

**Periodic/Five Year Review and HOD Application**  
**Sample Letter of Compliance with Citations and Exhibits**

*(Please submit on your organization's 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 in compliance with the Five-Year Review process for representation in the American Medical Association House of Delegates. This application is submitted in compliance with AMA Policy G-600.20 and AMA Bylaw 8.2.

- 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: (a) represent a field of medicine that has recognized scientific validity; (b) not have board certification as its primary focus; and (c) not require membership in the specialty organization as a requisite for board certification.**

*[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 meet one of the following criteria:**
  - (a) a specialty organization must demonstrate that it has 1,000 or more AMA members; or**
  - (b) a specialty organization must demonstrate that that it has a minimum of 100 AMA members and that twenty percent (20%) of its physician members who are eligible for AMA membership are members of the AMA; or**
  - (c) if the organization was represented in the House of Delegates at the 1990 Annual meeting, that twenty percent (20%) of its physician members who are eligible for AMA membership are currently members of the AMA.**

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

- 4. The organization must be established and stable; therefore it must have been in existence for at least five years prior to submitting its application.**

*[Include date organization was founded.]*

- 5. Physicians should comprise the majority of the voting membership of the organization.**

*[Include affirmative statement, substantiated by organization's own analysis of membership data which shows total membership, physician membership, and voting physician membership with appropriate citations from organization's constitution and bylaws relating to membership in the organization and voting rights of members.]*

- 6. The organization must have a voluntary membership and must report as members only those physicians who are current in payment of applicable dues and eligible to serve on committees or the governing body.**

*[Include affirmative statement with supporting citations from organization's constitution and bylaws.]*

- 7. The organization must be active within 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.]*

- 8. 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.]*

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

*[Requires for initial application to HOD only. If this is a subsequent five-year review, please indicate "Not applicable."]*

- 10. If international, the organization must have a US branch or chapter which must be reviewed and compliant with all of the guidelines listed above.**

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

The five (5) "Responsibilities of National Medical Specialty Organizations" (Section 8.20 of the AMA Bylaws have also been reviewed. Explanations of compliance follow:

- 1. The organization must cooperate with the AMA toward increasing its AMA membership, particularly if it is at a level of less than twenty percent (20%).**

*[Include affirmative statement referencing any specialty recruitment effort, membership solicitation through a specialty publication or other endeavor to enhance membership in the AMA.]*

**2. The organization must keep its delegate to the House of Delegates fully informed on the policy position of the organization so that the delegate can properly represent the organization in the House of Delegates.**

*[Include affirmation statement outlining efforts by your specialty organization to keep your delegate informed of your policy and positions.]*

**3. The organization must require its delegate to report to the organization on the actions taken by the House of Delegates at each meeting.**

*[Include affirmative statement explaining the process/mechanism through which your delegate reports back to your organization on the House of Delegates' actions.]*

**4. The organization must disseminate to its membership information as to the actions taken by the House of Delegates at each meeting.**

*[Include affirmative statement that details how your organization reports—through newsletters, journals, etc.—on AMA actions that are pertinent to your specialty.]*

**5. The organization must provide information and data to the AMA when required.**

*[Include affirmative statement noting the submission of your membership files for the Five-Year Review or other applicable instances.]*

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).

Sincerely,

[Name]

[Title]