

# **MEDICAL EQUIPMENT & TECHNOLOGY ASSOCIATION**

## **CONSTITUTION**

02/07/2006 rev-5

### **ARTICLE I. GENERAL**

#### **SECTION I.A. NAME**

This organization shall be known as the "MEDICAL EQUIPMENT & TECHNOLOGY ASSOCIATION ", hereinafter referred to as META.

#### **SECTION I.B. NON-PROFIT AND NON-PARTISAN NATURE**

META shall not engage in commercial, sectarian, or partisan activities, nor endorse any commercial enterprise or any candidate for public office. Neither the name of META, nor the name of any of its members in their official capacities, shall be used in connection with a commercial company or with partisan interest. META members and officers shall not receive any money or gifts for any function of META other than stipends covering expenses related to META activities. META shall not engage in collective bargaining on such matters as salaries, wages, benefits, and working conditions.

#### **SECTION I.C. MISSION & GOALS**

##### **I.C.1. Mission**

The mission of META is to contribute to the improvement of healthcare delivery through development and improvement of the professionals, processes and techniques related to the management and support of healthcare technology.

##### **I.C.2. Goals**

META is committed to:

- 1) Promote excellence in the management and support of healthcare technology within healthcare organizations and related business entities, including planning, procurement, evaluation, installation, preventive and corrective maintenance, overhaul, and replacement, in a safe and cost-effective manner;
- 2) Advocate and promote the recognition of its members as vital components of the healthcare team within the various medical and technology fields and to the public at large;
- 3) Represent the professional interests of its members;
- 4) Establish cooperative relationships with other medical and technical societies or entities;
- 5) Enhance the education, training, and professional experience of its members;
- 6) Develop methods, techniques and standards for the management and support of medical technology;
- 7) Promote patient and user safety management;
- 8) Contribute to the education and training of clinical users, healthcare administrators, and others involved in the application of science and technology in healthcare.

#### **SECTION I.D. FUNCTION**

In order to fulfill its mission and reach its goals, META shall

- 1) Establish and keep current Bylaws to govern its operations;

- 2) Establish administrative support to carry out its duties;
- 3) Establish work groups as necessary.
- 4) Establish means for its members to meet (personally or through various means of communication) to discuss and act upon various activities, problems and advancements to further META interests and purposes;
- 5) Establish a Code/ Statement of Ethics and promote ethical conduct;
- 6) Assist those who desire to enter the field of healthcare technology support and management.

**SECTION I.E. DEMOCRATIC PROCESS**

META is created by its members and they shall retain all power. The members exercise their power through their elected officers, none of which is allowed to act against the members or their interests without due process. In all decisions and elections, a simple majority of votes is sufficient, except for amendments to this Constitution (see below), provided a quorum is reached. Quorum for each situation is specified in the Bylaws. Procedures and requirements for elections shall be specified in the Bylaws.

**SECTION I.F. NON DISCRIMINATION**

The rights of any member or membership in this organization shall not be abridged because of race, religion, age, sex, nationality, national origin, or sexual orientation.

**ARTICLE II. MEMBERSHIP**

**SECTION II.A. CATEGORIES OF MEMBERSHIP**

Membership categories, qualifications, requirements for admission and promotions, and other related matters shall be specified in the Bylaws.

**SECTION II.B. DUTIES AND PRIVILEGES OF MEMBERS**

**II.B.1. Duties**

**II.B.1.a General Duties**

All members shall obey the Constitution and Bylaws of META and comply with the Code of Ethics. Members that infringe these duties shall be subject to penalties, including and up to impeachment, decided by the Board upon recommendation of the Executive Committee.

**II.B.1.b Financial Duties**

All members shall pay dues as approved by the Board of Representatives. Details and exceptions will be specified in the Bylaws.

**II.B.2. Privileges**

**II.B.2.a Privilege to vote**

The privilege of voting is reserved for members who have such right and are current with their dues as specified in the Bylaws.

### **II.B.2.b Privilege to run for and hold office**

The privilege of running and holding office is reserved for members who have such right and are current with their dues as specified in the Bylaws.

### **II.B.2.c Other privileges**

All members shall have the privilege to:

- 1) Participate in events sponsored by META.
- 2) Express his/her views following principles of decorum.
- 3) Present motions, object to any proceedings, and to contest any charges made against him/her, observing the rules defined in the Bylaws.
- 4) Receive publications and mailings.
- 5) Review the financial records of META and a current copy of the Constitution and Bylaws and their amendments.

## **ARTICLE III. ORGANIZATION STRUCTURE**

### **SECTION III.A. BOARD OF REPRESENTATIVES**

#### **III.A.1. Responsibility**

- 1) The Board of Representatives, hereinafter called the Board, is the governing body of META composed of representatives elected by the voting members.
- 2) The Board shall establish organizational policy and provide the overall guidance and oversight, while the Executive Committee shall conduct the daily business.
- 3) The Board's responsibilities are to:
  - a) promote cohesiveness among members;
  - b) guide META to fulfill its purpose and achieve its goals;
  - c) uphold the Constitution;
  - d) intervene in the Executive Committee whenever needed; and
  - e) take active role if requested by the members through a majority vote.
- 4) The Board shall have the sole power to debate and decide on all impeachments.

#### **III.A.2. Composition**

- 1) The Board shall be composed of ten (10) representatives elected by the voting members every two years.
- 2) Fifty percent (50%) of representatives shall be replaced every other year to ensure continuity. Except for the Board Chair and Secretary, one-half of the first elected Board will be replaced at the end the first year. The selection of representatives to be replaced shall be made by random drawing.
- 3) The Board has the right to invite individuals and groups to participate in its deliberations as deemed necessary but without giving them the right to vote.

#### **III.A.3. Administration**

The Board shall elect a Chair and a Secretary among the representatives in order to conduct business. The election and vacancy management procedures shall be determined in the Bylaws.

### **III.A.3.a Board Chair**

A Chairperson shall be elected among the Board representatives for a one-year term and allowed to be re-elected for one more consecutive term. The Chair shall preside over all Board meetings and shall only vote to break a tie.

### **III.A.3.b Board Secretary**

A Secretary shall be elected among the Board members for a two-year term and allowed to be re-elected for one consecutive term. The Secretary shall establish an agenda for each Board meeting and record all meeting's discussions and decisions. The Secretary will work with the Executive Committee Secretary to ensure a comprehensive record keeping system.

### **III.A.3.c Immediate Past President**

The President of META becomes the Immediate Past President of META upon completion of his/her term of office. The Immediate Past President shall then become an ex-officio member of the Board for 2 (two) years with no right to vote.

### **III.A.3.d Representative of the Executive Committee**

The President of META or a member of the Executive Committee designated by the President shall be an ex-officio member of the Board but without the right to vote.

## **SECTION III.B. EXECUTIVE COMMITTEE**

### **III.B.1. Responsibility**

The Executive Committee shall be responsible for the routine management of META, as well as making executive decisions and taking emergency actions whenever needed when consultation with the Board is not possible. The Executive Committee represents META as its officers to any external organizations.

### **III.B.2. Composition**

The Executive Committee will be comprised of the following:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer

Duties of individual Executive Committee members and the election process shall be defined in the Bylaws.

### **III.B.3. Vacancy**

- 1) If both President and Vice President become unavailable to fulfill their duties, the Secretary shall take over until an election especially called for this purpose can be completed.
- 2) If either Secretary or Treasurer becomes vacant, the President can fill the vacancy with a member chosen by the Executive Committee with approval of the Board.

### **SECTION III.C. WORKGROUPS**

Workgroups are formed by voting and non-voting members to address specific functions or goals. Functions that are permanent in nature shall be addressed by Standing Workgroups, while temporary issues are addressed by Ad-hoc Workgroups. The composition and operation of work groups shall be defined in the Bylaws.

### **ARTICLE IV. FINANCIAL MATTERS**

- 1) The fiscal year of META shall coincide with the calendar year, starting on January 1st and ending on December 31st.
- 2) The Executive Committee is responsible for all fiscal matters.
- 3) Prior to the beginning of each fiscal year, the Treasurer shall prepare a budget, which shall be submitted by the Executive Committee for approval by the Board.
- 4) The Executive Committee shall propose dues according to the budget and seek approval by the Board.
- 5) After the end of each fiscal year, the Treasurer shall prepare a financial report, which shall be submitted by the Executive Committee for approval by the Board.

### **ARTICLE V. AMENDMENTS**

- 1) Proposals to amend this Constitution may be initiated by any voting member in good standing during any official general membership meeting or by obtaining written petition support from at least ten percent (10%) of all current voting members outside of an official general membership meeting.
- 2) The proposal initiated as described above shall be duly noted by the Secretary of the Executive Committee, who shall call for second. If seconded, the proposal shall be submitted to the Board for review.
- 3) Upon approval by the Board, the proposed amendment shall be forwarded to membership vote with the recommendations and/or changes made by the Board at least 30 (thirty) days prior to the vote.
- 4) If the Board rejects the proposal, written support from at least 25% of all current voting members in good standing shall require the proposal to be forwarded as is to membership vote at least 30 (thirty) days prior to the vote.
- 5) The amendment shall be adopted by a two-thirds (2/3) vote of the votes cast, a quorum being fulfilled.

### **ARTICLE VI. DISSOLUTION AND INUREMENT**

- 1) META may be dissolved upon the approval of 2/3 (two-thirds) of the voting members, a quorum being fulfilled, based on a recommendation of the Board.
- 2) The assets of META shall never inure to the benefit of any member of META, nor shall any assets or properties be used for the personal benefit of any member or any other person.
- 3) Should META dissolve, all assets and property remaining after meeting the financial obligations of META shall be donated to a substantially similar non-profit organization having objectives compatible with those of META.

