

The Bylaws of the International Traffic Medicine Association (ITMA) contain the following clause

Section 1. Document Titled “Policies and Procedures”. ITMA will maintain the latest revision of a document titled “Policies and Procedures”. This will specify details of day-to-day operations. It can be modified by a majority vote at a Meeting of the Board of Directors. Nothing contained in the “Policies and Procedures” may be in conflict with these Bylaws.

ITMA Policies and Procedures

Last revised 25 Feb. 2019

Budget

The treasurer will present an annual Budget to the Board for its approval. Amounts approved in the budget require no additional approval by the Executive Committee.

The financial affairs of ITMA are conducted in US dollars.

Checks

All checks of more than \$1500 must be approved by the Treasurer and President, except when the check is made out to the Treasurer or President. In such cases, another member of the Executive Committee must also approve the payment.

Any expenditure in excess of \$500 must receive prior approval by the President.
Any expenditure in excess of \$1000 must receive prior approval by the Executive Committee.
Inclusion of an item in the budget constitutes prior approval.

Approvals must be in writing, either by email or regular mail.

Membership fees

The normal annual membership fee is \$85.00.

However, if annual Income from all sources is under \$20,000, a reduced fee of \$45 per year may be paid.

Persons are eligible for the reduced fee by attesting, with their signature, that they meet the eligibility criterion.

Official Address

The Official Address of ITMA is:

973 Satterlee Road,
Bloomfield Hills, MI 48304
USA

At Large Board Members

At Large Board Members will help ITMA pursue its goals in many ways including, but not limited to:

Seeking new members from anywhere in the world, but particularly important countries not well represented.

Seek new members who could be potential Board members to insure that ITMA board covers the world.

Particularly, seek a USA citizen who could act as ITMA's liaison with governments in USA once Leonard Evans is no longer available to do this.

Volunteering for tasks they think will benefit ITMA

Be available to assume specific responsibilities, such as assisting Treasurer or Secretary if asked by President.

World Congresses

The Board will appoint a World Congress President. The World Congress President will have major responsibilities for running the World Congress. A Board Meeting and an Annual Membership Meeting will take place during the World Congress. The Board may additionally appoint another individual (likely designated World Congress Vice-President) to provide back-up and support to the World Congress President.

Presidents of World Congresses shall sign an agreement with ITMA.