

**BYLAWS OF THE
BALTIMORE MEDICAL ENGINEERS AND TECHNICIANS SOCIETY
(Adopted January 24, 1985 - Modified February 18, 1998 and June 14, 2001)**

I – Name

This organization will be known as the Baltimore Medical Engineers and Technicians Society (BMETS).

II – Purpose

The purpose of the Society is to provide a forum to enhance communication between and the technical education of its members to better serve the medical community.

III – Membership

1 – Qualification

The Executive Committee will review and approve each candidate's application for membership. If the Executive Committee cannot unanimously approve a candidate's application, it will be referred to the Membership Committee for final resolution. Approval by the Membership Committee will require only a simple majority of the committee.

2 – Classifications

- a) Regular - clinical engineers, biomedical engineers, biomedical equipment technicians, or managers and supervisors employed by a hospital, educational institution, the military, a manufacturer, or shared service, and actively involved in the field of biomedical instrumentation or engineering.
- b) Student - students in a clinical engineering, biomedical technology, or similar program.
- c) Retired - individuals who have been qualified for regular membership but are now retired from employment.
- d) Associate - individuals interested in joining the Society but not qualified for membership in another classification.

IV – Voting

Only Regular and retired BMET members may vote. Each Regular member or retired member is entitled to one vote, which may be cast in person or by proxy. A quorum will consist of two-thirds (2/3) of the Regular and retired members in good standing. Passage of voting issues will be by simple majority of those voting, unless otherwise indicated in these bylaws.

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V – Meetings

1 - Schedule of Society Meetings

- a) Society Meetings - at least five regular meetings will be held between September and May.
- b) Annual Kickoff Meeting - will be in September.
- c) Annual Election Meeting - will be in May. New officers will be elected.

2 – Rules

Meetings will be conducted in accordance with the rules adopted by the Executive Committee. Roberts Rule's of Order will apply unless superseded by rules adopted by the Executive committee.

3 – Attendance

All Society meetings and events are open to all members. In the event that a **RSVP** is needed, members must respond by the date indicated.

4 – Notification

A notice will be emailed to each member at least fourteen (7) days prior to a meeting. It will include the date, time, and place of the meeting, along with notification of and issues expected to be discussed. The meeting notice for the Annual Election Meeting will include the slate of candidates from the Membership Committee and any other important business matters that may need to be addressed.

VI – Officers

1 – Election

A slate of candidates will be presented to the membership by the Membership Committee and included with the meeting notice for the Annual Election Meeting. Additional candidates may also be nominated by Regular Members from the floor and must be seconded by at least one other Regular Member. Officers are elected at the Annual Election Meeting and assume office at the Annual Installation Meeting. Outgoing officers will agree to insure that there is an orderly transfer of duties to the incoming officers. Incoming officers will assume duties during the transition meeting scheduled in June. Elected Officers will serve a 2 year term.

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2 - Eligibility for Office

- a) Candidates for the executive board must be a Regular or Retired members in good standing.
- b) An officer may serve more than two (2) full consecutive terms in the same office, if so elected.
- c) A term of office greater than nine months will be considered equivalent to a full term. No one may hold more than one office at a time, unless approved by the other members of the Executive committee.

3 - Duties

- a) President - Presides at Society meetings and all Executive Committee meetings. Is responsible for general management of the business affairs of the Society, including establishing ad hoc committees and appointing members as necessary. Serves as chairperson of the Membership Committee.
- b) Vice-President - Assumes the duties of the President when absent. Serves as chairperson of the Program Committee.
- c) Secretary - Records the minutes of Society meetings and executive Committee meetings. Is responsible for all notices, including meeting notices. Maintains the current membership roster. Serves as chairperson of the Newsletter Committee.
- d) Treasurer - Responsible for the collection and disbursement of all funds of the society, and keeping accurate records of those funds. All funds disbursed by the Treasurer must be authorized by the President. The Treasurer will submit a statement of accounts at each Executive and Society business meeting. Serves as chairperson of the Finance Committee.
- e) Webmaster - Responsible for digital media/networking sites and publishing thereto. Serves as chair for the Public Relations Committee. The webmaster serves as the publicist for the organization.

4 - Vacancies

If an officer is unable to complete a term of office, the vacancy will be filled in a manner chosen by the remaining members of the Executive Committee. If this Committee decides that it is practical, an election to fill the vacancy will be held. In this case, the Membership Committee will be responsible for the nomination of the candidates.

5 - Recall of Officers

At any Society meeting, any Regular member may introduce a motion to

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remove any officer from the office for reasons related to performance. This motion will require approval by two-thirds (2/3) of the of the Regular and Retired members present.

VII - Standing Committees

1 - Committee Duties

- a) Executive Committee - consists of the current officers of the society. It is responsible for the business activities of the society.
- b) Membership Committee - is composed of volunteers from membership and chaired by the President. The Membership Committee is responsible for soliciting and maintaining membership in the society. In addition, the Committee reviews any membership applications not unanimously accepted by the Executive Committee. The Committee is also responsible for nominating a slate of officers for the Annual Election Meeting. At the request of the Executive Committee, the Membership Committee will meet to nominate new officers to fill vacant officers.
- c) Program Committee - is composed of volunteers from membership and chaired by the Vice-president. The Committee is responsible for providing all arrangements for programs at Society meetings.
- d) Finance Committee - is composed of volunteers and chaired by the Treasurer. The Committee is responsible for providing an annual financial report for the fiscal year (June 1 through May 31) at the annual election meeting.
- e) Newsletter Committee - is composed of volunteers from membership and chaired by the Secretary. The Committee is responsible for providing a Society newsletter, which is published at regular intervals.
- f) Public Relations Committee - is composed of volunteers from the membership and chaired by the Webmaster. The committee is responsible for all public relations and publishing. All PR will be approved by the executive committee.

2 - Committee Membership

Any member in good standing may serve on a committee. If a committee has more than five (5) members, the committee chairperson may remove from the committee roster any committee member for reasons of inactivity.

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Inactivity is demonstrated by failure to attend two meetings in a row, or by failure to carry out reasonable assignments given by the committee chairperson. If a committee has more than twelve (12) members, the committee chairperson may restrict new membership. Any person removed from a committee is not eligible for re-appointment for a six-month period.

VIII – Finance

1 – Accounting

An annual financial statement will be prepared by the Finance Committee for presentation at the Annual Election Meeting.

2 – Dues

Annual dues will be set at the Annual Election Meeting. The dues will be recommended by the Finance Committee and will be based upon organizational needs. Dues for Regular and Associate members will be the same. Dues for Student and Retired Members may be no more than half of a Regular Member's dues. Annual dues cover the membership period for one calendar year from the date of payment. Dues are required for membership, and are not pro-rated or refundable. Any member whose dues are not current will not be allowed to attend a meeting, vote, join a committee, or receive the newsletter until those dues are paid. Any Hospital, Educational Institution, Equipment manufacturer, or Independent Service organization with at least three persons to join may receive a discount on dues. This discount will be set by the finance committee and will be represented on the membership form(s). Vendors who sponsor society meetings may have up to 2 memberships paid as a benefit for sponsoring. These vendor memberships will be valid for one calendar year corresponding to the date of the sponsored society meeting.

3 - Unbudgeted Expenses

When desirable for the welfare of the Society, the Executive Committee may authorize the expenditure of unbudgeted amounts up to \$100.00 without the approval of the membership. In an emergency, the Executive Committee may authorize the expenditure of any amounts necessary to maintain the financial health or existence of the Society without approval of the membership. The membership will be notified of any such expenses at the next Society meeting, and through the Society newsletter.

4 – Audited

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An independent council prior to an incoming treasurer assuming office shall audit the financial account.

IX - Amendments and Revisions

Amendments or revisions to these bylaws may be submitted to the Executive Committee anytime during the year for inclusion in the agenda of the next Society meeting. Amendments or revisions require the approval by a quorum during the annual election meeting. All revisions must be submitted to the Executive Committee in writing.

X - Conditions of Disbandment

If any member should propose disbandment, notice will be given in the newsletter and all members will be given a chance to attend the meeting for disbandment. The vote will be a majority of the eligible members who are present and in good standing. Should the vote for disbandment be approved, it is the Executive Committee's duty to plan a party for all current members in good standing. Any remaining funds will be donated to a non-profit organization or BMETS scholarship fund which will be decided at the discretion of the Executive Committee's.