonstrated. If costs or fees are incurred, such appointment will be subject to approval at the convenience of the Board of Directors.

## SECTION 2. DUTIES - All Committees of MI-AHMP, shall:

A. Perform the duties prescribed by these by-laws, members, and Board of Directors;



- B. Appoint such sub-committees as are necessary to the satisfactory accomplishment of the duties prescribed by the by-laws and the Board of Directors and subject to approval by the Board of Directors;
- C. Maintain accurate records relative to the program, procedures and expenses involved, reporting to the Board of Directors at its meetings, and making its records available to the Board of Directors at all such times as requested by any Board Member;
- D. Periodically report to the Board of Directors as may be requested by the Board of Directors, and;
- E. Submit a recommended budget for each fiscal year to Board of Directors for its approval and action at the time selected by the Board.

### SECTION 3. EXPENSES

The expenses of each Committee shall be paid by MI-AHMP provided such expenses are incurred in conformity with rules and regulations provided by the Board of Directors, and provided further that the Committee's budget approved by the Board is sufficient to cover the payment of such expenses.

### ARTICLE X: DISSOLUTION.

- A. The Chapter may be dissolved for reasons stated by the Board of Directors upon a two-thirds (2/3) vote of the Members of the Chapter and upon a two-thirds (2/3) vote of the Board of Directors. Notice of dissolution shall be presented to the AHMP Board of Directors for discussion and disposition.
- B. Upon dissolution of the Corporation, the Board of Directors or their designee is to liquidate the assets of the Corporation, pay all lawful indebtedness from the proceeds, and donate the balance, if any, to a professional organization(s), consistent with the mission of the Chapter, as the Board of Directors may decide.
- C. No part of the funds, properties, or assets of the organization shall be distributed to or among members of the Chapter.

### ARTICLE XI: AMENDMENTS

Members or the Board of Directors may propose amendments to the by-laws in writing. Upon receipt of a proposed amendment, the Board of Directors within thirty (30) days shall prepare and submit the amendment to the membership for approval. A waiting period of not less than

thirty (30) days must elapse following the distribution of the proposed amendment to the membership before a vote may be taken.

The Bylaws may be amended by an affirmative vote of a majority of those Members casting ballots as described in SECTION 2 of ARTICLE VII.

**ARTICLE XII: PUBLICATIONS**

The Chapter shall issue an official publication to all members of this Chapter. The frequency of issue shall be determined by the Board of Directors. The object of the publication shall be to report upon the activities of professional, educational or organizational interest to the membership.

These bylaws were approved by a majority vote of the Members in accordance with Article V, Section 3A of the Bylaws in effect, and certified by the Board of Directors on this 20th day of September in the year 2011.

  
SIGNATURE

President  
TITLE

  
SIGNATURE

Vice President  
TITLE

  
SIGNATURE

Secretary  
TITLE

  
SIGNATURE

Treasurer  
TITLE

  
SIGNATURE

Past President  
TITLE

  
SIGNATURE

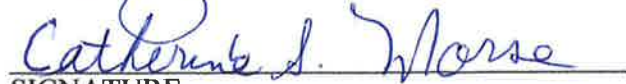
Director  
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Director  
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