

# **MARYLAND ASSOCIATION OF ORTHOPAEDIC TECHNOLOGISTS**

## **BYLAWS**

### **Article I – Name**

This Association shall be known as the *Maryland Association of Orthopaedic Technologists*, hereinafter referred to as MAOT.

### **Article II – Purpose**

#### **Section 1 –**

- To promote and maintain the highest possible standards for professional, and personal conduct, for the purpose of providing the ultimate level of quality care.

#### **Section 2 -**

- To provide for the study and exchange of the latest information, ideas and experience within the field of orthopaedic healthcare through workshops, lectures and discussion.

#### **Section 3 -**

- To promote and facilitate lawful cooperation between orthopaedic technologists and other healthcare professions, medical facilities, hospitals, teaching institutions, professional associations, related companies and governmental agencies as they relate to the orthopaedic healthcare profession.

#### **Section 4 -**

- To further the recognition of this Association by promoting constructive and meaningful communication between ourselves and other healthcare professionals.

### **Article III – Membership**

#### **Section 1 –**

- Membership in this Association shall be open to all persons who are directly, or indirectly, employed in the field of orthopaedic technology or other healthcare profession. Membership may also be granted to any medical facility, hospital, teaching institution, professional association, related companies and governmental agencies as they relate to the orthopaedic healthcare profession.
- Each membership application will be reviewed on an individual basis with any resulting approval being non-transferable.

#### **Section 2 –**

*Last Updated: 01/14/2024*

- All applications for membership must be submitted on an application approved by this Association. This application must be completed in its entirety and must further be submitted with the appropriate annual membership dues in effect at the time of submission. Annual membership fees are not refundable, unless an individual application is denied by this Association.

### **Section 3 –**

- Classes of membership, if applicable, and their requisite membership requirements, shall be defined by the Advisory Board as deemed appropriate.

### **Section 4 –**

- Membership shall not be granted to any person who has been convicted of a crime involving moral turpitude unless such conviction has been officially pardoned. Or the records of same have been expunged, or a certificate of rehabilitation, or like equivalent, has been issued by an appropriate governmental agency.
- In addition, membership shall not be granted to any applicant who had had their professional license, permit or right to practice their respective healthcare duties and responsibilities revoked or suspended by the respective issuing authority unless said revocation or suspension has been rescinded and the license, permit or right to practice has been reinstated.

### **Section 5 -**

- No person shall be denied membership because of race, color, religion, sex, ethnic group or sexual orientation.

### **Section 6 -**

- Membership may be suspended or terminated by the Officers, or Advisory Board, for any violation of these Bylaws and/or professional and ethical code of conduct as outlined in a member's professional or licensing organization or governmental authority.

### **Section 7 -**

- Termination or suspension of membership in this Association for non-payment of dues, or for any violation of these Bylaws, shall be effective on such date as determined by the Officers or Advisory Board.

## **Article IV – Dues**

### **Section 1 –**

- The annual dues of this Association shall be determined and set by a majority vote of the Officers, or Advisory Board, and shall remain in effect until changed.

### **Section 2 –**

- The fiscal year covered by the payment of annual dues shall be January 1<sup>st</sup> through and including December 31<sup>st</sup>, or otherwise as may be determined advantageous by the Officers or Advisory Board.

## **Article V – Election of Officers and Appointment of Advisory Board Members**

### **Section 1 –**

- The officers of this association shall consist of a President, Vice President, Secretary, Treasurer and a minimum of three (3) Advisory Board members. The officers shall be elected by private-ballot open to all paid-up Association members in good standing. Said private-ballot election will be conducted during the regularly scheduled fall conference to be held during the month of October.

### **Section 2 –**

- This association shall also maintain a position of Executive Director, the party for which being appointed by the Advisory Board for a two-year term, to run concurrent with the like term of the association officers. The Executive Director shall serve at the leisure of the Advisory Board.

### **Section 3 –**

- The appointment of Advisory Board members, other than those who hold a position as an elected Officer of this Association, shall be determined by the President and Executive Directory.

### **Section 4 –**

- Elected officers shall serve a two-year term in their respective position with said term to commence January 1<sup>st</sup>, following the election.

### **Section 5 -**

- Officers shall be elected by majority vote of members present at the fall conference, which will be the last meeting of the fiscal year. In order to vote, all eligible members must be present with no proxy votes to be allowed.

### **Section 6 -**

- A vacancy in any office shall be filled by the Advisory Board.

## **Section 6 –**

- The Advisory Board shall consist of the Association’s immediate past president, current officers, the Association’s Executive Director, and at least three (3) individual representatives from vendor companies. Each of these vendors must be directly involved in the promotion and sale of products and/or services that are directly related to the field of orthopaedics.

## **Article VI – Duties of Officers**

### **Section 1 –**

- The administration and management of this Association shall be controlled by the Advisory Board. They shall have the authority to do any and all things necessary for the administration of MAOT. Decisions shall be reached by majority vote of the Advisory Board present at any given meeting. No proxy votes shall be allowed.

### **Section 2 -**

- The President shall preside at all meetings, shall make appointments that are deemed necessary to run this Association and shall submit at the final meeting of the fiscal year an annual report describing the programs and advisory Board actions for the past year.

### **Section 3 -**

- The Vice President shall perform the duties of the President whenever the President is unable to do so.

### **Section 4 -**

- The Secretary shall cause to be recorded the minutes of all Officer or Advisory Board meetings and conferences, and shall be responsible for receiving and sending transferring all communication to the Association.

### **Section 5 -**

- The Treasurer shall be responsible for carrying out all fiscal policies and procedures adopted by the Officers and Advisory Board. The Treasurer shall also be responsible for the preparation of financial statements and presentation to the Officers and Advisory Board at each regular Board meeting; and shall submit written reports to the membership as deemed appropriate.

### **Section 6 –**

- A petition; signed by members in good standing representing a majority (51%) of the total number of members eligible to vote at the time said petition is presented,

requesting that a special election be held for the purpose of recalling any member of the Advisory Board or Officer, may be filed at any time with the Secretary. If the recall is for the Secretary, then the petition shall be filed with the President. After verification of the signatures, and qualification of those members party to said petition, the President shall certify the petition and immediately direct a ballot be mailed to each member. The ballot shall read as follows:

Shall (name of Officer/Advisory Board member) be recalled?

YES or NO

A “Yes” vote shall be counted as being for the recall and “No” will be counted as being against the recall. Only members in good standing shall be entitled to cast their vote at such special election. For the recall to be successful there must be a minimum two-thirds affirmative vote cast among the ballots received by the Secretary or President within fifteen (15) days from the initial mailing of ballots. If the vote is successful, the Officers and Advisory Board shall file the vacancy no later than the next regularly scheduled meeting.

## **Article VII – Meetings**

### **Section 1 –**

- There shall be a bi-annual meeting of the Association membership held during the fall conference held each year at which time, in addition to the conduct of the regular conference, the election of Officers shall be held.

### **Section 2 –**

- The Association shall sponsor two (2) professional conferences each year, to be held during the months of April and October.

### **Section 3 –**

- Meetings of the Advisory Board shall be called by the President as deemed necessary. A board meeting must be called within thirty (30) days if requested by any five (5) members of the Advisory Board, or if petitioned for by a majority of members. The voting membership shall be notified of any resulting special meetings.

### **Section 4 –**

- Special meetings of the Advisory Board may be held by teleconference or web meeting.

### **Section 5 –**

- Members shall be admitted to all meetings and conferences, except executive sessions. Non-members may be admitted to general meetings and conferences unless disapproved by a majority of the members present.

## **Article VIII – Bylaw Amendments**

### **Section 1 –**

- Proposed Bylaw amendments must be submitted to the Secretary at least sixty (60) days prior to the date of a conference, and further must be published to the membership not less than thirty (30) days prior to the conference at which it will be voted upon.

### **Section 2 –**

- The Bylaws may be amended or revised by an affirmative two-thirds (2/3) vote of the membership present at a conference.

### **Section 3 –**

- Bylaw amendments or revisions may be acted upon only at the time published in the conference agenda unless a majority of the membership present at that time agrees to a later time for further action on them.

### **Section 4 –**

- The Bylaws may also be amended or revised by unanimous vote of the Advisory Board members present.

## **Article IX – Standing Committees**

### **Section 1 –**

- There shall be the following standing committees of this Association which shall be appointed annually by the President:
  - 1) Budget and Audit
  - 2) Membership
  - 3) Certification and Continuing Education

### **Section 2 –**

- The President may appoint other standing committees as may be deemed necessary and appropriate from time to time.