

**Application to Specialty and Service Society**  
**Sample Letter of Compliance with Citations and Exhibits**

*(Please submit on your organization's e-letterhead to your AMA Federation Relations Representative)*

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[Date]

Stuart Glassman, MD  
Chair, Governing Council  
AMA - Specialty and Service Society  
330 North Wabash Avenue, Suite 39300  
Chicago IL 60611-5885

Dear Dr. Glassman:

As [Chief executive officer/president/chair of the board] of the [name of specialty society], I am submitting the following information to demonstrate substantial compliance with Specialty and Service Society (SSS) membership criteria as established in the SSS Standing Rules as amended and adopted during the 2019 Annual meeting. This letter of compliance is submitted in accordance with the following SSS criteria.

- 1. The organization must not be in conflict with the AMA Constitution and Bylaws as membership shall not be denied or abridged because of sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation, gender identity, age, or for any other reason unrelated to character, competence, ethics, professional status or professional activities.**

*[Include affirmative statement of compliance with this guideline with citation to applicable provisions of your organization's constitution and bylaws.]*

- 2. The organization must have a voluntary membership and must report as members only those who are current in payment of dues, have full voting privileges and are eligible to hold office.**

*[Include affirmative statement summarizing compliance with this guideline and, if appropriate, with citations to applicable provisions of organization's constitution and bylaws or other appropriate materials.]*

- 3. The organization must be active in its field of medicine and hold at least one meeting of its members per year.**

*[Include affirmative statement with supporting citations from organization's constitution and bylaws; may be expanded to include very brief review of additional meetings held annually by organization.]*

- 4. The organization must be national in scope. It must not restrict its membership geographically and must have members in a majority of the states.**

*[Include affirmative statement with supporting citations from organization's constitution and bylaws if applicable; statement of geographic distribution of members and numbers of states with members based on organization's current membership data.]*

5. **The organization must submit a resolution or other statement to show that the request is approved by the governing body of the organization.**

*[Include affirmative statement with supporting resolution or other statement demonstrating approval.]*

6. **If international, the organization must have a U.S. branch or chapter and this chapter must be reviewed in terms of all of the above guidelines.**

*[State whether this applies to your organization and, if so, include affirmative statement of compliance.]*

7. **Organizations not applying as a professional interest medical association must represent a field of medicine that has recognized scientific validity; an applicant society cannot have board certification as its primary focus, and not require membership in the specialty organization as a requisite for board certification. An organization applying as a professional interest medical association must demonstrate that it represents and serves a professional interest of physicians that is relevant to the AMA's purpose and vision and that the organization has a multifaceted agenda (i.e., is not a single-issue association)**

*[Include affirmative statement summarizing compliance and, if appropriate, with citations to applicable provisions of organization's constitution and bylaws or other appropriate materials.]*

8. **An SSS applicant society must meet 50% of the current AMA membership requirement for delegate status in the AMA House of Delegates in order to be granted or to maintain representation in the SSS. The society must be able to demonstrate active recruitment for AMA membership to meet the House of Delegates requirement for representation.**

*[Membership data has been submitted to the AMA for analysis.]*

9. **The organization must be established must be established and stable; therefore, it must have been in existence for at least five years prior to submitting its application to the SSS; and the physician members of the organization should comprise the majority of the voting membership of the organization.**

*[Include date organization was founded. Include affirmative statement and appropriate citations/references to demonstrate that physicians comprise the majority of your voting membership.]*

Additional materials are provided for your information. Included are a brief summary of the organization (Exhibit A) and a summary of current activities/projects of the organization (Exhibit B) and current organization bylaws (Exhibit C.)

Sincerely,

[Name]

[Title]