



AMBUS-SM Bylaws

Adopted June 11, 1997
Amended November 10, 1998
Amended September 13, 2000
Amended June 13, 2001
Amended February 12, 2003
Amended February 11, 2004
Amended June 18, 2008
Amended September 16, 2014
Amended September 22, 2015
Amended March 14, 2018

I Name and Mission

- A. The name of the organization shall be the AMSUS Sustaining Member Group.
- B. Mission Statement – A non-profit organization of member companies committed to the advancement of federal health professionals. Provide communications and education forums to present a broad selection of opportunities for member companies to see, hear and interact with leaders from the Federal Health System (e.g. Department of Veterans Affairs, Department of Defense, Indian Health Service, Health & Human Services) in an environment that fosters cooperation and the sharing of ideas for the betterment of both the member companies and these Federal agencies.

II. Officers

- A. The officers shall be Chairperson, Vice-Chairperson and Secretary-Treasurer.
- B. The Chairperson shall be responsible for conducting the Executive Council and the General Membership meetings, delegating the position of Chairperson for the VA committee, DoD committee, Legislative committee, Medical/Surgical Supplies committee representatives on the Health Industry Federal Advisory Council (HIFAC), and any other committees deemed necessary. The Chairperson is also a non-voting member of the AMSUS Board of Managers.
- C. The Vice-Chairperson shall serve as the Chairperson of the Joint Association Working Group and assist the Chairperson as needed.
- D. The Secretary/Treasurer shall record and report the minutes of the Executive Council and the General Membership meetings, maintain the organization's financial accounts and report status at the General Membership meetings, present an annual budget, coordinate reservations for the General Membership meetings.

III. Membership

- A. The membership of this organization shall be composed of companies and their representatives that sell, or are in business to sell, products/services to the Federal Health System (e.g. Department of Veterans Affairs, Department of Defense, Indian Health Service, Public Health Service and Coast Guard.) This includes manufacturers of pharmaceuticals, manufacturers of medical/surgical products, manufacturers of medical equipment, medical/surgical distributors, drug wholesalers, consultants that focus on federal healthcare and publishers with a focus on federal healthcare.
- B. Retired Members
A representative of a current company that retires and wishes to remain active in the AMSUS-SM organization can request that they be designated "Member Emeritus". This member designation only applies to retired representatives who are not working for any organization with a direct or indirect interest in federal healthcare. Member should have a minimum of 3-5 years participation in AMSUS-SM activities. Membership would be awarded by a majority vote of the member company representatives. While these individuals would not have voting privileges, they would pay a nominal annual membership fee, and would have the right to participate fully in all AMSUS-SM meetings and organization activities.
- C. Voting
 - a. Each member company shall have one vote.
 - b. Companies must be present to vote
 - c. Voting by Proxy is not permitted

- D. The annual membership dues amount will be determined by the AMSUS Board of Managers with input and recommendation from the AMSUS-SM Group. The Retired Membership fee shall be \$100.
- E. The new member applicants must meet the definition of a member outlined in (Section III Membership sub-paragraph A) and shall be approved by the Executive Council and recommended to the General Membership for approval. A representative of the applicant must be present at the meeting at which the applicant is being considered for membership to provide a company overview.
- F. A vote of “Defer” postpones membership consideration until the next membership meeting.

IV. Committees

- A. The Joint Association Working Group shall be chaired by the Sustaining Membership vice Chairperson and the immediate past Chairperson shall serve as the Advisor. The Chairperson will appoint membership of this committee. The mission of this group is to address issues in the Federal Healthcare sector that impact on the ability of industry to support health care delivery by Federal Agencies.
- B. Chairperson shall appoint two co-chairs for DoD Liaison Committee. The mission of this committee is to provide information and increase awareness on key issues and initiatives to the Sustaining Membership on DoD Healthcare System.
- C. Chairperson shall appoint two co-chairs for the VA Liaison Committee. The mission of this committee is to provide information/awareness on key issues and initiatives to the Sustaining Membership on the VA Healthcare delivery system.
- D. Chairperson shall appoint two co-chairs for the Legislative Liaison Committee. The mission of the committee is to provide information/awareness on key issues and initiatives to the Sustaining Membership on legislation that may impact the membership.
- E. Chairperson shall appoint two co-chairs for the Public Health Service Liaison Committee. The mission of the committee is to provide information/awareness on key issues and initiatives to the membership that apply to medical equipment and supplies.
- F. Chairperson shall appoint such other committees as deemed necessary.
- G. All member company representatives will participate in one of the committees listed above.

V. Health Industry Federal Advisory Council

- A. The Health Industry Federal Advisory Council (HIFAC) shall have appropriate representation from the Sustaining Membership. The representatives will be selected on the basis of interest to our Federal customers and Federal Government sales.
- B. Industry representatives will be rotated periodically to insure diversity and opportunity, and will be nominated by the Sustaining Membership Chairperson

VI. Meetings

- A. The General Membership meetings shall be conducted quarterly. Meetings are open to members and invited guests only. The Chairperson shall extend invitations to guests.
- B. The Executive Council shall be composed of the Chairperson, Vice Chairperson, Secretary/Treasurer, Immediate Past Chairperson, and Chairpersons of the VA, DoD, Medical Equipment and Supplies and Legislative Committees, and Chairpersons of such other committees

as deemed necessary, appointed by the Chairperson, and shall meet at the discretion of the Chairperson as needed.

- C. It is expressly understood that quarterly meetings of AMSUS-SM Group are for association business and education of members. Representatives shall not solicit other members in the interest of their own organizations

VII. Nominations and Election

- A. The Nominating Committee is chaired by the immediate past Chairperson with two other members appointed by the Chairperson. The Nominating Committee shall nominate candidates for the position of Secretary/Treasurer.
- B. The term of office shall be for one year (January – December) with the Annual Election being held at the fourth quarter meeting. Election shall be by secret ballot and determined by majority vote as defined in section III, C. Above.
- C. The current Secretary/Treasurer shall be automatically nominated for Vice-Chairperson and the current Vice-Chairperson shall be automatically nominated for Chairperson.
- D. In the event of a resignation during the term of office, the Executive Council shall have the authority to advance an officer to fill the vacancy and appoint the person receiving the second highest number of votes at the previous election for the position of Secretary/Treasurer.

A former officer wishing to serve again must wait 4 full years after serving as Chair before running for office again.

VIII. Amendments

- A. These Bylaws may be amended by a majority vote of the General Membership of the Sustaining Membership.
- B. A 14-day advance notification of requested amendment changes must be given to the Sustaining Membership.
- C. Any changes to these Bylaws must be approved by the AMSUS Board of Directors.