



New England Society
of
Orthopaedic
Technologists

By-Laws

Adopted
October 29th, 1995

NEW ENGLAND SOCIETY OF ORTHOPAEDIC TECHNOLOGISTS

BYLAWS

ARTICLE I

Name, Objective and Philosophy of the Association

- I.A. The Name of the Association shall be:
New England Society of Orthopaedic Technologists (NESOT).
- I.B. The OBJECTIVE of the Association shall be:
1. To unite those technologists professionally dedicated to promotion of the highest standards in orthopaedic health care.
 2. To provide for the compilation, study, and exchange of data, ideas, and experience within the field of orthopaedic technology.
 3. To formally meet for the advancement of the purposes of the Association.
 4. To cooperate lawfully with other professional associations, health care facilities, teaching institutions, technical societies, research organizations, and governmental agencies in matters pursuant to the purposes of this Association.
- I.C. The PHILOSOPHY of the Association shall be:
The New England Society of Orthopaedic Technologists shall be committed to the advancement of the profession of the Orthopaedic Technologist.
- I.D. The Association is a recognized regional chapter of the National Association of Orthopaedic Technologists (NAOT)

ARTICLE II

Offices

- II.A. The principal office of the Association for the transaction of business shall be:
P.O. Box 36
Wenham, MA 01984
- II.B. Other offices
The Association may also have offices at other such places within or without the state of charter where it is qualified to do business, as it's business may require and as the Executive Board may from time to time designate by resolution.

ARTICLE III

Membership

- III.A. The Association shall have two classes of membership:
1. Regular Membership shall be open to individuals actively engaged in the practice of orthopaedic technology, or a certified orthopaedic technologist.
 2. Associate membership shall be open to individuals:

- a. Directly responsible for, but not primarily engaged in the practice of orthopaedic technology.
- b. Producers and/or providers of materials, programs, and services related to the delivery of orthopaedic health care. Such individuals shall not use the name of the Association for any type of promotional material or sales presentation.
- c. Associate members are subject to Association membership dues, and have voice; however, they are not entitled to vote, hold elective office, or to chair a standing committee.

III.B. Admission to Membership

1. Qualified persons shall be admitted to membership on making application to the membership committee chairman. After review of the applicant's qualifications, a membership certificate and bylaws shall be issued.
2. The application shall be of such form as shall be prescribed by the Executive Board. The applicant agrees, upon admission to membership, to read the constitution, and bylaws of the Association and that he/she agrees to be bound thereby these bylaws and constitution.

III.C. Fee, Dues, and Assessments

1. Application Fee
 - a. No fee shall be charged for making application to the Association.
2. Dues
 - a. All members shall pay annual dues in such amount as determined by resolution of the Executive Board subject to the approval of the majority of the membership present at the meeting where the resolution is proposed.
 - b. Any member delinquent three or more months in payment of his/her dues shall have his/her membership dropped. Any reinstated membership status would require payment of full annual dues and completion of an application form, as a member.

III.D. Arbitration of Controversies.

Any controversy involving membership shall, on request of the member thereto, be filed with the President or Secretary of the Association, and submitted to arbitration, and such arbitration shall be conducted within the Association and comply with clauses pertaining to the National Arbitration Code.

III.E. Termination of Membership

1. Causes of Termination. The membership of any member shall terminate upon occurrence of any of the following events:
 - a. The resignation of the member.
 - b. Expiration of the period of membership, unless the member renews for a subsequent period, on the renewal terms set by the Executive Board.
 - c. The occurrence of any event which renders such member ineligible for membership. Termination shall take effect immediately.
 - d. The determination that the member has failed in a material and serious degree to observe the rules of conduct of the Association, or has engaged in conduct materially and seriously prejudicial to the

interests of the Association.

2. Procedure for Expulsion. Following the determination that a member should be expelled under subparagraph (d) above, the following procedure shall be implemented:
 - a. A notice shall be sent by prepaid, first-class or registered mail to the most recent address of the member, as shown on the Association's record, setting forth the expulsion and the reasons therefore. Such notice shall be sent a least 15 days before the proposed effective date of the proposed expulsion.
 - b. The member being expelled shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not fewer than five (5) days before the effective date of the proposed expulsion. At the hearing a decision will be made on his/her proposed expulsion.
 - c. Any person expelled from the Association shall receive a refund of dues or assessments already paid. The refund shall be pro-rated to return only the unaccrued balance remaining for the period of the dues payment.

III.F. Reinstatement

Any member whose membership is terminated as provided in this section, other than by death, may have his/her membership reinstated on such terms as the Executive Board may deem appropriate by filing a written request therefore with any member of the Executive Board and on the approval of the request by a majority of the Executive Board present at a meeting at which the request is considered, provided that such request shall not be considered at any meeting at which a quorum is not present.

III.G. Membership Records

The Association shall keep a membership record containing the name and address of each member. Termination of the membership of any member shall be recorded in the Record, together with the manner of termination and the date on which such membership ceased, such record shall be kept at the Principal Office (and shall be available for inspection by any members of the Association during regular business hours).

III.H. Transferability of Membership

Membership in this Association is non-transferable and non-assignable.

ARTICLE IV

Officers

IV.A. Officers

The officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer. The Association may also have, at the discretion of the Executive Board, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as the Executive Board may from time to time appoint.

IV.B. Eligibility for Office

Any NAOT and NESOT orthopaedic technologist who has been a

regular member in good standing for one-full year shall be eligible to serve on the Executive Board of hold an elected office.

IV.C. Election

1. The President, Vice President, Secretary and Treasurer shall be elected for a term of two years or until their successors are elected.
2. Election of officers shall be by (written) ballot. Absentee ballots may be requested in writing from the secretary no less than 60 days prior to the annual meeting. Absentee ballots shall be mailed 45 days prior to the annual meeting.

IV.D. Compensation

Officers shall serve without compensation (except that the President or next ranking officer shall be required to attend the NAOT convention and mid-year NAOT Executive Board meeting for which travel expenses will be provided by the Association).

IV.E. Removal

Any or all officers may be removed from office at any time by the vote of the majority of the members of the Association at a special or general membership meeting.

IV.F. Vacancies

1. Vacancies in the office of President, Vice President, Secretary, or Treasurer shall exist on the death, resignation, or removal of such officer or on the failure of the members in any election to fill the office.
2. The Executive Board may declare vacant the office of President, Vice President, Secretary or Treasurer if any such officer is declared of unsound mind by order of the court, is finally convicted of a felony, or if, within sixty (60) days after notice of his/her election, he/she does not accept the office in writing or by attending a meeting of the Association.
3. Vacancies caused by the death, resignation, or disability of an officer as in this section provided shall be elected by the members at the next regular or special meeting at which a quorum is present following the vacancy.
4. Officers elected to fill vacancies as in this section provided shall hold office for the unexpired terms of their predecessors or until their removal or resignation as in these bylaws provided.

IV.G. Duties of the President

The President shall be the chief executive officer of the Association and shall in general, subject to the approval of the Executive Board, control the affairs of the Association.

The President shall:

1. Open the meeting at the appointed time by taking the chair and calling the meeting to order having ascertained that a quorum is present.
2. Announce in proper sequence the business that comes before the assembly in accordance with the prescribed order of business, agenda, or program and with existing order of the day.
3. Recognize members who are entitled to the floor.
4. State and put to vote all questions that legitimately come before the

assembly as motions or that otherwise arise in the course of the proceedings and to announce the results of each vote; or, if a motion that is not in order, to rule out of order.

5. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
6. Enforce the rules relating to debate and to order an decorum with the assembly.
7. Expedite business in every way compatible with the rights of members.
8. Decide all questions of order, subject to appeal unless, when in doubt, he prefers to submit such questions himself to the assembly for decision.
9. Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
10. Authenticate by his signature, when necessary, all acts, orders, and proceedings of the assembly.
11. Declare the meeting adjourned when the assembly so votes or where applicable, at the time prescribed in the program, or at any time in the event of sudden emergency affecting the safety of those present.

IV.H. Duties of the Vice President

In the absence of the President, or in the event of hi/her inability or refusal to act, the Vice President shall perform the duties of the President.

IV.I. Duties of the Secretary

The duties of the Secretary shall be prescribed by Robert's Rules of Order Newly Revised.

The Secretary shall:

1. Send minutes of all meetings to all executive board members within thirty (30) days after the meeting. Minutes of all meetings shall be available to all members upon written request thirty (30) days after the meeting.
2. Send copies of all committee reports to all Executive Board members at least thirty (30) days prior to the annual meeting.

IV.J. Duties of the Treasurer

The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Association.

ARTICLE V

Meetings

V.A. Meeting Place

There shall be one annual meeting of the general membership at the convention. The Association shall determine the time and the location except in emergency situations then the Executive Board may determine the time and location.

V.B. Special Meetings

Special meetings shall be called by the President and held at such time and place within or without the state of charter as may be ordered by resolution of the Executive Board. Special meetings may also be called by one-third of the voting members of the Association.

V.C. Contents of Notice

Notice of meeting of members shall specify the place, the day, and the hour of the meeting, and in the case of special meetings, the general nature of the business to be transacted.

V.D. Quorum

1. For the purpose of transacting business in general business meetings, a majority of those members registered shall constitute a quorum.
2. A majority shall also constitute a quorum for transacting business at special meetings.

V.E. Loss of Quorum

The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment not withstanding the withdrawal of sufficient members so as to leave less than a quorum.

V.G. Voting

Votes shall be taken by voice vote on all matters put to vote unless otherwise requested by the chairman (or presiding officer) or the membership, except that the election of officers shall be by ballot as prescribed in these bylaws and the standing rules.

ARTICLE VI

Executive Board

VI.A. The Executive Board shall consist of the Association officers and standing committee chairs.

VI.B. Quorum

A majority of the Executive Board shall constitute a quorum for the conduct of business provided that at least two elected officers are present as part of the majority.

VI.C. Duties

The Executive Board shall have general supervision over the affairs of the Association between business meetings, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

ARTICLE VII

Committees

VII.A. Committees, standing or special, shall be listed in the Associations' standing rules. Committees shall be appointed by the President as the Association or the Executive Board shall from time to time deem necessary to carry on the work of the Association. The committee chairman shall be appointed by the President. The chairman shall appoint the committee members.

VII.B. All committee chairmen shall notify the President of Committee appointments or changes. Committee chairmen shall submit a written report to the Secretary at least sixty (60) days prior to the annual meeting.

ARTICLE VIII

Fiscal Year

The fiscal year of the Association shall be January 1 -December 31.

ARTICLE IX

Insignia

The Executive Board may adopt, use, alter or cancel an Association insignia and/or seal and may by rule prescribe the time, manner, and place in which such insignia may be worn or used with approval by the membership only.

ARTICLE X

Certification of Examination Board

The Association recognizes the National Board for Certification of Orthopaedic Technologists as the sole Board to certify Orthopaedic Technologists.

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XII

Amendment

These Bylaws may be amended upon recommendation by the Executive Board and the majority vote of the general membership present at any annual or special meeting of the Association. Notice of proposed amendments shall be sent to all regular members not less than forty-five (45) days prior to the annual or special meeting.