

CMIA LEADERSHIP HANDBOOK

The California Medical Instrumentation Association – CMIA is a corporation in the state of California. We were founded in 1972, and Incorporated in 1992 (or 1991). We are governed by the laws of Corporations in California. We have several reports that we need to file to the state. We must keep good records, because we are susceptible to audits. The Chairperson is also, the CEO of this Corporation.







This leadership handbook will give you a detailed outline of CMIA bylaws. It will also give you details of how to run a local CMIA chapter and the responsibility and the duties of a chapter officer or State board member.

Meetings:

Agenda

Should follow the general guidelines of

Call to Order

Roll Call

Reading of previous meeting minutes

Secretary's Report

Treasurer's Report

Bills against the Chapter

Committee Reports

Old Business

New Business

Announcements (i.e. next meeting)

Adjournment

items requiring a motion

To write an agenda

Standing items – Reports, etc.

Any Old Business (unfinished items from the last meeting) - Usually items in the minutes from Old and New Business, unless it was “tabled” or “closed.”

Any New Business (Items being brought up for the first time.

Minutes

Use the Agenda as a guide. Fill in enough details to be able to remember the important aspects of the meeting.

Always note:

Where and when the meeting occurred

Who was in attendance?

Who was presiding?

What time the meeting started

What was voted on, who motioned and seconded the item.

Who made the motion

What exactly the motion said – how it was worded

Who seconded it

General comments (or note “brief discussion”, etc.)

Any amendments to the motion

Vote – number for and against. Can use “Aye” and “Ney” or note that it was “unanimous” (All were for or against)

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Reports of Committees should note who gave the report, and a summary of what was said, even if it is attached to the minutes.

For unfinished business, always note:

What the next action will be

Who is responsible for the action

When it is due

Note what time the meeting ended

Be impartial - keep personal comments and observations out.

Roberts Rules of Order (Parliamentary Procedure)

What is a Quorum

How to make a motion

How to vote

How to be recognized to speak

The importance of always appearing professional

If you look like you are a leader, and act like a leader you will be treated like one.

People tend to believe people who act professionally
People will attend meetings that are led by someone who inspires confidence.
What you say write and do builds an image of you, and the organization.

Always project professionalism.

Send out solicitation letters and thank you notes

Delegate Duties

One officer should not be expected to do all of the work.

Too much of a burden

Puts all of your “eggs in one basket”

If everyone does a little, nobody does a lot.

Meeting/Retreat @ beginning of term with all officers

Assign Duties

Make sure each officer has a list of and understands their duties

Official (in Constitution and By-Laws)

Unofficial – assigned as needed

Clarify Expectations

Be clear as to what is expected of each officer.

Be clear of what is expected for each assignment

Set Direction

Decide what you want your Chapter to focus on for the year.

Could be a “hot topic” or theme

Assign Topics and Meetings

Develop a list of desired topics

Develop a list of possible Vendors

Develop a list of locations

Break down the meetings for the term, and assign one or two meetings to set up.

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Board should meet before each regular chapter meeting. This can be by phone, in person the same night as the general meeting, or another day.

Remind officers of their action items

Get advanced reports and prepare clarifications as needed

OFFICERS

• President

Chief Executive Officer of the Chapter

Presides over all Chapter meetings

Carries out all actions approved by the membership

Represent the CMIA at all functions of interest to the Chapter

Insure that all officers perform their duties

Furnishes the Secretary and/or Editor and/or Webmaster with information needed for member communications and/or mailings at least 15 days prior to regular meetings

Appoints committees as specified in the Bylaws, or other committees as needed

Interfaces with other chapters as needed

Interfaces with the State Chairperson

Attends Board Meetings (usually quarterly)

Reports on all Chapter activities and problems to the State Board

Clear communication – No assumptions

• Vice President

Ready to fill in as President

Membership Committee Chairperson

Maintains a current membership list with occupations, places of employment, and telephone numbers

Acts as “Parliamentarian” in coordinating meetings and maintaining order

Carries out other duties as may be directed by the President

Program Chairman

Frequent contact with President

• Secretary

Keeps Minutes

Publishes Newsletters

Keeps Attendance Records

Keeps Membership Records

Provides reports to Board

Keeps the general records, including:

Minutes

Committee appointments

Ballots

Correspondence

Chairperson of the Documents Committee

Maintains current copies of: Constitution, Bylaws

Statement of Ethics

Amendments

An accurate list of all members, present and past

Calls the roll when required

Makes the minutes of any past meetings available to any member of a committee upon request, and at all regular meetings

Insures the mailing of meeting notices to all members in good standing at least two weeks prior to each meeting

Mails appropriate special invitations and correspondences as may be requested by the President or Vice President. (Thank-you letters to vendors and new members, etc.)

Provides Membership list to committees and Board members when requested

Signs with the President or Vice President on all orders authorized by the Chapter.

Provides Membership list to committees and Board members when requested

• **Treasurer**

Collects monies and deposit sum in a local bank in the Chapter's name

May be bonded

Pays 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.

Gives reports to the Chapter as to its financial standing at any regular meeting when requested to do so.

Prepares report on Chapter finances quarterly for the State Board

Shall act as Chairperson of the Finance Committee

• **Board Members x 2**

Attends Chapter meetings

Maintains Continuity between terms

Attends State Board Meetings (usually quarterly)

Reports to Chapter about Board issues, and vice-versa

Acts as senior advisors to the chapter officers

May be elected as an officer on State Board

• **All Officers**

Make every effort possible to attend all chapter meetings

All Officers need to know

Constitution

Bylaws

Statement of Ethics

Amendments

(Note) 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.

IMPORTANT CHAPTER ACTIVITIES
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- **Membership**

Always recruit for new members

Keep brochures, etc. handy

Keep current members informed

Send renewal notices to members (Don't wait for them to come to you)

Don't lose old members

Recover "former" members

Old members sometimes have "baggage", but also are a great resource if treated with respect and asked.

- **Nominations**

Clearly defined in the Chapter By-Laws

Shall be submitted prior to the conclusion of the October meeting

May be done by a Nominating Committee activated by the current President;

or

Nominations may come from the floor at a regular general meeting

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

The outgoing President shall be considered a nominee for the Board of Directors

Nominees shall not run for more than one office

Board Members may be nominated for successive terms

Must be held in accordance with Robert's Rules of Order

- **Elections**

Shall be conducted at the December Meeting, with a quorum present

Shall require a majority vote

Shall include Absentee ballots from members in good standing, prior to election date

Ballots shall be counted and announced by a Board member at the regular meeting

Installation of Officers shall take place in January of the following year

Officers shall be expected to remain in good standing by attending a majority of the general meetings and the officers meetings

Removal from office may be done according to procedures specified in the Statement of Ethics

- **Awards**

Currently three awards and various scholarships available within the CMIA

Frank Yip Scholarship, CABMET Scholarship

Eligible people are in accredited schools

Trying to get in the field or

In the field and furthering their knowledge

- **Lifetime Membership**

Life membership may be granted to persons having made extraordinary contributions to the advancement of CMIA and to its goals

Life memberships shall not be required to pay annual dues

Life memberships are entitled to one (1) vote

The Board of Directors shall have final approval for the granting of Life Membership

- **Soliciting Sponsors**

New vendors, or vendors with new technology

Don't be afraid to ask salespeople.

Be clear that you want a technical presentation and what you expect of them

Give them something in writing so that they can submit the request to their superiors

Send a thank you note after the meeting. Think of a plaque at the end of the year.

- **Soliciting Hosts**

Call and ask existing members to host meetings

In most Chapters you lose members if it always too far for some people to drive

Send the request in writing, with clear expectations

Always send a thank you note.

- **Marketing Chapter**

Have brochures available (on web and in print)

Tell about your Chapter to new vendors, co-workers, contacts at other hospitals

Some vendors will help spread the word for you if they understand and you make them (and their assistance) feel wanted.

Invite other interested parties to attend meetings – nurses, lab workers, physicians, I.T. Techs, etc.

- **Marketing Yourself**

Tell your boss about your involvement.

Get copies of your attendance into your competency (personnel files)

If you are an officer, let your administration know. Some are very supportive

WEB PRESENCE

Webmaster - webmaster@cmia.org

Needs to receive pertinent information, such as:

Chapter Meetings

Location (with directions)

Time

Presentation

Contact information

Minutes

Newsletter

MEMBERSHIP

Membership is our “Lifeblood” We need to nourish and keep it healthy

Database of Members – accurate and up to date. (Should include past members)

Tracking of Meeting Attendance, especially for members

Renewals – need to ask, or people forget.

Voting – all members are entitled to vote

Retrieval of non-renewed members is important. If you ignore them, they disappear

SHARING OF INFORMATION

This organization is most beneficial when we share information amongst Chapters, and each other.

Subjects

Classes

Ideas

Speakers

Future of the industry

STANDARDIZED FORMS, ETC.

Some forms and formats that we use should be consistent. The State Board of Directors will be looking into this further. Currently, we have the following standardized items:

Membership application

CMIA Brochure

Letterhead

Business Cards

Reimbursement form

WHAT DOES IT TAKE TO BE A GOOD LEADER?

Be Professional

Understand your duties

Follow through on commitments

Encourage Others

Be approachable

Make new attendees feel welcome

Avoid “good old boys” groups – no cliques

Set Clear Expectations

Set a Good Example

Delegate assignments (divide up work so that everyone has something - but not too much to do)

Reminds others of assignments

Don't be afraid to approach members for help.

Global Meeting Standard

A meeting is defined as any pre-planned gathering of three or more people for a specific business purpose. These standards apply to all types of meetings, whether in person, over the phone or via some other method of technology.

Have an agenda for every meeting

Distribute agendas at least three working days prior to the meeting or with the invitation for meetings with less than three days' notice.

Include a time frame and person responsible for each agenda item.

Start meetings on time and stay on time

Stick to the allotted time for each agenda item.

Observe the 80/20 rule - be decisive.

Keep the meeting proceedings on time.

End meetings with agreement on decisions made, action items, and participants' responsibilities

When meetings include several people and/or complex topics, distribute minutes that document decisions and action items to all meeting participants in a timely manner.

Take responsibility for the success of the meeting

Come to meetings prepared to actively participate.

Don't multi-task - this includes monitoring e-mail.

Voice your opinions - be bold.

Minimize interruptions in the meeting.

To all chapter Presidents and Board Members;

Prior to the board's quarterly meetings, it is important to complete the attached form for reporting to the board. This form along with the last three meeting minutes, and

treasurer's reports must be presented at the board meeting.
To all chapter Presidents and Board Members;
Prior to the board's quarterly meetings, it is important to complete the attached form for reporting to the board. This form along with the last three meeting minutes, and treasurer's reports must be presented at the board meeting. If you are unable to send a representative with the reports to the board meeting, please send your reports and minutes to the Chairman or Secretary of the board early so that your chapter's information can be added to the board meeting minutes.

If you have added any new statewide corporate members to chapter since the last report, a check for 50% (\$150.00 for each new statewide corporate member) should accompany this form. The board treasurer will then document that the board has received a check and will issue checks to the other chapters for their appropriate amount. In 4th quarter a check for 20% of the total membership as of the end of October, as well as 50% of any statewide corporate members should be presented to the January board meeting. Your assistance with this is appreciated. The board members are responsible for this getting done.

Chapter Quarterly Report

CHAPTER:

QUARTER ENDING:

NUMBER OF PAID MEMBERS

Individual Members

Local Corporate Members

State-Wide Corporate Members

MEETING HIGHLIGHTS FOR THIS QUARTER

KEY PROBLEMS / ISSUES WITH THE CHAPTER

FUTURE CHAPTER PLANS

OTHER ITEMS OF INTEREST

FOR ALL NEW MEMBERS

Name, last & first

Chapter affiliation

CMIA Officer or Board Position

Email

Date paid Membership

For Individual Members add Affiliation (work) Hospital or Company

For Local Corporate Members add Affiliation Sponsoring Company

For State-Wide Corporate Members add Affiliation Sponsoring Company

CONSTITUTION OF THE C.M.I.A.
CONSTITUTION OF THE
CALIFORNIA MEDICAL INSTRUMENTATION ASSOCIATION
(As amended and approved July 2006)

PREAMBLE

We, the members of the CALIFORNIA MEDICAL INSTRUMENTATION ASSOCIATION, in order to promote the principles of quality patient care through the efficient operations of the biomedical equipment, hereby, establish this Constitution to better serve the needs of our employers, physicians and all other professions involved in patient care.

ARTICLE I. NAME

SECTION A. NAME:

This non-profit Membership Corporation shall be known as the California Medical Instrumentation Association, hereinafter referred to as CMIA.

ARTICLE II. PURPOSE

SECTION A. TO PROMOTE:

1. The recognition of its members as vital components of the medical team, contributing to the public welfare.
2. The establishment of cooperative relations with other medical and technical societies.
3. The educational and ethical standing of its members in their professional and private communities.

SECTION B. TO DEVELOP AND PROVIDE:

1. A source of information for those who desire to enter and those who are already in the biomedical electronics field.
2. Educational, technical and other pertinent information for those who desire to enter and those who are already in the biomedical engineering field.

SECTION C. TO MEET REGULARLY:

1. To discuss and act upon various activities, problems and advancements to perpetuate CMIA interests and purposes.

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2. To hold, use and dispose of CMIA property solely for the execution of the affairs of CMIA.

ARTICLE III. ORGANIZATION

SECTION A. ORGANIZATION:

1. The CMIA shall be comprised of a Board of Directors and Chapters from the various regions of the State of California.

ARTICLE IV. BOARD OF DIRECTORS

SECTION A. FUNCTION:

1. The Board of Directors shall provide the overall advisory responsibilities of the Association and the cohesive elements necessary between the various Chapters, while promoting the purpose of CMIA as stated in ARTICLE II of the CMIA Constitution.
2. The Board of Directors shall be responsible for the management of the CMIA.
3. The Board of Directors shall not intervene in the day-to-day affairs of individual Chapters, but should serious problems develop, the Board of Directors shall consider the problem and attempt to provide a resolution to the particular problem.
4. The Board of Directors shall have other duties and authority as deemed necessary.

SECTION B. ELECTION:

1. The Board of Directors shall elect a Chairperson, Chairperson Pro Tem, a Secretary and a Treasurer, at the first Board Meeting of the new year.
2. The Chairperson shall recommend a Chairperson Pro Tem, to assist the elected Chairperson on all administrative matters as required by the Chairperson subject to Board approval. The Chairperson Pro Tem would be one that would be nominated for the Chair for the following year.
3. The Board of Directors shall consist of a chairperson and two (2) elected members in good standing from each Chapter.
4. The Board member vacancy created by the elevation of the elected Chairperson shall be filled from the chapter that he or she represented.
5. The position of the Chairperson shall shift between chapters. While no specific rotation is established, it is intended that the chapter affiliation of the chairpersons vary year to year, but that the primary consideration be the chairperson's qualifications for the office.

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6. The Board Members shall be properly elected by each chapter prior to the first Board meeting of the new year.

SECTION C. TERM OF OFFICE:

1. Board Members shall be elected for a two (2) year term, with the term of one Board member from each Chapter ending every year.
2. New Chapters shall elect one Board Member for a one (1) year, and one Board Member for a two (2) year term.
3. Board members may serve consecutive terms.
4. Board Members may not serve concurrently as an officer of a local Chapter.
5. The Chairperson of the Board shall not serve consecutive years in this position.

SECTION D. VACANCIES:

1. If an elected member's office becomes vacant for any reason, the Local Chapter shall be responsible for replacing their representative for the remainder of the term.

SECTION E. MEETINGS:

1. The Board of Directors shall meet with such frequency as necessary to conduct CMIA business or a minimum of twice a year.
2. The Board of Directors shall adopt such rules as necessary to conduct its business in an orderly and efficient manner.
3. Board Members shall have one (1) vote in all proceedings, with the chairperson abstaining except in the event of a tie vote.
4. A quorum of the Board shall consist of a minimum of one Board Member from each active chapter, when there are four or less active chapters. When there are more than four, a quorum will be a minimum of one Board Member from each of the total number of active chapters minus two.
5. In the event that neither Board Member from a chapter is able to attend a Board meeting, the chapter must submit a written request to the Board Chair naming a proxy for one meeting. The chapter's President shall be given the first consideration to be the proxy. In no event shall one person represent more than one chapter at a time.
6. All decisions of the Board must be directed to the preservation of the Association's purpose.

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7. The President of each active chapter may participate in all Board of Director meetings, except that they shall have no vote on any proceeding before the Board, unless they are acting as an official proxy as noted above.

8. The members of the Board Advisory Council are encouraged to participate in all Board of Director meetings, except that they shall have no vote on any proceeding before the Board.

9. Board Members shall report the events of each Board meeting back to the officers of their respective Chapters.

SECTION F. DUTIES OF THE OFFICERS:

1. Chairperson

a. Shall conduct and preside over all Board meetings.

b. Shall be responsible for all Chapter function and interest.

c. Shall insure that Officers of the Board perform duties and assignments.

d. Shall appoint committees when deemed necessary.

e. Shall receive reimbursement from the State Board funds for reasonable travel and lodging expenses for attendance at Board meetings when funds are available, since he/she is not a representative of any Chapter.

2. Chairperson Pro Tem.

a. Shall assist the Chairperson administratively.

b. Shall insure that committees report back in a timely manner.

c. Shall follow-up on overdue reports.

d. Shall inform the Chairperson of any activities that do not conform to CMIA standards.

3. Secretary

a. Shall maintain the general records, including the Board Minutes, Chapter Minutes and Financial reports.

b. Shall distribute minutes of the Board meetings no later than 30 days after the last Board meeting.

c. Shall receive and maintain all Chapter minutes.

d. Shall maintain current copy of the Constitution, By-laws and Statement of Ethics and all Amendments.

e. Shall maintain an accurate list of all Chapter Officers and members, past and present.

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f. Shall maintain an accurate list of all Board Members and Officers.

g. Shall mail applications and information package to prospective corporate members.

h. Shall call the roll when required.

i. Shall inform Chapter Newsletter Editors to exchange newsletters with their counterpart.

4. Treasurer

- a. May be required at the discretion of the Chairperson to be bonded. The bond fees shall be paid from the Boards' treasury.
- b. Shall collect all monies and deposit the sum in the local bank in the Boards name.
- c. Shall pay out monies only on the authority of the Chairperson. All authorized checks must be signed by the Chairperson and Treasurer.
- d. Shall give reports to the Board as to its financial standing at the Board meeting when requested.
- e. Shall collect all monies due from the Chapters.
- f. Shall submit a financial report to the Board and all Chapters semi-annually.
- g. Shall file with the Internal Revenue Service and the State Board of Franchise, necessary documents required by law.
- h. Shall mail renewal invoices to corporate members no later than the 11th month of the current year.

5. Immediate Past Chairperson

- a. Shall aid the Chairperson as needed to maintain continuity of leadership and projects between terms.
- b. Shall not have a vote in Board actions (unless currently a duly elected or appointed Board Member).
- c. With Board approval, shall receive reimbursement from the State Board funds for reasonable travel and lodging expenses for attendance at Board meetings when funds are available, since he/she is not a representative of any Chapter (unless currently a duly elected or appointed Board Member).

SECTION G. BOARD ADVISORY COUNCIL:

1. Shall offer constructive advice to the Board of Directors as needed.
2. Shall provide historical and background information of the actions of the Board

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3. Shall have membership consisting of (but not limited to) Lifetime Members, and the Immediate Past Board Chairperson.
4. Shall Not have a vote in Board actions (unless currently a duly elected or appointed Board Member).
5. Shall not interfere with the Board or chapter actions in the capacity of Board Advisor.
6. Shall maintain their own charter, and membership requirements, subject to the approval of the Board of Directors.

ARTICLE V. STATEWIDE CORPORATE MEMBERSHIPS

SECTION A. MEMBERSHIP:

1. Corporate membership shall be available to corporations and other businesses, which are in the healthcare industry.

SECTION B. RIGHTS OF STATEWIDE CORPORATE MEMBERS:

- 1 . Corporate members shall be entitled to attend any chapter meetings without

discrimination or exclusion.

2. Upon application or renewal, a corporate member shall select a Chapter he/she wishes to become a member of.

3. Shall have one (1) vote in all proceedings in the Chapter in which he/she becomes a member.

4. Shall be eligible to run for office.

SECTION C. DUES:

1. Dues shall be payable to CMIA Board Treasurer.

2. Corporate dues shall be determined by the Board of Directors.

3. 80% of these monies will be distributed among the Chapters. The amount shall be determined by the percentage of the total paid membership as reported at the end of the current year in which they are received.

ARTICLE VI. CHAPTERS

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SECTION A. NAME:

1. Any Chapter may adopt the use of the CMIA name in conjunction with their general locality, as specified in each chapter's by-law by submitting written notice to the Board of Director's Secretary.

SECTION B. QUALIFICATIONS:

1. An active Chapter must have at least 10 current members in that area and be authorized by the Board of Directors.

SECTION C. REGULATION:

1. Each Chapter shall adopt and maintain it's own set of by-laws, substantially in the form of Attachment 1 to this Constitution.

2. Keep all funds in a bank account under the Chapter's name.

3. Provide semi-annual financial reports to the Treasurer of the Board of Directors.

4. Forward copies of all Chapter minutes to the Secretary of the Board of Directors.

5. Only engage in activities and programs as further the purposes of CMIA described in Article II.

6. Comply with all applicable laws and regulations for the Federal, State and County of California.

SECTION D. DUES:

1. The Board of Directors shall establish the cost of membership dues.

2. Each Chapter shall submit twenty (20) percent of the membership dues to the Treasurer of the CMIA Board. Any other monies collected shall be used for expenses of the Chapter.

3. Each chapter shall pay dues to the Board Treasurer annually prior to December 1.

SECTION E. DISSOLUTION:

1. Any Chapter may be voluntarily dissolved upon the approval of 2/3 of the general membership of the chapter and by a majority vote of the Board of Directors.

2. Any remaining assets shall become property of the Board of Directors.

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3. Any Chapter may be involuntarily dissolved, after notice and a reasonable opportunity to make corrections, if they fail to meet qualification standards or regulations.

SECTION F. MEMBERSHIP:

1. Each Chapter shall be responsible for reviewing and approving prospective members.

SECTION G. CATEGORIES OF MEMBERSHIP:

1. Individual Membership

a. Individuals who are actively engaged in the manufacture, support and/or maintenance of medical equipment or employed by firms which solicit trade of business whether in the form of sales or service, from any medical institution, doctor or any other firm.

b. Individual memberships are entitled to one (1) vote.

2. Associate Membership

a. Associate membership shall be available to students in the medical instrumentation field and to those who express an interest in the livelihood of the field.

b. Associate memberships are not permitted to vote.

c. Associate memberships are not permitted to run for any office.

3. Chapter Corporate

a. Association with a manufacturer of Healthcare Instrumentation or provider of products or services used in conjunction with medical instrumentation.

4. Life Membership

a. Life membership may be granted to persons having made extraordinary contributions to the advancement of CMIA and to its goals. Life membership is the highest award available to the membership, and should only be conferred after close scrutiny of the member's continual service to the CMIA.

b. Life memberships shall not be required to pay annual dues.

c. Life memberships are entitled to one (1) vote.

d. Candidates for Life membership shall be selected by their individual chapter.

e. The Board of Directors shall have final approval for the granting of Life Membership.

f. Life members are encouraged and welcomed to take an active role in the State Board of Directors as well as their individual chapter.

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g. Life members will automatically be nominated to the State Board Advisory Council

5. Honorary Membership

a. Honorary memberships may be bestowed from time to time by the action of the Chapter Membership Committee and the Board of Directors, on Individuals who have given special support to the Association or its purposes.

b. Honorary memberships are not permitted to vote.

c. Honorary memberships are not permitted to run for office.

d. Honorary memberships are not required to pay membership fees.

ARTICLE VII. QUALIFICATIONS OF MEMBERSHIPS

SECTION A. QUALIFICATIONS:

1. Individual Membership

- a. Individuals who possess one year of medical instrumentation experience or military equivalent or certification of a recognized organization in the Healthcare system, or
- b. Formal education at a college level may be substituted for part of the experience, at the discretion of the Membership Committee, and
- c. Recommendation from a healthcare facility, an associated industry, or an individual in good standing of the Association.

2. Associate Membership

- a. Individual who does not qualify as individual membership but, shows some interest in the biomedical instrumentation field.
- b. Does not earn their principal livelihood in the biomedical instrument repair field.
- c. Individual who is earning a degree.

3. Corporate Membership, Statewide and Chapter

- a. Association with a manufacturer of Healthcare Instrumentation or provider of products or services used in conjunction with medical instrumentation.

4. Life Membership

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- a. Person having made extraordinary contributions to the advancement of CMIA and to its goals.
- b. Must qualify under (Article VI section A-I) Membership.
- c. Shall be an active member of a chapter(s) for a minimum of ten (10) years.

5. Honorary Membership

- a. Individuals who have given special support to the Association and its purposes.
- b. Must qualify under (Article VI section A-I) Membership.

ARTICLE VIII. RIGHTS OF MEMBERS

SECTION A. RIGHTS OF MEMBERS:

1. Individual, Corporate and Life Members are entitled to:

- a. Pay dues (Life Members exempted)
- b. To vote in the elections and affairs of CMIA
- c. To serve on the Board
- d. To campaign for and hold office
- e. To serve on committees
- f. To receive regular mailings from their Chapter
- g. To receive or inspect a current copy of the Constitution and its amendments.
- h. To review the financial records of the CMIA, upon written request. The CMIA will respond within 30 days of receipt of written notice.
- i. To present motions, object to any proceedings, and to contest any charges made against him/her.

2. Associate and Honorary members:

- a. are entitled to all of Article VII, section A-I with the exceptions of the following:
- b. Shall not hold office.

c. Shall not have any voting privileges.

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3. The rights of any members or membership in this Association shall not be abridged because of race, religion, age, sex or national origin.

4. Chapter members shall be expected to remain in good standing by paying the annual dues and by attending at least half of all the general meetings unless excused by informing their respective Chapters.

ARTICLE IX. ACCOUNTING PERIOD

SECTION A. FISCAL YEAR:

1. The fiscal year of the Association shall be the Calendar year. Starting Jan 1st and to end Dec 31st.

ARTICLE X. PARLIAMENTARY PROCEDURE

SECTION A. GUIDELINES:

1. The Chapter President/Board Chairperson may implement Robert's Rules of Order as deemed appropriate for any meeting over which they are presiding.

ARTICLE XI. ETHICS

SECTION A. BEHAVIOR:

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

SECTION B. VIOLATIONS:

1. Violations of the Statement of Ethics may place a member in jeopardy of penalties as prescribed in the Statement of Ethics.

ARTICLE XII. AMENDMENTS

SECTION A. MOTIONS TO AMEND:

1. Motions to amend this Constitution, By-Laws and Statement of Ethics may be initiated by any voting member in good standing during any official Chapter or Board meeting.

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a. A motion to amend shall be submitted to the Secretary of the Chapter in writing and if seconded, shall be submitted to the Board of Directors for review.

b. If the amendment is initiated from the Board of Directors, the motion to amend shall be submitted to the Secretary of the Board in writing and if seconded, shall be submitted to the individual chapters.

3. The proposed amendment shall then be read at the following Official Meeting of each Chapter, with the Board recommendations and/or changes. Any further recommendations and/or changes will be submitted back to the Board for review.

4. If no further changes are needed, the amendment may then be adopted by a 2/3 vote of each Chapter.

ARTICLE XIII. DISSOLUTION

SECTION A. PROCEDURE:

1. CMIA may be dissolved upon the approval of 2/3 of the general membership of all Chapters and by majority vote of the Board of Directors. Any remaining assets shall be donated to nonpartisan, non-sectarian charity(s) selected by the Board of Directors.

ARTICLE XIV. ADOPTION

SECTION A. ADOPTION:

1. This Constitution, the Chapter Bylaws and the Ethics Statement shall be presented at two General Meetings of all Chapters of CMIA prior to adoption.

2. It shall be considered ratified by the placement of the signatures of at least fifty-one (51) percent of the Active Members of the CMIA in good standing, at the end of this document.

CONSTITUTION OF THE C.M.I.A

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ATTACHMENT I

CONSTITUTION OF THE CALIFORNIA MEDICAL INSTRUMENTATION ASSOCIATION

LOCAL CHAPTER BYLAWS

(As amended and approved July 2006)

ARTICLE I. NAME

This regional 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.

CONSTITUTION OF THE C.M.I.A

5. The outgoing President shall be considered a nominee for the Board of Directors.

6. 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 require a majority vote,

3. Shall include Absentee ballots from members in good standing, prior to election date.

4. Officers shall not hold more than one office unless offices are combined.

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 officer's 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

CONSTITUTION OF THE C.M.I.A

a. Shall, in the absence of the President, occupy his/her position and perform his/her 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.

CONSTITUTION OF THE C.M.I.A

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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 anybody 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/her absence, the presiding officer.

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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.

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ATTACHMENT II

CONSTITUTION OF THE CALIFORNIA MEDICAL INSTRUMENTATION ASSOCIATION

STATEMENT OF ETHICS

(As amended and approved July 2006)

ARTICLE I. PROLOGUE

This code is written to provide guidance to individual members regarding what is considered by the CMIA to be expected and acceptable, and what is considered to be unacceptable activity. Where appropriate and reasonable, the code also applies to the CMIA when considered an entity. Failure of a member to observe the code can result in the

imposition of such disciplinary measures as may be recommended by the Ethics Committee and approved by the membership of that Local Chapter, and/or the Board of Directors.

ARTICLE II. EXPECTED AND ACCEPTABLE ACTIVITY

SECTION A. PRIMARY RESPONSIBILITY

1. A member's professional activities shall be directed toward improving the welfare of the patient who is the ultimate recipient of services rendered.

SECTION B. PRIMARY ACTIVITY

1. Until voted otherwise, members shall concentrate on self-improvement to accomplish the primary responsibility. Other activity, such as consultation with non-members, may be undertaken by members acting as non-sponsored individuals.

SECTION C. PROFESSIONAL POSTURE

1. Members shall adopt and maintain the highest possible professional posture in all activities. Such posture shall be characterized by such elements as integrity, competence, and the safe-guarding of relationships embodying confidence and trust.

ARTICLE III. UNACCEPTABLE ACTIVITY

SECTION A. PERSONAL CONDUCT

1. A member shall not indulge in any conduct tending to discredit his/her professional or to reflect unfavorably on the Association.

CONSTITUTION OF THE C.M.I.A

SECTION B. CONFLICT OF INTEREST

1. Members shall avoid situations likely to compromise their professional posture.

SECTION C. MISUSE OF OFFICE

1. An Officer or member shall not attempt personal gain by virtue of this membership in the Association or in the name of the Association.

SECTION D. GRATUITIES

1. A member shall not accept an inappropriate gratuity, which would threaten his/her professional posture, or that of the CMIA.

SECTION E. MISREPRESENTATION

1. A member may not purport to be a spokesman for the Association unless so empowered by his/her office, or on specific issues, by an appropriate officer or by the authorization of the membership.

SECTION F: NON-DISCRIMINATION

1. No CMIA member shall be denied admission to any CMIA sponsored activity, nor any other benefit of membership on the basis of their employment, race, religion, sex, or age.

ARTICLE IV. DISCIPLINE

SECTION A. PROCEDURES

1. A member having knowledge of another's flagrant violation of this code, shall submit a written complaint to the President, or other officer not directly involved, via the Secretary.

2. The President may then direct the Chairperson of the Ethics Committee to investigate the complaint.

3. If a written complaint has been made against a member, the member may request a full inquiry of the charge from the investigating officer who shall decide whether to

initiate further action.

4. The Committee shall review the complaint with the parties involved, and advise thereon indicated as to the Committee's findings and recommendations, with an attempt to resolve the dispute in keeping with the spirit of the Association.

CONSTITUTION OF THE C.M.I.A

SECTION B. RIGHTS OF APPEAL

1. A member whose alleged misconduct is under examination by the Ethics Committee shall have the right to appeal the charge to the President or the Board of Directors.

2. He/she shall also be given the opportunity to present his/her views, if the matter is brought before the general membership for consideration.

SECTION C. ACTION, OPTIONS

1. Reprimand – in private or public, at the discretion of and by the President for minor offenses.

2. Temporary suspension with loss of voting rights, for repeated minor or any more serious violations.

3. Expulsion – for gross violation of rules, or conduct harmful to the status of the Association.

SECTION D. TERMINATION OF MEMBERSHIP

1. A member may terminate his/her membership in this Association in writing at any time for any reason.

2. A membership may be terminated following a . majority of the votes cast at any meeting at which a quorum is present.

3. Membership fees may, or may not, be refunded to members under disciplinary action, upon the recommendation of the Ethics Committee.

SECTION E. REINSTATEMENT

1. Any member expelled may reapply for membership, the following year.

2. The application shall be processed in accordance with normal rules for a new applicant.

3. There shall be a consideration of the correction to any previous actions.

ARTICLE V. EPILOGUE

SECTION A. MATTERS OF ETHICS NOT COVERED:

1. The President may act as he/she thinks in the best interest of the Association to deal with any matter not covered by rule and requiring immediate attention. He/she may discuss the matter with the Chairperson of the Ethics Committee before making a decision.

2. Changes of rules in this Statement of Ethics shall be reviewed by the Board of

CMIA BOARD OF DIRECTORS - DUTIES OF THE OFFICERS

1. Chairperson

- a. Shall conduct and preside over all Board meetings.
 - b. Shall be responsible for all Chapter function and interest.
 - c. Shall insure that Officers of the Board perform duties and assignments.
 - d. Shall appoint committees when deemed necessary.
- Presides over all board and general membership meetings.
- Chairs the board of directors and has other powers, as may be assumed as reasonably belonging to the board chairman.
- Coordinates overall planning and activities.
- Attends all board and organization meetings and functions.
- Appoints all committee chairpersons (or these may be elected, depending on the organization's bylaws).
- Assures that all documents, certificates, and reports have been filed as required by local, state, and federal laws.
- One of the officers who signs checks and drafts.
- An active member of the organization.

2. Chairperson Pro Tem

- a. Shall assist the Chairperson administratively.
- b. Shall insure that committees report back in a timely manner.
- c. Shall follow-up on overdue reports.
- d. Shall inform the Chairperson of any activities that do not conform to CMIA standards.

3. Secretary

- Becomes acting Chairman in the absence or inability of the president to exercise the duties and office.
- A voting member of the board of directors.
- Typically chairs the program/meeting arrangements committee.
- Attends all board and organization meetings and functions.
- An active member of the organization.
- Records and distributes board and organization meeting minutes.
- A voting member of the board of directors.
- Files any certificate required by any federal or state statute.
- Maintains the current membership mailing list
- Coordinates distribution of meeting notices and communications with the communications/newsletter committee.
- 1 Maintains a directory of all officers, board members, and committee chairpersons for each fiscal year. Attends all board and organization

- a. Shall maintain the general records, including the Board Minutes, Chapter Minutes and Financial reports.
- b. Shall distribute minutes of the Board meetings no later than 30 days after the last Board meeting.
- c. Shall receive and maintain all Chapter minutes.
- d. Shall maintain current copy of the Constitution, By-laws and Statement of Ethics and all Amendments.
- e. Shall maintain an accurate list of all Chapter Officers and members, past and present.
- f. Shall maintain an accurate list of all Board Members and Officers.
- g. Shall mail applications and information package to prospective corporate members.
- h. Shall call the roll when required.
- i. Shall inform Chapter Newsletter Editors to exchange newsletters with their counterpart.

4. Treasurer

- a. May be required at the discretion of the Chairperson to be bonded. The bond fees shall be paid from the Boards' treasury.
 - b. Shall collect all monies and deposit the sum in the local bank in the Boards name.
 - c. Shall pay out monies only on the authority of the Chairperson. All authorized checks must be signed by the Chairperson and Treasurer.
 - d. Shall give reports to the Board as to its financial standing at the Board meeting when requested.
 - e. Shall collect all monies due from the Chapters.
 - f. Shall submit a financial report to the Board and all Chapters semi-annually.
 - g. Shall file with the Internal Revenue Service and the State Board of Franchise, necessary documents
- Monitors the collection and disbursements of all organization monies.
- Works with the accountant hired by the organization, reviewing all tax and other financial filings.
- A voting member of the board of directors.
- Deposits organization funds in an insured financial institution and maintains a checking account and an interest-bearing savings account in the organization's name.
- Provides a financial report at each board and membership meeting and an annual report.
- An active member of the organization required by law.
- h. Shall mail renewal invoices to corporate members no later than the 11th month of the current year.

CMIA CHAPTER OFFICERS

Officers shall be nominated for each office by the membership at the last meeting of the calendar year. Terms of office shall be two consecutive years. Election of each officer shall be by written ballot received by the secretary prior to or at the January annual meeting. Election shall be by plurality vote.

President:

The president shall preside at all the meetings of the directors and members, and shall have the general management and control of the business affairs. The president shall sit on the board of affiliated professional organizations; if he is unable to fill this position he shall appoint a designated representative.

Vice President:

The Vice President shall assist the President, and in the President's absence or inability shall perform all his duties and exercise the power of the President.

Secretary:

The Secretary shall keep the minutes of all proceedings of the officers and members, and shall attend to the giving and serving of all notices to the members of the society, and shall keep a list of membership.

Treasurer:

Shall give reports to the Board as to its financial standing at the Board meeting when requested.

e. Shall collect all monies due from the Chapters.

f. Shall submit a financial report to the Board and all Chapters semi-annually.

Board Members x (2)

Attend the annual State Board meeting Spring and Fall. Report up from the chapters on local chapter activities, Give verbal treasurer reports. Be part of the education, symposiums, social media, awards committees. Report back to the chapter's activities at the CMIA state level.

COMMITTEE RESPONSIBILITIES

The following descriptions are ONLY guidelines and are not put forth as roles and regulations. Differences in the goals and constituencies of each biomedical organization will force variations in how these guidelines are applied. Note that all committee members must be active members of the organization.

Vendor Liaison Committee (or individual):

Deals with other biomedical organizations and similar professional associations in the same market, to exchange ideas, promote programs, and discuss potential programs

Program/Meeting Arrangements Committee

Plans and executes all organization meetings.

Identifies and recruits' speakers.

Identifies and coordinates potential tours.

Develops and distributes annual Events Schedule.

Responsible for setting up, registering, and signing in all participants in conjunction with membership committee.

Membership Committee

Responsible for membership growth and retention.

Recruits a corporate representative at each local hospital or other health care facility to notify colleagues of upcoming events.

Maintains a current membership mailing list and coordinates its accuracy with the organization's secretary.

Works with organization officers to develop methods of attracting and retaining members.

Comprised of members (ideally the past presidents) who have no personal involvement in the election. Chaired by a past president or the out-going president.

Reviews the entire membership list in settling on a final slate.

Keeps all discussions regarding nominees confidential and within the nominating committee.

Contacts proposed nominees to determine their interest and explain their responsibilities.

Requests nominee agreement in writing before the election.

Presents full slate of nominees to the board of directors (officers and directors) for final approval, prior to the election by the full membership.

Provides written ballots and records the results of the elections as outlined in the bylaws.

Factors to consider in reviewing candidates for nomination

Awards Committee

Responsible for applications and judging of CMIA annual awards and ordering plaques & awards

Symposium Committee

Plans the annual State Vendor Fair and Symposium

Website and Social Media Committee

Is responsible for the website and social media platforms

CMIA ADVISORY COUNCIL CHARTER

1. Purpose

The purpose of the Advisory Council of the Board of Directors of California Medical Instrumentation Association (CMIA) is:

1. To oversee the organization of the Board to discharge the Board's duties and responsibilities properly and effectively;
2. To ensure that proper attention is given, and effective responses are made, to member concerns regarding corporate governance;
3. To assist and perform other duties and responsibilities the Board seems necessary
4. To make suggestions, recommendations and to improve the organizations consistent with the goals indicated in the constitution.

II. Membership and Procedures

1. Membership and Appointment. The council shall consist of Life Members and members from other chapters who are in good standing and shall be appointed by the Board.
2. Removal. The entire council or any individual member may be removed from office with or without cause by the affirmative vote of a majority of the Board. Any member may resign upon giving written notice to the Chairman of the Board, the State Secretary, which resignation shall be effective at the time such notice is give. (Unless the notice specifies a later time for the effectiveness of such resignation)
If the resignation of a member is effective at a future time, the Board may elect a successor to take office when the resignation becomes effective.
3. Chairperson. A chairperson of the council maybe voted within the delegation. In the absence of such designation, the Chairman of the Board may be designated to appoint the Chairperson. The Chairperson shall determine the agenda, the frequency and the length of the meetings. The Chairperson shall establish such other rules as may from time to time be necessary and proper for the conduct of business of the council.
4. Secretary. The Council will appoint a Secretary whose duties and responsibilities shall be to keep full and complete records of the proceeding of the council for the purposes of reporting activities to

the Board and to perform all other duties as may from time to time be assigned to him/her.

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CMIA SPONSORSHIP BENEFITS AND TYPE OF MEMBERSHIP

Benefits:

Attendance at your selected regional chapter monthly meetings

One vote in all proceedings in the home chapter business

Campaign for and hold office at the regional chapter and state level

Serve on the Board

Receive a current copy of the Constitution and its amendments

Serve on committees and review financial records

Use of the CMIA logo for affiliation advertising

Banner advertising and web page link in the monthly newsletter

Access to advertising in the newsletter at nominal cost

Posting biomed positions in the "Jobs" section of the web page

Membership type:

The type of membership and association dues provided for state wide corporate membership is \$375 Which is paid in part as the annual vendor booth sales.

For those corporations with interests and/or

representation in more than one region, statewide sponsorship provides access to all of the 9 chapters monthly meetings and newsletters for banner advertising. A home chapter however, is required for affiliation and voting.

Please fill in the membership application available on the web site, select the type of membership and pay online with your selection of regional chapter address.

See us at www.cmia.org

STATE OF CALIFORNIA

FRANCHISE TAX BOARD
P.O. BOX 1286
RANCHO CORDOVA, CA. 95741-1286

October 27, 1992

In reply refer to
340:G :BC

CALIFORNIA MEDICAL INSTRUMENTATION
ASSOCIATION
#46
1147 E BROADWAY
GLENDALE CA 91205

Purpose : PROFESSIONAL ASSOCIATION
Code Section : 23701e
Form of Organization : Corporation
Accounting Period Ending: December 31
Organization Number : 1803790 CM9IA

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. Please see annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

October 27, 1992
CALIFORNIA MEDICAL INSTRUMENTATION
Corporate Number 1803790 CM9IA
Page 2

Please note that an exemption from federal income or other taxes and other state taxes requires separate applications.

THIS EXEMPTION IS GRANTED ON THE EXPRESS CONDITION THAT THE ORGANIZATION WILL SECURE FEDERAL EXEMPT STATUS WITH THE INTERNAL REVENUE SERVICE. THE ORGANIZATION IS REQUIRED TO FURNISH A COPY OF THE FINAL DETERMINATION LETTER TO THE FRANCHISE TAX BOARD WITHIN 9 MONTHS FROM THE DATE OF THIS LETTER.

B CLARK
EXEMPT ORGANIZATION UNIT
CORPORATION AUDIT SECTION
Telephone (916) 369-4171

EO :
cc: JOHN S. BUTLER

COPY

STATE OF CALIFORNIA

FRANCHISE TAX BOARD

P.O. BOX 1286

RANCHO CORDOVA, CA. 95741-1286

October 27, 1992

In reply refer to
340:MIS:BC

CALIFORNIA MEDICAL INSTRUMENTATION
ASSOCIATION

#46

1147 E BROADWAY
GLENDALE CA 91205

Corporate Number 1803790 CM9IA
Income Year(s) Ended 12/91

Enclosed is your determination letter granting exemption from franchise
tax effective 10/91.

A review of the corporation's account indicates that a return or state-
ment has not been filed for income year(s) shown above. Form(s) 199 should
be filed promptly. Previous payments made to this department may be
taken as a credit against any fee, tax, penalty or interest due.

B CLARK
EXEMPT ORGANIZATION UNIT
CORPORATION AUDIT SECTION
Telephone (916) 369-4171

EO :
ENCLOSURE(S)
cc: JOHN S. BUTLER

COPY

STATE OF CALIFORNIA

FRANCHISE TAX BOARD

P.O. BOX 1286

RANCHO CORDOVA, CA. 95741-1286

October 27, 1992

In reply refer to
340:BC

JOHN S. BUTLER
10763 EDISON CT
RNCH CUCAMONG CA 91730

Corporate Number 1803790 CM9IA
Income Year(s) Ended 12/91

Please see the enclosed copy of the letter mailed to:
CALIFORNIA MEDICAL INSTRUMENTATION ASSOCIATION

B CLARK
EXEMPT ORGANIZATION UNIT
CORPORATION AUDIT SECTION
Telephone (916) 369-4171

ENCLOSURE(S)



CMIA State Board Secretariat.

The office or position of CMIA State Board secretary shall consist of:

- Keeping archives
- Board meeting Minutes
- Bank Documents and reports
- Seminar Flyers
- Ordering information for shirts, pens, plaques, etc.
- Current revisions of Constitution, etc.
- Maintain membership database
- Send renewal notices
- Chapter members
- Corporate members
- Statewide corporate members
- Send new member packets
- Keep Event Timelines
- Frank Yip
- Professional of the Year
- Publicity for applications
- Dates for acceptance
- Dates for selection
- Requesting check (for Professional of Year)
- Press releases
- Plaques
- Ordering
- When to order awards
- Format and wording
- Send Notices as needed to membership
- General postings
- Keep Webmaster updated
- Be a resource for Board

APPENDIX A

REQUIREMENTS FOR TAX-EXEMPT STATUS

INTERNAL REVENUE CODE, SECTION 501(c)(6)

Your local biomedical organization probably would qualify as a 501(c)(6) under the Internal Revenue Code. This requires that it file an IRS Form 990 and 990T each year; your accountant should be consulted on this issue. This exemption does not preclude organizations from having to pay sales taxes.

GENERAL REQUIREMENTS FOR A 501(e)(6):

Must be a business league, chamber of commerce, or similar organization. This includes professional societies.

Must consist of members having a common business interest; its purpose must be to promote this common interest. Members of a particular profession have a common business interest.

Must be nonprofit. The organization may earn a profit so long as its principal purpose is not to earn a profit. The organization must be structured in a nonprofit format, usually a nonstock, membership corporation or association.

No part of the organization's net earnings may benefit any private shareholder or individual, including members or employees.

It may not pay dividends to members.

The following activities have been held to be inurement:

Rebates of trade show profits only to member exhibitors.

Reimbursements of members' litigation costs without regard to precedential value of litigation.

Group advertising of member companies.

Distribution to members of royalties received on association-owned copyrights or patents. Reduction in dues as a result of extreme differentials in price of association services to members vs. non-members.

Activities must seek to improve business conditions in one or more lines of business as opposed to performing particular services for individual members.

The following activities have been held not to constitute inurement:

Reasonable price differentials between members and non-members.

Activities must seek to provide general or common improvements as opposed to special assistance to individual members.

Services are activities designed to benefit members individually rather than as a group.

IRS applies a primary activities test (i.e. more than 50 percent) in enforcing the requirement that

The primary activity of the organization may not be the offering of particular services to members.

The IRS has held the following to constitute particular services when carried on primarily to benefit

members individually:

Providing insurance for members and their employees.

Providing credit information services for members.

Sale of advertising in member publications.

Cooperative buying or selling to members,

Providing particular services to members is not prohibited and will result in loss of Section 501(c)(6) status only if carried on as an organization's primary activity,

The principal purpose must not be to engage in a regular business of a kind ordinarily carried on for profit.

An organization meets this test unless its primary purpose is to carry on a business ordinarily carried on for profit.

An organization will lose its exemption only if more than 50 percent of its income and expenses relate to a business or businesses operated for profit and unrelated to its exempt functions.

There are frequently asked questions about 501(c)(6) organizations:

There is no limit on the permissible size of an association's reserve.

There are no restrictions on the amount of lobbying which may be carried on in the common business interests of members.

If an association engages in "grass-roots" lobbying, a portion of its dues payments may be ruled non-deductible.

Note: Entire Appendix has been excerpted from "Starting

A GUIDE FOR ESTABLISHING A LOCAL BIOMEDICAL CHAPTER

The process of establishing a local biomedical organization, whether it be city/state/regional, begins

by communicating with local members of the biomedical and technical services community to determine their level of interest, needs, expectations, and demand for an organization. Once interest

and commitment are verified, a series of activities must take place.

The following outlines a suggested path for establishing a new organization. The sequence and timing of activities will vary and many activities can be performed simultaneously or may not be performed at all. This is only a guide; feel free to deviate if that works better for you.

All official documentation generated during the organizational process should be copied. The originals should be maintained together and in a safe place so succeeding leaders will have a permanent record of the formation of the organization, as well as the intent of the founders.

1. FORM A WORKING GROUP/STEERING COMMITTEE

Identify a few people with similar interests in forming a local biomedical organization who are sufficiently committed to laying out the groundwork. About five to six individuals would be a good

start. The purpose of this group is to direct the effort by first agreeing that there is sufficient need for

the organization to warrant a survey of a broader sample of the biomedical community. This should

be the primary objective of this working group. Roles and responsibilities for conducting the survey

should be assigned and a date agreed upon for the next meeting. About a month is reasonable in

order not to lose momentum. The group should consider surveying a large cross section of vendors,

third-party organizations, in-house personnel, students, and retired individuals.

As interest in a biomedical organization builds, the informal working group most likely will expand

into a more formalized steering committee with an acknowledged chairperson. The steering committee may include more people, possibly eight to 10. It may be beneficial to add individuals

who represent different types of employers or who are influential within the technical services community, thereby increasing the potential to attract more members down the road. The main

criteria for selection to the steering committee, however, should be commitment to the cause and

willingness to work. Establishment of the organization could take two to three years before it is

running smoothly, so it is critical that the key players be hard workers who are united in their purpose. The working group may also consider teaming up with AAMI, AAMI's Technology Management Council, or a nearby regional organization.

2. DETERMINE INTEREST LEVEL

a) Determine the geographic area the organization would serve. This should be based on various considerations:

Proximity of other local organizations. A listing of biomedical organizations is available under "Resources" on AAMI's Web site (www.aami.org).

A reasonable distance for members to travel to attend meetings.

The estimated number of biomedical and technical service professionals in the area.

b) Select the type of survey you plan to conduct—e-mail or mail (written) or phone (script required).

Cost and time considerations should be taken into account in making this decision. For example,

phone survey would require more time on the part of the working group, but it also could yield better

results. Phone surveys would provide the group with the opportunity to probe the respondents about

the reasons for their answers, plus greater potential to gauge the level of interest. A written survey is

more impersonal, may not be opened or responded to, and requires out-of-pocket costs for stamps

and stationery. These factors could be avoided with a phone survey, depending on the extent of the

survey area.

c) Identify the target audience to receive the survey. Traditionally, good sources include hospitals,

independent service organizations (ISO), medical equipment manufacturers, and colleges. In addition, you truly want to refer to the Registry of Active Certified Biomedical Equipment Technicians and Clinical Engineers published by the International Certification Commission (ICC).

Another source would be the online AAMI Membership Directory available to all AAMI members.

While the working group may know some individuals, it would not know all, so it is important that

group members solicit names of additional biomedical and technical service providers when conducting the survey. Also, the group should be diverse in employment setting, age, and experience, in order to provide a broad enough base to gauge true interest, in addition to sustaining

the organization over the long-term.

d) Develop a questionnaire to assess the level of interest and potential participation in the organization. The questionnaire should be designed to collect the following information:

Would you join if a local biomedical organization were formed?
 Would you be willing to pay dues? What annual level do you feel is reasonable?
 What would you like the organization to do?
 What topics are of interest to you, i.e. what is your greatest professional need, both personally, and at your work setting?
 Would you be interested in serving on a committee? Being a Board Member?
 Would you be interested in speaking? Exhibiting at a vendor night?
 What service(s) should the organization provide its members?
 Can you recommend colleagues who would be interested in being a member or Board Member?
 e) Conduct the survey. Establish a firm deadline by which results must be reported.
 f) Analyze results. It is critical to be objective in doing so.
 g) Determine next steps based on findings. Specifically, does it make sense to go forward, postpone moving forward until more interest is generated, or cease activity entirely? There is nothing wrong with saying that there is not enough membership commitment at the moment. You may want to wait a few months and set a date to start the process again. A different season can make a difference. If it appears the working group is unable to generate enough interest, these individuals may consider joining nearby organizations. This way they can stay current with what's going on and gather information that could help generate additional interest in starting the organization in the future.

3. SCHEDULE AN INFORMAL MEETING

If the survey findings are favorable, the next step would be to schedule an informal meeting with interested parties invited. Prior to that meeting, the working group should meet to determine:

- Agenda
- Who should be in charge at the first meeting
- Selecting a site (a local hospital is preferable)
- Drafting and sending out an announcement on social media
- Who is in charge of the sign-in sheet
- Nametags
- Greeting attendees
- Refreshments, if desired
- Inviting a guest speaker, if desired (possibly from another biomedical organization, AAMI, a manufacturer of medical equipment)
- Developing and handing out an information packet after the meeting (with membership applications)
- Door prize(s)

Since the most likely questions from attendees are "what's in it for me?" and "what will I get out of becoming a member," the working group, specifically the person in charge, should be prepared to address these issues. A review of the survey findings might prove helpful in this regard, as it is important to get the buy-in of potential members from the outset. The guest speaker's role should be to assist in identifying the group's common areas of interest. He or she also could address the benefits of having such an organization. It may be preferable to schedule an "event" as the kick-off effort. A fun activity, such as golfing, provides an opportunity for people to socialize and get to know each other. Afterward, the business agenda could be introduced. Attendees should be told beforehand what you plan to accomplish, but the social atmosphere and networking opportunities could foster a more favorable outcome for the serious issues.

5 GET PREVIOUS OFFICERS OFF BANK ACCOUNTS AND ADD NEW OFFICER

6. ESTABLISH A MAILING ADDRESS

A post office box is preferable to a business or home address, because it provides continuity, eliminating the need to change the address each time a new board is elected. Another option is private mail box services. This would enable you to receive deliveries from some courier services, such as Federal Express, which do not deliver to a U.S. post office box. In addition, you would have an actual address that could include a suite number, thereby making your address appear more professional. Finally, many of these services also offer phone message and copying services, which could prove beneficial down the road.

7. PLAN INAUGURAL MEETING (FIRST "OFFICIAL" MEETING OF THE ORGANIZATION

In some instances, Steps #3 and #7 may be one and the same. However, if there is some concern that the organization will not fly or additional fine-tuning is needed prior to announcing the formation of the organization, Step #3 provides the opportunity to "test the waters." Step #7 presumes the organization "is in business" and is an ongoing entity, albeit in its infancy. The planning and organization of the first meeting is critical to getting the organization off to a right start. The general guideline should be to "keep it simple," despite the fact that there is much to accomplish. In order to attract a wide audience for this event, you may want to invite an interesting

speaker who can address a topic of wide spread concern to the biomedical and technical services community.

Announcement of this meeting should be mailed well in advance, preferably a month before the

event. Pre-registration should be required, .so that the meeting room can be set ahead of schedule

and ample food is available. A contact name with phone number should be provided in the event of

questions. You also might consider including a response card that can be mailed, thereby reducing

the time commitment by the contact person.

The location should be convenient for most of the attendees. This could be at a local hospital, manufacturer's facility, or possibly in a meeting room of a hotel. Consideration should be given whether or not to include a meal or refreshments, and what to charge.

This initial communication is important and should include the following:

Purpose of the new organization

Types of members

Whether there is a fee for this initial meeting (It may be possible to get this meeting underwritten by a manufacturer or employer.)

Start and end times (for attendees to know what to expect)

Name of guest speaker and topic

Solicitation of interest in serving on committees

Because it is important that the inaugural meeting runs smoothly, careful attention should be paid to

the agenda and the time frame for agenda items. The steering committee chairman should run the meeting, with other members of the committee having been assigned specific roles.

The meeting will vary, depending on the nature of the group.

Purpose of organization.

Introduction of steering committee members. Note: The organization may function for the first year under the leadership of the steering committee and its chairman. After that, a board of directors, consisting of officers and Directors, is officially elected by the full membership annually or biannually. It is up to the membership of the individual organization how it wishes to proceed in this regard.

Introduction of attendees. By enabling each person to state his/her name, employer, and job function—a more informal, friendly atmosphere is created at the outset.

Frequency of meetings and locations. Firm plans should be announced for the date, time, and location of the next meeting in approximately a month, in order not to lose momentum.

Membership. Who can join, dues requirement?

Establishment of committees/solicitation of participation. It is recommended that a written list of committees, with information about their purposes and functions, be handed out to attendees at the start of the meeting.

Question and answer session.

8. UPDATE CHAPTER WEB SITE ON CMIA HOMEPAGE

A Web site is a great tool to update members with upcoming events. This is also an avenue for job

seekers, employers, students, and anyone who may be interested in the field.

Proposed suggestions for inclusion on the Web site:

List officers and options for contacting them

Upcoming meetings to include: place, time, subject, way to participate

Local job postings

Educational opportunities: local, regional, national

Links to related Web sites

Membership list

Copy of the bylaws

Suggestion box

Application for joining

Minutes from previous meetings

9. HOLD INAUGURAL MEETING

All attendees should sign in by giving their names, addresses, phone and fax numbers, and e-mail

addresses, to ensure they receive information on future programs. Steering committee members

should greet attendees and talk with as many as possible following the program to determine participants' satisfaction with the event. The steering committee members may wish to have a debriefing

session immediately following the meeting, to exchange information about individual communications, as well as discuss their overall reaction to the group dynamic. It is important that

the schedule be adhered to, not only to wrap up the meeting in a timely fashion, but also to convey a

sense of control. If the meeting loses focus, the interest of the participants also may be lost.

10. ORGANIZE COMMITTEES

It is critical to the organization's future that committees are established to perform the many tasks

required to continue formation and growth. The number and size of the committees may vary over

time and with each organization. It is important to involve the membership in these committees, not

only because the workload is less when distributed within the group, but also because committee

work tends to give participants a greater sense of participation and ownership of the organization.

Typical committees include:

Membership

Communications/newsletter

Program/meeting arrangements vendor relations
Special projects
Bylaws/policy
Nominating
Finance/audit
Liaison
Web site

A more specific account of the responsibilities of these committees is included in Appendix B.

13. DEVELOP THREE-YEAR BUSINESS AND FINANCIAL PLANS

In order to maintain interest and ensure ongoing programs, a three-year schedule should be generated. The first year of the calendar should be fairly firm, to allow scheduling and coordination.

The subsequent years will be less so, but still provide a projection of what the organization hopes

accomplish in the near future. The purpose of this planning is to publicize programs as widely as possible and enable coordination for meeting sites, speakers, and programs.

It is important for a newly established organization to focus initially on the basics and to get operating smoothly. Its more long-range plans may include expansion of its geographic base or annual meeting in conjunction with AAMI or a local organization in a neighboring state.

While this vision of the future is important, it may be too ambitious—even counterproductive to undertake

such large goals in the early stages.

The financial plan should provide a projection of the organization's income and expenses over a three-year period. This is particularly critical for a start-up entity, which must make critical decisions

with regard to dues amounts, types of membership, and sources of non-dues revenue, such as special

programs or vendor nights. Likely expenses would include a newsletter, Web site, bulletin board, or

some other regular means of communication; meeting-associated costs such as meals or room rental;

postage; stationery; copying; and reimbursement of phone, mileage, or other allowable expenses

incurred by members.

As a first step before developing the plan, the organization should do an honest and objective analysis of its position vis-à-vis its environment, assessing its strengths, weaknesses, opportunities,

and risks. This analysis provides the framework on which the future strategic direction is built.

14. RAISE OPERATING FUNDS

Dues are a generally accepted means of raising revenue. It is important, however, not to set the level

for individuals so high that it deters membership. One common practice is to develop a tier-type of membership, with corporate members paying the highest amount and individuals and students paying a more nominal fee.

The membership and/or liaison committee should benchmark the practices of other biomedical organizations in order to determine the most logical dues structure to adopt.

In addition, it should survey area companies and other targeted institutional supporters to assess the level of monetary support they are likely to provide.

Possible sources of non-dues revenue include:

Dinner meetings sponsored by manufacturers. Dinner is provided by the sponsor, but members are charged a nominal fee; nonmembers are charged a higher rate. This enables the manufacturer to have a forum for a technology presentation or new product introduction, while providing the biomedical organization with a fundraising opportunity, coupled with an educational event.

Manufacturer training courses. Some manufacturers are willing to conduct free or discounted regional training courses sponsored by biomedical organizations. These can be major revenue generators for the organization. It is important to determine upfront each party's responsibilities Who pays for the promotion of the course, facility rental, and meals?

Vendor Nights. Biomedical organizations charge a fee for manufacturers to display equipment or literature about their products. Depending on space availability, financial resources, and other factors, this could be restricted to a few companies or expanded to include not only exhibits, but also educational programs. This latter example is on the more aggressive side and more appropriately fits within the long-range planning model described earlier.

Group sport activities such as a golf tournament.

15. ELECT OFFICERS

The bylaws should specify who the officers of the organization should be, their responsibilities, and

their terms of office. They also should stipulate the size and term of office of the board of directors.

Boards frequently have rolling memberships (e.g. members may be elected for a three-year term,

with one-third of the board elected every year).

The responsibilities of the officers should be clearly defined. An officers' operations manual may be

used to supplement the bylaws, as noted in Appendix D. This manual also outlines the procedures

for the organization, providing a handy reference document that ensures continuity overtime.

Members of the organization should attempt to nominate individuals that have some expertise and

strong commitment to the office they seek. This should be an organizational goal. Less experienced individuals should be involved early on, thereby being groomed for possible future positions as officers. One way to achieve this is to elect or appoint a less experienced person to a key committee position or chairmanship, thus enabling him or her to develop skills required by an officer.

16. ESTABLISH PROCEDURES FOR FINANCIAL MANAGEMENT

Biomedical organizations presumably are established because of the professional concerns of its

members. It is imperative that it is operated like a business. It must operate on a sound financial

basis and adhere to generally accepted accounting policies and principles.

Procedures must be established to handle funds received, ensuring that they are deposited promptly

in a financial institution and accurately recorded on the organization's books. Similarly, there should

be procedures that document the accountability for money expended, including authorization

For such expenditures. Check signing authorization must be defined, including whether to require more

than one signature on checks. One method commonly used is to require more stringent controls as

the amount of expenditure increases. For example, the treasurer can sign checks up to \$500;

The president and the treasurer must jointly sign checks up to \$2500, the president or board chairman must jointly sign checks over \$2500.

As an organization grows, improved accounting practices may be in order. A newly elected treasurer

should have the opportunity to review past financial practices to determine if they are adequate for

his/her term of office. The bylaws should state clearly the treasurer's responsibilities, but it is ultimately the president who is held accountable for proper financial management. This

responsibility sometimes is shared with the board of directors, thereby spreading accountability.

Ideally, the treasurer of the organization should have some accounting experience (e.g. department

managers/supervisors frequently are involved in bookkeeping responsibilities as part of their daily

routine, as well as budgeting). If anyone in the organization has that experience or is willing to assume the treasurer's responsibilities, then identify someone with good organizational skills.

Purchasing a textbook on setting up books for a business operation would be money well spent. The

board might also consider buying bookkeeping software such as "Quickbooks" or "Manage Your Money." It will help classify income and expenses, and generate professional looking reports and

presentations.

The bylaws should stipulate that there be an annual audit of the books and financial records of the organization to ensure they are being handled properly. It is recommended that an outside accountant or CPA conduct an independent audit also. It is imperative that each organization has an individual familiar with local tax laws and filing requirements who can prepare the annual tax and legal filings in a timely manner.

18. AFFILIATE WITH NATIONAL ASSOCIATIONS

For a nominal cost, affiliation can provide numerous additional benefits to the local organization and its members. One natural affiliation would be to join the Association for the Advancement of Medical Instrumentation (AAMI). AAMI already has a long-established membership category for biomedical organizations, as well as a wealth of products and services specifically targeted to the biomedical community. In addition, AAMI serves as the secretariat for the International Certification Commission (ICC), which certifies biomedical equipment technicians, clinical engineers, laboratory equipment specialists, and radiology equipment specialists. AAMI's Technology Management Council is also a good resource for groups that are either starting out or have well-established organizations. For more information about the benefits of AAMI biomedical organization membership, visit AAMI's Web site at www.aami.org.

19. MARKET THE ORGANIZATION

The ability to persuade others to perceive value in the organization is fundamental to its success. Building membership that truly represents biomedical and technical service providers in your area is important to securing corporate membership and sponsorship of association events. Vendor support is critical to such areas as technical education, fundraisers, and organizational skills. .

Another fertile source for new members is local colleges. There is a good synergistic relationship between your organization and the college. Your organization most likely will express a need for education in its bylaws and can draw upon the colleges for speakers, technical resources, and possibly other resources, such as current videos and publications. The college/university needs to stress the importance of ongoing professional development to its students. It also should provide them with early experience in forming a support network that can provide them with. One way to enhance the recognition of your organization is to develop a logo. This is an optional feature that is nice to have, particularly for your organization's Web site, signage, and other venues where your name would be listed.

20. GROW THE MEMBERSHIP

This is another key component of a successful organization, particularly in the early years. It is critical to keep alive the enthusiasm of the original members and build upon that strength. As with any organization, there will be some natural attrition over time, so it is important to continually bring in new blood to sustain the organization for the long term. It is recommended that there be a program of mentoring, so that younger members feel welcome, plus receive enhanced value from their membership. If the organization is to be sustained over time, this continual process of development must be continued. In fact, a mentoring program can be developed into one of the primary benefits of the organization if done well, for it can be a rewarding experience for members of any age or level of experience.

21. COMMUNICATE

Communication is the lifeblood of any organization, not only between the board of directors and membership at large, but also among the entire membership, and between the membership and

others in sister organizations throughout the country. Electronic communications have greatly enhanced the ability to communicate rapidly, as well as reduced the costs for expenditures such as:

newsletters. In fact, your organization may elect to rely predominantly on e-mail as its means of communicating, but if so, bear in mind that there may be some members who do not have ready access.

One value-added feature of your organization might be the ability to go online and communicate

instantly with peers via chat rooms, bulletin boards, and list serves. This is a relatively easy and inexpensive way to obtain vital information quickly and to network within the organization.

Some of

these services presume the existence of an organization Web site. An alternative would be for a local

biomedical organization to join AAMI, immediately connecting with all other AAMI mem