

**ATTACHMENT I**  
**CONSTITUTION OF THE CALIFORNIA MEDICAL**  
**INSTRUMENTATION ASSOCIATION**

**LOCAL CHAPTER BYLAWS**

(As amended and approved May 1998)

**ARTICLE I. NAME**

This area chapter of the California Medical Instrumentation Association shall be known as the (insert geographic designation) \_\_\_\_\_ Chapter of the California Medical Instrumentation Association.

**ARTICLE II. PURPOSE**

This Chapter shall seek to accomplish the same purposes as expressed in the CMIA Constitution.

**ARTICLE III. ORGANIZATION**

**SECTION A. OFFICERS**

1. The elected officers of the Chapter shall consist of a President, Vice-President, Secretary, Treasurer, and two CMIA Board Members.
2. When the Chapter has less than 15 active members, the position of Vice President need not be filled, and the positions of Secretary and Treasurer may be combined.
3. Only members in good standing and otherwise qualified shall be eligible for office.
4. The term of Chapter Officers shall be one year, except Board Members as defined in the Constitution.

**SECTION B. NOMINATIONS OF OFFICERS AND CMIA BOARD MEMBERS**

1. Shall be submitted prior to the conclusion of the October meeting;
2. May be done by a Nominating Committee activated by the current President; or
3. Nominations may come from the floor at a regular general meeting;
4. Current officers may be nominated for their present office, or for another office; except for the President, who will be limited to two consecutive terms and may serve as President after a term has passed.
5. The outgoing President shall be considered a nominee for the Board of Directors.

6. Nominees shall not run for more than one office.
7. Board Members may be nominated for successive terms.

### **SECTION C. ELECTIONS OF OFFICERS**

1. Shall be conducted at the November Meeting, with a quorum present;
2. Shall be by written ballot
3. Shall require a majority vote,
4. Shall include Absentee ballots from members in good standing, prior to election date.
5. Ballots shall be counted and announced by a Board member at the regular meeting.
6. Installation of Officers shall take place in January of the following year.
7. Officers shall be expected to remain in good standing by attending a majority of the general meetings and the officers meetings.
8. Removal from office may be done according to procedures specified in the Statement of Ethics.

### **SECTION D. VACANT OFFICES**

1. Shall be filled by an appointee of the President or the Board Chairperson.
2. Shall be confirmed at a special election held at the next scheduled meeting.

### **SECTION E. DUTIES OF OFFICERS**

#### **1. President**

- a. Shall be the Chief Executive Officer of the Chapter
- b. Shall preside at all Chapter meetings.
- c. Shall carry out all actions approved by the membership and represent the CMIA at all functions of interest to the Chapter.
- d. Shall insure that all officers perform their duties.
- e. Shall furnish the Secretary and/or the Editor with all information needed to execute member communications and/or mailings at least 15 days prior to regular meetings.
- f. Shall appoint committees and committee chairpersons as specified in these Bylaws, or other committees as needed.

#### **2. Vice President**

- a. Shall, in the absence of the President, occupy his position and perform his duties, having the same authority as the President.
- b. Shall serve as the Membership Committee Chairperson and maintain a current membership address list with their occupations, places of employment, and telephone numbers.
- c. Shall also act as “Parliamentarian” in coordinating meetings and maintaining order.
- d. Shall carry out other duties as may be directed by the President.

**3. Secretary**

- a. Shall keep the general records, including the minutes, committee appointments, ballots and correspondence.
- b. Shall be the custodian of the general records.
- c. Shall serve as Chairman of the Documents Committee and maintain current copies of the Constitution, Bylaws, Statement of Ethics, amendments, and an accurate list of all members, present and past.
- d. Shall call the roll when required.
- e. Shall provide the various committees and any Board members with a copy of such list of members when requested to do so.
- f. Shall make the minutes of any past meetings available to any member of a committee upon request, and at all regular meetings.
- g. Shall insure the mailing of appropriate meeting notices to all members in Good standing at least two weeks prior to each meeting.
- h. Shall mail appropriate special invitations and correspondences as may be requested by the president or Vice President.
- i. Shall sign with the President or Vice President on all orders authorized by the Chapter.

**4. Treasurer**

The Treasurer, may be required, at the discretion of the chapter, to be bonded. The bonding fee will be paid from the Chapter’s funds.

- a. Shall collect all monies and deposit sum in a local bank in the Chapter’s name.
- b. Shall pay out monies only on the authority of the Chapter, and with the President’s approval. All authorized checks must be signed by the Treasurer, plus President or Vice President.

- c. Shall give reports to the Chapter as to its financial standing at any regular meeting when requested to do so.
- d. Shall act as Chairperson of the Finance Committee.

#### **SECTION D. COMMITTEES - TITLE AND FUNCTION**

The following is a list of standing committees, the activities of which shall be directed by the President, needed to facilitate the annual operations of the Chapters. This list is to be used as a guide.

1. Membership - Approve and solicit new members.
2. Finance - Establish and maintain an operating budget.
3. Documents - Maintain and preserve the historical records of the CMIA.
4. Program - Establish and coordinate the regular meetings of the Chapter.
5. Publications - Editor to publish a regular newsletter and/or meeting notices at least two weeks prior to each general meeting.
6. Others - These may be established when a situation occurs requiring their attention: Bylaws, Ethics, Codes, Nominations and Regulations.

#### **SECTION D. MEMBERSHIP - CATEGORIES & QUALIFICATIONS**

New members will be welcomed into the Association in good standing upon the submission and approval of the appropriate application to the Chapter Membership committee. The Committee shall review the candidates' qualifications and determine the category of membership allowable to the candidates according to the Constitution.

### **ARTICLE IV. MEETINGS**

#### **SECTION A.**

All business of the Chapter, or any body thereof, shall be conducted in accordance with those procedures specified by Roberts Rules of Order, Revised.

#### **SECTION B.**

Upon the approval of a majority of the members present at any meeting, parliamentary procedures may be suspended for the duration of the meeting.

#### **SECTION C.**

Unsettled disputes over procedures shall be referred to, and settled by, the parliamentarian or in his absence, the presiding officer.

**SECTION D.**

The membership shall assemble regularly at least once every two months at a time and place as specified by the Program Committee Chairperson and approved by at least two officers.

**SECTION E.**

At any meeting, a quorum for the transaction of business or the election of officers shall consist of either 30% of the voting body or twenty (20) voting members, whichever number is smaller, and two (2) or more elected officers.

**ARTICLE V. ETHICS**

**SECTION A.**

Each member is required to adhere to the Statement of Ethics of the Association as specified in Attachment II to the CMIA Constitution.

**SECTION B.**

Violation of the Ethics of the Association shall place a member in jeopardy of penalties as prescribed in the Statement of Ethics Attachment in the Constitution.

**ARTICLE VI. DOCUMENT**

**SECTION A.**

Upon final adoption, these Bylaws shall supersede and replace any previous procedural resolution of the CMIA and shall remain in effect until amended.

**SECTION B.**

These Bylaws may only be amended as an amendment to the CMIA Constitution.