

# BYLAWS

## **Article 1: NAME**

The society shall be known as North Eastern Pennsylvania Vascular Chapter referred to as NEPVC or the Society.

## **Article II: Purpose**

This Society is organized exclusively for scientific and educational purposes as a non-profit organization. It shall be so conducted that no part of its income and earnings shall benefit any member, director, officer, or other individual. Upon dissolution, any assets of the Society shall be distributed to an organization enjoying an exempt status under Section 501 (C) (3) of the Internal Revenue Code of 1986 or Successor Statutory Authority.

The purpose of this organization shall be to:

1. Provide support for area vascular technologists by means of educational programs and sharing of information.
2. Provide an opportunity for continuing education.
3. Operate as a non-profit organization for scientific and educational purposes.

## **Article III: Membership**

### **Section I: Universal Requirements**

Membership is a privilege and not a right, and is contingent upon compliance with these bylaws.

### **Section II: Membership Categories**

\*There shall be two categories of membership: active, and charter.

1. Active Member
  - 1.1. Any person with a demonstrated interest in vascular technology shall be eligible for membership.
2. Charter Member
  - 2.1. Persons who were members of the Society and paid dues as of September 30, 1992 will be considered Charter Members.
  - 2.2. Charter Members must maintain applicable dues.

### **Section III: Application for Membership**

1. An application form shall be completed by the applicant and submitted to the Membership Committee for review and subsequent action in accordance with these bylaws. The applicant shall receive a copy of these bylaws with the notification of acceptance.

2. Membership shall not be denied because of race, color, gender, ethnic background, or national origin, and shall be open to all who share in its purposes, provided that they meet the requirements set forth in Section II.
3. Resignations shall be accepted by the Membership chairperson. Dues shall not be refunded.

#### **Section IV: Membership Privileges and Limitations**

1. Active members shall be entitled to vote on any question coming before a meeting of the members, to hold appointive and elective office, and to attend all meetings and functions of the Society.

#### **Section V: Membership Fees and Dues**

1. Each category of membership shall pay an annual fee to be determined by the Executive Committee.
2. Annual fees shall be payable to the treasurer in January of each year or upon acceptance into the organization.
3. Applications for membership received after September 30th of each year shall be considered paid members for the following year.
4. All members whose dues are 60 days in arrears may have their membership terminated.
5. No dues shall be refunded to any member whose membership terminates for reason.
6. Any funds or property that the Executive Committee may accept as donations to further the work or programs of NEPVC shall become the property of NEPVC.
7. Any penalties incurred for any check returned to the treasurer by the bank for insufficient funds shall be paid by the check writer, in addition to the original check amount.

#### **Article IV: MEETINGS**

1. Business and/or program meeting shall be held the third Wednesday of January, March, May, July, September, and November.
2. Notice of all meetings shall be mailed to the members at least 1 week prior to the meetings and shall include the minutes of the prior meeting.
3. Special meetings may be called by the President, a majority of the Executive Committee, or one-third of the active membership, providing that 5 days notice have been given to the members.
4. A quorum shall consist of one-third of the active membership for the purpose of conducting business of the organization.
5. Revised Robert's Rules of Order shall govern the conduct of all meetings.

#### **Article V: GOVERNANCE**

The Executive Committee may be nominated, elected, or dismissed by active members in the Society.

1. The executive Committee is the governing body consisting of President, Vice President, Secretary, and Treasurer. The immediate Past President shall serve as an ex-officio member of the Board.

2. Election of officers shall be held every two years in November. These officers will hold the office of President/President-elect instead of a Vice President and Secretary/Treasurer.
3. A candidate for office shall be an active member and must consent to serve the society and abide by its bylaws.
4. A candidate for office shall be an active member of the Society of Vascular Technology.
5. Election ballots shall be distributed by mail with the September minutes to be returned by the second Friday of November to the Nominating Committee Chairperson. The candidate receiving the majority of votes shall be elected.
6. The office of a member of the Executive Committee may be vacated for one of the following reasons:
  - 6.1. Upon delivering a notice in writing to the Secretary and/or President of the Society stating that she/he resigns from office.
  - 6.2. If a criminal offense is committed by that member.
  - 6.3. If he/she is grossly negligent in carrying out his/her duties.
  - 6.4. If, at a business meeting, a resolution is passed by two-thirds of the members present at the meeting that she/he be removed from office.
7. Vacancies in an office shall be filled by election. This election is to take place at either the next scheduled business meeting or at a special meeting as described in Article IV.3. In the event of a vacancy in the office of President, the Vice President shall immediately assume the duties of the President.
8. Term of office shall be two years. The Secretary and Treasurer shall be elected for two year terms on alternate years with the exception of the charter year when the term of office shall be three years.
9. Elected officers can serve for two consecutive terms.

## ***Article VI: DUTIES OF THE OFFICERS/EXECUTIVE COMMITTEE***

1. President
  - 1.1. Shall preside at all regular and special meetings, and meeting of the Executive Committee.
  - 1.2. Shall serve as Chief Elected Officer of the Society and ex-officio member of all committees.
  - 1.3. May call special meeting of the membership, Executive Committee, and committees.
  - 1.4. Shall perform such other duties as are necessary and incidental to the office, including:
    - 1.4.1. appointing committee chairpersons;
    - 1.4.2. appointing Society members to represent the Society to the public
    - 1.4.3. taking appropriate action to fill vacancies on the Executive Committee
  - 1.5. Shall serve as a liaison between the Society and the Society of Vascular Technology.
  - 1.6. Shall vote only to resolve ties.

2. President/President-elect
  - 2.1. Shall assume the duties of the President in the case of her/his absence and succeed to the office of President in the case of vacancy.
  - 2.2. Shall assist the President in her/his duties.
  - 2.3. Shall determine that a quorum is present for each business meeting for the purpose of voting.
3. Secretary
  - 3.1. Shall keep accurate records of all chapter meetings. In the absence of the Secretary, she/he shall appoint a recording secretary to record the minutes at the meeting.
  - 3.2. Shall maintain a roster of members.
  - 3.3. Shall maintain a current copy of the bylaws.
  - 3.4. Shall see that all notices for meetings are duly given in accordance with Article IV.2.
  - 3.5. Shall conduct correspondence in accordance with direction from the Executive Committee.
4. Treasurer
  - 4.1. Shall have the custody of the funds and securities of the Society and be responsible for all financial transactions.
  - 4.2. Shall disburse all funds of the Society as directed by the Executive Committee.
  - 4.3. Shall report on the financial status of the Society at all regular meetings of the Society or when called upon by the President or Executive Committee.
  - 4.4. Shall relinquish the books to the finance committee immediately following the last business meeting for review within 1 month.

## ***Article VII: STANDING COMMITTEES***

1. Membership
  - 1.1. Shall establish criteria and procedures for admission and termination of members as specified in the bylaws.
  - 1.2. Shall compile and revise as the membership application.
  - 1.3. Shall receive and review application for membership to assure qualifications according to the bylaws.
  - 1.4. Shall keep a roster of members.
  - 1.5. Shall consist of the chairperson and at least one member.
2. Nominations
  - 2.1. Shall solicit nominations from the membership to run for elected office in the Society.
  - 2.2. Shall review all nominations for election to assure compliance with the bylaws.

- 2.3. Shall compile a ballot with space for write-in candidates and submit it to the Secretary at least one week prior to September meeting.
- 2.4. Shall consist of chairperson and at least one member.
- 3. Bylaws
  - 3.1. Shall review bylaws, propose changes, revisions, or amendments as required, to be presented to the membership for a vote.
  - 3.2. Shall consist of the chairperson and at least one other member.
- 4. PROGRAM
  - 4.1. Shall be responsible for planning educational meeting/programs of the society.
  - 4.2. Shall establish a Chapter Bibliography to include resource material available at each participating institution.
  - 4.3. Shall be responsible for obtaining continuing education units.
  - 4.4. Shall consist of the chairperson and at least four members.
- 5. FINANCE
  - 5.1. Shall review the books of the society as described in Article VI 4.4.
  - 5.2. In the event of a vacancy in the office of treasurer, shall hold a review of the books within 10 days of receipt of a written resignation of the treasurer.
  - 5.3. Shall consist of a chairperson and at least 1 other member.

**Article VIII: SPECIAL COMMITTEES**

Special committees may be appointed by the President with the approval of the Executive Committee as deemed necessary. A special committee shall limit its activities to the accomplishment of the task to which it is appointed. Upon completion of this task, the committee shall be dissolved. A special committee shall become a standing committee by a two-thirds majority affirmative vote of the Executive Committee.

**Article IX: AMENDMENT OF BYLAWS**

These bylaws may be amended at any business or special meeting called for this purpose by a quorum vote of the active membership present and eligible to vote.

Effective Date 1/23/91

\*Revised 3/25/92

\*Revised 5/17/93

\*Revised 5/18/94

\*Revised 5/12/95

\*Revised 10/14/96

\*Revised 4/30/97

\*Revised 5/5/98

\*Revised 11/15/02