

# GLOBAL CLINICAL ENGINEERING ALLIANCE

## BYLAWS

### Mission Statement

The Global Clinical Engineering Alliance (GCEA) fosters and promotes the global advancement of the theory and the practice of the clinical engineering profession, its members, their professional development, and cooperation with other healthcare related stake holders for the benefit of improving healthcare outcomes.

GCEA shall achieve its mission through the following activities:

### 1. Scientific Meetings

- 1.1. The GCEA may hold international scientific meetings with collaboration of national or regional - Member Organization - MO and may participate in national, regional, and other specialized meetings.
- 1.2. GCEA shall hold an international scientific meeting every two years, where will be promoted the ordinary meetings of the Global summit group and the General Assembly.
- 1.3. GCEA may hold other technical meetings that include conferences, symposia training courses or regional events in person or virtually.
- 1.4. GCEA may cooperate, develop, and promote local capacity building events, such as training workshops/ courses. The participation of GCEA in the development and support of such national events shall follow rules established in article.

### 2. Publications

The GCEA may publish or enter into agreement with others to publish related journals and other major publications as may be authorized by the President.

### 3. Languages

The working language of the GCEA board members is American English. However, it may accept other languages when promoting international or regional scientific meetings.

### 4. Working Groups

The GCEA may establish Working Groups (WG) to address specific issues/projects. Working Groups will respond to the Officers who will define the priorities and financial conditions under which [WG] will operate.

### 5. Membership Class

Membership in GCEA is open to:

- A. National and transnational Clinical Engineering societies - **MO**
- B. National and transnational Biomedical Engineering Societies - **MO**
- C. National and transnational Clinical Engineering Technologists and Technicians Societies. - **MO**
- D. Industry Based Organizations and Associations – **IBO**
- E. Other related professional organizations, institutes or consulting groups - **PO**
- F. Individual Clinical Engineering professionals – **IM**
- G. International or regional philanthropical, policy think tank, foundations - **IPF**
- H. Temporary Invited member – **Associate**

### 6. Conditions for acceptance

#### 6.1. Conditions of acceptance for **MO** class of membership:

- 6.1.1 In compliance with Article 5 of the Constitution, acceptance of a Member Organization (MO) is conditional on the candidate MO submitting complete membership application that shows evidence

that it is operating within the Clinical Engineering field and is fulfilling three or more of the following requirements:

- A. Hold regular meetings between the officers and associated members.
- B. Publish a journal or activities report.
- C. Maintain regular professional and Scientific/educational events.
- D. The MO must operate as a non-profit organization (tax exempt) and provide evidence for such.
- E. Must maintain high ethical and professional standards.
- F. Must have an active President, Secretary and Treasurer, or equivalent officers and a constitution and Bylaws or other official certification of its organization and operation.

## **6.2. Conditions of acceptance for **IBO** Class of membership**

**6.2.1** In compliance with Article 5 of the Constitution, acceptance of an IBO is conditional on its operating within the Healthcare Technology field and fulfilling one or more of the following requirements:

- A. Hold regular meetings between the officers and associated members.
- B. Publish a journal or activities report.
- C. Maintain regular technical/educational events.
- D. Must maintain high ethical and professional standards.
- E. Must have an active President, Secretary and Treasurer, or equivalent officers and constitution and Bylaws or other official certification of its organization and operation.

## **6.3. Conditions of acceptance for **PO** and **IM** Classes of membership**

Global Clinical Engineering Alliance promotes interaction through the creation and sustaining administration of new and existing clinical engineering associations. In order to support CE capacity building, where a National CE Association (1) does not exist in a location, or (2) did not confirm their intention to join the GCEA, or (3) other similar cases that will be evaluated on a case by case basis, individual practitioners from that location may seek membership with GCEA as an IM member.

**6.3.1** Other Related Professional Organizations (PO) and Individual Clinical Engineering Professionals (IM), have the same rights as a MO member with the exception of:

- A. Voting right during the General Assembly and
- B. Be considered for membership in the Executive Board or its Officers.

## **6.4. Conditions of acceptance for **IPF** class of membership**

- A. Acceptance of candidate as International or regional philanthropical, policy think tank, foundations – (IPF) is conditioned on the candidate completing the membership application form.
- B. Candidate member must submit membership application form and fulfill at least one or more of the requirements noted in 6.1. IPF member may participate in GCEA working group and meetings but will not be eligible to vote or serve as officer of GCEA executive board or committee leadership position.

## **6.5. Conditions for acceptance of an **Associate****

- A. An Associate is a temporary member selected to participate in the Advisory Council (TAC) and/or to help with the GCEA activities (AM)
- B. An Associate can be invited by any member of the Executive Board or nominated by any membership Class member. Review of the nomination will follow completion of submission of all requested information and fulfillment of the criteria established in Appendix A of this Bylaw. The request must be submitted to the Membership Committee for review, and the recommendation will be decided by the Executive Board who can approve, decline, or table the submission.
- C. All candidates to the Associate class must complete all the information requested in the submission form and deliver it to the GCEA Secretary.

## **7. Number of GCEA member per country**

There is no limit on the number of organizations that can be qualified to join GCEA from the same country.

## 8. Rights of GCEA members

The following rights and privileges are granted to all GCEA Members:

- A. Electronic copies of any GCEA newsletter for distribution to their members.
- B. Access to the registry of other Member Organizations.
- C. Permission to indicate their Membership on their stationary and elsewhere.
- D. Reduced rates of subscription to GCEA's publications, and reduced registration fees at conferences when such reductions are provided, for their members.
- E. Participation in all the activities of the GCEA.
- F. Participation in the General Assembly of the GCEA, as provided by the Constitution and Bylaws.
- G. Nominate candidates to participate in the GCEA election process for Officers. Exception made for IM class that cannot self-nominate or nominate candidates.

## 9. Responsibilities of GCEA members

Members shall:

- A. Adhere to GCEA's established Conflict of Interests and Ethical Statement that communicates guidelines to officers, staff, and GCEA Committee members to ensure that all who serve in the GCEA organization understand what behavior is expected, and what behavior will not be tolerated at GCEA functions. GCEA expects all such persons to abide by these documents at all events, in related online communities, and on social media. Membership includes the obligation to recognize and adhere to this Constitution and Bylaws and to pay the appropriate dues annually. Failure to pay annual dues may result in temporary suspension of voting rights.
- B. Distribute GCEA initiated calls for papers, conference notices, or other material for general circulation.
- C. Provide timely information to GCEA about their own scientific events and activities.
- D. Communicate timely any changes regarding their executive officers, Constitution, Bylaws, or delegates to the Secretary of the GCEA.
- E. Communicate to the Secretary of GCEA, no less than up to 60 days before the General Assembly, the name of person that will represent the group during the meeting.

## 10. Membership Process

- A. Each application for membership of GCEA will be completed online via the GCEA website and sent to the membership chair.
- B. The Membership Committee (art.30), having ascertained that the application corresponds to the requirements, will authorize the admission on a simple majority of votes cast.
- C. Admission includes the obligation to recognize and adhere to this Constitution and By-Laws and to pay the appropriate dues annually.
- D. Treasurer will invoice the member for the corresponding fee.
- E. The Membership Committee is responsible for verifying whether candidates for the Associate Class meet the requirements outlined in Appendix A. The committee must also communicate with applicants regarding any missing information.

## 11. Termination of a Member

- A. The GCEA membership may be terminated by a vote of the General Assembly if the activity of that member is consistently violating the letter or the spirit of the present Constitution.
- B. Membership is terminated if a GCEA member is three years in arrears in payment of its membership fee, but such termination shall not relieve a member of the obligation to pay such membership fees which are in arrears in case of a new application for membership.
- C. A GCEA Member not being in arrears in payment of its membership fee may terminate its membership by delivering a declaration to that effect to the President or to the Secretary prior to July 1st in order to become effective at the end of the current year.

- D. An Associate's service may be terminated before the end of the term by mutual agreement or at the discretion of the GCEA Membership Committee Chairperson due to non-compliance with the responsibilities or eligibility criteria specified in these bylaws.

## **12. Membership Subscriptions and Fees**

- 12.1.** Reduced membership fees are available and adjusted according to the country region and presented in GCEA's site.
- 12.2.** Membership fees are annually reviewed by the Treasurer.
- 12.3.** If for any reason the annual subscription of a Member in any year has not been paid by its anniversary date, the Member shall be notified by the Treasurer that the subscription is in arrears. If the subscription in arrears has not been paid within 90 days of that year, the matter shall be reported to the Executive Board by the Treasurer.
- 12.4.** The membership at the Associate class is free of charge.

## **13. Convening of the General Assembly**

- 13.1.** The General Assembly may be convened either as a regular or an extraordinary meeting.
- 13.2.** A regular meeting of the General Assembly is required to take place within a period of no less than three years.
- 13.3.** Extraordinary meetings of the General Assembly may be organized, at any other time decided upon by the Officers. The Officers are furthermore obliged to convene such a meeting upon request of more than 25% of the Member Organizations.
- 13.4.** The participation in regular and extraordinary meetings can be physical or by means of virtual tools.
- 13.5.** At a meeting of the General Assembly, each MO in the ordinary and reduced fee membership categories will have one vote.
- 13.6.** Each Member Organization shall normally be represented at meetings of the General Assembly by its President who will cast the vote on the MO's behalf. If the President is unable to attend, the MO may be represented by a proxy whose name must be communicated by the MO, in writing, to the GCEA Secretary prior to the scheduled date of the meeting.
- 13.7.** Each MO may authorize another Member Organization to vote in its place at a meeting of the General Assembly, provided the GCEA Secretary has been notified by the authorizing MO, in writing, prior to the scheduled date of the meeting.
- 13.8.** The President of the Alliance or, in his/her absence, the President-Elect or, if none of these be present, another elected member of the Officers authorized by the President or failing him/her by the Officers, shall preside at any meeting of the General Assembly.
- 13.9.** The General Assembly shall have its normal Ordinary Session at the time of the International Clinical Engineering and Health Technology Management Congress - ICEHTMC, normally held biannually.

## **14. Agenda of the General Assembly**

- 14.1.** The agenda for a Session of the General Assembly shall be prepared by the Secretary on behalf of the Officers and shall include, at least:
- A. Reports from the Officers.
  - B. Reports from committees presented by the Executive Board.
  - C. Any new business presented in writing in advance of the General Assembly by any Delegate or member of the Officers.
  - D. The requirement for some reports may be waived by the Presiding Officer.
- 14.2.** In the beginning of the General Assembly, in case the GCEA secretary officer is not present, the Presiding Officer must assign the Secretary for the meeting.

- 14.3. The agenda shall be sent to all GCEA members at least 30 days before the first meeting of a regular Session of the General Assembly.

## **15. Attendance and voting at the General Assembly**

- 15.1. All individual members of the Member Organizations of the GCEA may attend the General Assembly and participate in its discussions.
- 15.2. Voting is restricted to:
- A. Elected Officers,
  - B. Delegates indicated by the MOs.
- 15.3. Voting can be done either by a written secret ballot or via a virtual system which will be provided by the GCEA. In cases of written secret ballot, the Presiding Officer of the General Assembly is responsible to appoint up to three participants to compose the counting committee for counting the votes and releasing the result while maintaining the secrecy of the votes cast.
- 15.4. For the election of officers and members of the Executive Board, a secret ballot shall be conducted. In the case of tie, the result is to be decided by the president of the General Assembly.
- 15.5. Between sessions of the General Assembly, business may be conducted by postal or electronic votes. The Secretary of each MO and the corresponding voting member of General Assembly must be notified by the GCEA's Secretary about the subject to be voted on.

## **16. Quorum of the General Assembly**

The General Assembly may be conducted without a quorum being reached, but decisions must subsequently be ratified by a majority vote of the voting members of the Assembly, conducted by electronic mail or virtual ballot system.

## **17. Minutes of the General Assembly**

The Secretary will keep the minutes of each meeting of the General Assembly and send them to all voting members of the General Assembly within three months after conclusion of the meeting. After approval, or amendment by postal or electronic mail ballot, and signed by the President, copies of the approved minutes shall be sent to all Member Organizations and other membership groups.

## **18. Election of Officers**

- 18.1. At least 60 days before each Ordinary General Assembly Session, the GCEA Secretary must notify the Secretary of each Member Organization and request notification for any amendments in the agenda and the name of the Delegate to represent the MO in the General Assembly. He/she must also request the names of any of their individual members, which they would wish to have considered for nomination for Office. Only one candidate for each Officer position can be nominated by each MO.
- 18.2. The Secretary must forward to the Chair and each member of the Election Committee a list of the Delegates and of the suggested names of the nominees. The deadline for submission of MO Delegates and nominees for officer positions, is four weeks before the General Assembly.
- 18.3. After considering the list of the proposed nominees, the Election Committee can add further names to the list of candidates from the Member Organizations, if it considers that this would be in the interest of the GCEA to do so.
- 18.4. The Election Committee shall prepare a final list of candidates for Officers and send it to all GCEA Member Organizations not later than one week before the General Assembly. This final list should provide, if possible, at least two candidates for election to each elected Officer position. The signed consent of each candidate shall be obtained by the Chair of the Election Committee before the list is presented to the General Assembly.
- 18.5. The final list of candidates shall be presented to the General Assembly at its Ordinary Session, and voting shall proceed in the following sequence: President-Elect, Secretary, Treasurer.

18.6. Election shall be by either simple or weighed majority, depending on the procedures of electronic vote that will be used.

## 19. Term in Office of Officers

- 19.1. An elected officer of the GCEA shall hold office from the end of the Ordinary Session of the General Assembly at which he/she was elected, or took up office, until his/her successor takes office.
- 19.2. The President shall be eligible for election for a single term in office, after which one full term must elapse before he/she is again eligible for that office.
- 19.3. The Secretary and Treasurer shall normally be eligible to hold office for two successive terms only but exceptionally may hold office for a maximum of three successive terms. After leaving office, one term must elapse before they are again eligible for the same office.
- 19.4. If no General Assembly could be held within a period of two years, the President shall proceed with an election using virtual tools or electronic mail if necessary, using the existing list of delegates and names, if any, and following the procedure of Bylaws 19.

## 20. President

The president is the Chief Executive Officer of GCEA and shall preside at meetings of the Executive Board and GCEA's General Assembly.

## 21. President Elect

The President-Elect assists and supports the President as needed and plans for the his/her term. The President-Elect shall automatically become President at the end of the term as President-Elect.

## 22. Past president

- 22.1. The Past President provides advice and leadership to the Executive Board regarding past practices and other matters, to assist the Board in governing the GCEA. He/she supports the President and the President-Elect.
- 22.2. In the absence or disability of the President, the Immediate Past President shall perform his/her duties.
- 22.3. Chair the Advisory Committee.

## 23. Secretary

- 23.1. In consultation with other members of the Executive Board, the Secretary's function is to keep the records of meetings, activities, membership and any other records required Bylaws.
- 23.2. The Secretary shall be the liaison between GCEA and Member Organizations.
- 23.3. The Secretary shall maintain the following books and registers, and shall make them available to the officers and the General Assembly as required:
  - A. A minute book of the meetings of the General Assembly.
  - B. A minute book of the meetings of the Executive Board.
  - C. A register of Member Organizations, containing the names and addresses of their current executive officers and Delegates to the General Assembly, and their current number of members.
  - D. A register containing the current Constitution and Bylaws of each Member Organization.
  - E. A register of past officers, with their current addresses.
  - F. The annual reports from all GCEA Committees.
- 23.4. The secretary must communicate and send the meeting agenda to the Officers and Advisory Council members at least one week before the meeting is set.

## 24. Treasurer

- 24.1. In consultation with other members of the Executive Board, the treasurer's function is the general supervision of the GCEA's fiscal affairs and shall be responsible for:

- A. Monthly financial reports (income statement, balance sheet) including budget reports for each department.
- B. Cash flow management.
- C. Accounts receivable and managing any bad debts.
- D. Compliance with non-profit status requirements for the IRS.
- E. Profit and loss statements regarding individual projects.

24.2. At the end of each term in Office, the Treasurer must present a report of finance activities to a board appointed by the President elect.

## 25. Associate

- 25.1. An Associate is an individual who volunteers to support the mission and objectives of the Global Community of GCEA by offering their professional expertise, training, and time.
- 25.2. To become an Associate member, a candidate must be selected by the Executive Board following the approval of their application by the Membership Committee.
- 25.3. In accordance with Article 11.D, an Associate's service terminates when new officers are elected during the General Assembly.
- 25.4. An Associate may be reinstated in the following presidential term if selected by the newly elected officers.
- 25.5. An Associate may be chosen to join the Advisory Council (TAC) or collaborate as an Associate Member (AM) on any GCEA project developed by the Committees.
- 25.6. A TAC member can be invited by the Advisory Council or nominated by any GCEA member.
- 25.7. A TAC member may participate in GCEA meetings but is not eligible to vote or hold an officer position on the GCEA Executive Board or in committee leadership.
- 25.8. An AM can be invited by any member of the Executive Board or the chairperson of any permanent or temporary committee.
- 25.9. All Associate members must meet the requirements set by the Membership Committee and comply with the criteria outlined in Appendix A of this Bylaw.

## 26. Vacancies

Due to resignation, death or other circumstances of any officer, it may be necessary to hold an election before the next General Assembly, carried out virtually or by electronic mail following the same procedure as for a normal election.

## 27. Election Committee

- 27.1. The Election Committee is responsible for:
  - A. Preparing and presenting to the next Ordinary Session of the General Assembly a list of candidates eligible for election as Officers.
  - B. Soliciting nominations for eventual GCEA awards programs as well as preparing the list of the qualifications of each candidate.
- 27.2. The membership of the Election Committee is considered to be ceased following an election of new officers and members of the Executive Board and the new President shall immediately proceed to appoint a new Chair of the Committee, and the Executive Board to appoint the new members.
- 27.3. Membership of the Election Committee shall be as widely representative as is feasible.
- 27.4. Assigned Members of the Election committee should not be candidates for office.

## 28. Award Committee

- 28.1. The members of the Award Committee shall be appointed by the Executive Board for specific tasks.
- 28.2. The obligation of the Award Committee shall be defined when its members are appointed.

- a) Define the criteria for the awards to be given, ensuring they align with the GCEA's values and objectives.
- b) Promote the awards to encourage nominations and raise awareness worldwide.
- c) Timely collect and review nominations submitted for the awards, ensuring that all submissions meet the established criteria.
- d) Conduct fair and thorough evaluations of nominees, considering their achievements, contributions, and suitability for the award
- e) Ensure that all discussions and decisions regarding nominations and recipients are kept confidential until official announcements.
- f) Plan and coordinate award ceremonies or events to honor recipients, including logistics, presentations, and publicity.
- g) Inform nominees and recipients of the committee's decisions, and decisions and preparing announcements for public disclosure.
- h) Keep detailed records of nominations, evaluations, and decisions to ensure transparency and accountability.
- i) Periodically review and refine the award process and criteria to expand and improve effectiveness and relevance.
- j) Collaborate with other committees or stakeholders within the society to enhance the award program and its impact

## **29. Policy Committee**

- 29.1.** The Policy Committee is responsible for overseeing and reviewing policies to ensure they align with GCEA's mission and legal requirements.
- 29.2.** The Policy Committee must ensure that all GCEA committees operate within ethical guidelines and comply with the regulations established by the GCEA's constitution and bylaws.
- 29.3.** The Policy Committee is tasked with assessing the effectiveness of policies and the work of committees, making periodic recommendations for improvement.

## **30. Membership Committee**

- 30.1.** The membership committee is responsible to verify that the application for membership to GCEA meets the required conditions according to article 6 of GCEA Bylaws. The committee will be responsible to communicate with applicants any missing information.
- 30.2.** The Membership Committee is responsible for verifying that all applications for GCEA membership meet the requirements established in this Bylaw. For the Associate Class, it is essential to adhere to the criteria outlined in Appendix A.
- 30.3.** The Membership Committee must promptly communicate with applicants regarding any missing information as well as the outcome of their application.

## **31. Educational Programs Committees**

- 31.1.** The Educational Programs Committee is responsible for creating and managing all educational and scientific events to be developed and administered by GCEA.
- 31.2.** The Chair of the Educational Programs committee is appointed by the GCEA president and approved by the Executive board. The number of participants of this committee can vary according to the volume of projects to be developed.

## **32. The Publication Committee**

The publication Committee is responsible for all publications of the GCEA. The membership of the committee is appointed by the Officers and shall consist of a Chair and three other members, the Editor and Deputy-Editor; the Chair of the Publications & Publicity Committee and the Treasurer of the GCEA.

### **33. HTF Foundation Committee**

- 33.1.** The Healthcare Technology Foundation Committee is the philanthropic committee of GCEA that inspires and solicitates donations as a USA tax-exempt organization pursuant 501(c) (3). It serves as steward of the funds that are designated for raising awareness, education, collection of knowledge, research, and projects to improve patient care, public education & support, and the clinical engineering profession.
- 33.2.** The Health Technology Foundation Committee is responsible for raising funds to support projects; for receiving, evaluating and selecting projects for support and for providing oversight of supported projects.

### **34. The Advisory Council**

- 34.1.** The Advisory Council is composed of GCEA Officers and six Associate Class members (TAC) in good standing. This council must include individuals with diverse backgrounds and skills who can provide strategic advice to assist GCEA in achieving its mission.
- 34.2.** Any GCEA member may propose a candidate for the Advisory Council.
- 34.3.** Immediately following the election, the new officers shall select the additional members for the Advisory Council from the nominated and invited candidates for the TAC class.
- 34.4.** Chaired by the Past President, the Advisory Council must fulfill the action plan established in Appendix B of this Bylaw.

### **35. Other Committees**

At the discretion of the GCEA President and with the Officers' approval, temporary committees can be created with specific tasks and projects to be developed. Such a Committee will exist for the duration of the President term who created it.

### **36. Executive Board**

- 36.1.** The term in office of all committees' chairpersons under this Bylaw shall be considered ceased following an election of new officers.
- 36.2.** Committees of the Executive Board have only such powers as shall be specifically delegated to them. No such delegation of powers shall contravene the provisions of the Constitution or the Bylaws.
- 36.3.** The Executive Board shall be convened at intervals not greater 6 months. The Secretary is responsible for distributing all documents for the meeting 15 days before it occurs.
- 36.4.** The Executive Board meeting can be done using virtual means as well as voting. In the case of a tied vote the Chair shall have a casting vote.
- 36.5.** The Secretary is responsible for keeping the minutes of each meeting.
- 36.6.** The President or a member of the Executive Board, with the president authorization, can invite any person or persons to attend the meetings and to speak to matters of business, without the right to vote.
- 36.7.** If an Executive Board member fails to attend 2 consecutive meetings of the Executive Board without reasonable excuse, the Secretary shall inform him/her that their position is to be declared vacant.
- 36.8.** The Executive Board is responsible for reviewing and approving all requests for GCEA endorsement of scientific events, in accordance with the requirements established in Appendix C.

### **37. Ethics and Conflict of Interest**

All members of the Committees, General Assembly, Executive Board, and volunteers must follow all the precepts related to ethics and conflict of interest as follows:

### 37.1. Ethics

**37.1.1** To uphold the highest standards of integrity, responsible behaviour, and ethical conduct in professional activities.

- A. to hold paramount the safety, health, and welfare of the public, to strive to comply with ethical health-care devices life cycle management and other related engineering practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment;
- B. to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent embedded devices and systems;
- C. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
- D. to avoid unlawful conduct in professional activities, and to reject bribery in all its forms;
- E. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest and realistic in stating opinions or work estimates based on available data, and to credit properly the contributions of others;
- F. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations.

**37.1.2** To treat all persons fairly and with respect, to not engage in harassment or discrimination, and to avoid injuring others.

- A. to treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
- B. to not engage in harassment of any kind, including sexual harassment or bullying behaviour;
- C. to avoid injuring others, their property, reputation, or employment by false or malicious actions, rumours or any other verbal or physical abuses.

**37.1.3** To strive to ensure this code is upheld by colleagues and co-workers.

- A. to support colleagues and co-workers in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.

**37.1.4** All GCEA officers, committee members, volunteers and professional staff shall adhere to the highest ethical standards in raising funds for GCEA and its HTF Foundation including, but not limited to, the following:

- A. staff participating in fundraising efforts may work for a salary or fee, and shall not receive a percentage based on compensation or a commission;
- B. all donor and prospect information created by, or on behalf of, the HTF Foundation shall be the property of the GCEA and shall not be transferred except on behalf of the HTF Foundation;
- C. fundraisers and program managers are required to ensure that contributions are used in accordance with the donors' intentions;
- D. donors shall have the options to limit the use of their personal information to the HTF Foundation's internal use and to have their names removed from the HTF Foundation's mailing list, and
- E. the HTF Foundation's policy with respect to the privacy of donor information shall be reflected in its solicitation materials and on its web site.

### 37.2. Conflict of Interest

**37.2.1** For the purposes of the GCEA policies and procedures, conflict of interest is defined as any situation in which:

- A. a member of the GCEA administration, officers, and/or HTF Foundation Committee, any key employee, any officer or volunteer or other person serving the Foundation in some capacity is in a position to make decisions or cast votes that could substantially and directly, or indirectly, affect any such person's personal, financial or business interests or
- B. any such person has a fiduciary responsibility to another organization.

**37.2.2** All such persons shall avoid situations and activities where their personal interests could conflict, or reasonably appear to conflict, with the interests of the GCEA.

**37.2.3** Members, as noted above, have a duty to avoid being controlled by another entity in the exercise of their duties, shall not agree to exercise their duties in order to benefit any individual or interest other than the GCEA's interest, and shall abstain from voting on a matter in which they has a financial interest and shall not be present at or participate in any board or other committee deliberation or vote on the matter giving rise to such conflict. It is the responsibility of every employee and all persons in any elected, appointed, or volunteer position of a GCEA activity to determine if a conflict or perceived conflict of interest may exist.

**37.2.4** If a conflict exists, the person with the conflict shall not attempt to influence improperly the deliberation or voting on the matter giving rise to such conflict.

**37.2.5** Any such recognized potential conflict shall be made known and communicated immediately to the person in charge of the activity (or to the next higher authority if the affected individual is in charge) who, after consultation with the President and the other individuals in the activity, will advise the affected individual of the proper course of action and cause a notation of the action to be entered in the activity's record, including the minutes of any meeting at which the conflict was discussed or voted upon.

**37.2.6** In addition, prior to the initial election of any officer and committee chairperson and annually thereafter, such a person shall complete, sign and submit to the Secretary a written statement identifying to the best of the director's knowledge, any other entity of which such person is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the GCEA and its Foundation has a relationship, and any transaction in which the corporation is a participant and in which the director might have a conflict of interest.

**37.2.7** The Secretary shall provide a copy of all completed statements to the President.

### **38. Amendments to this Bylaw:**

- 38.1.** Amendments to this Bylaw can be proposed by any GCEA members in good standard as well as the Executive board
- 38.2.** Any amendment proposal must be reviewed by the Policy Committee to ensure that they align to the GCEA's mission and legal requirements.
- 38.3. Minor corrections, mainly grammatical changes that does not affect the impact in the bylaws regarding new obligations and actions, after approved by the policy committee can be discussed and approved by the officers.**
- 38.4. Changes in the Bylaw requiring major update to the Bylaw that will require new obligations and action, after submitting to the Policy Committee must be submitted to the GCEA members in the GA or a special meeting called by president.**
- 38.5.** Amendments to the Bylaw can be discussed and approved virtually during the GCEA special meeting, provided that a majority of the participants are in agreement.

### **39. Expenses**

Paid authorized expenditure will be subject to reimbursement based on submission of a complete expense report form and availability of GCEA funds.

## APPENDIX A

**APPENDIX A:** establish the Eligibility Criteria, the Responsibilities and the Proceeding to apply as candidate for the **Associate** class.

To qualify as an Associate with GCEA, candidates must meet the following criteria:

1. **Professional Experience:** Possess relevant expertise and training that aligns with the mission and goals of GCEA.
2. **Commitment to GCEA Mission:** Demonstrate a strong commitment to supporting and advancing the mission of GCEA.
3. **Invitation or Recommendation:** Receive an invitation from a GCEA Officer or be recommended by an existing member of the organization.
4. **Availability:** Members should be willing and able to dedicate time to actively participating in council meetings and activities.
5. **Reputation and Integrity:** Individuals with a strong reputation and high ethical standards to enhance the council's credibility and effectiveness.

**Additional requirements to be accepted as a Associate class to be part of the Advisory Council:**

6. **GCEA member,** for at least four (4) years, in good standing and without a conflict
7. **Diverse Perspectives:** A mix of backgrounds, skills, and viewpoints to provide comprehensive and well-rounded advice

### Responsibilities of an Associate class

As an Associate with GCEA, you will be expected to fulfill the following responsibilities:

1. **Support GCEA Initiatives:** Actively contribute to projects, programs, and activities that further the mission and objectives of GCEA.
2. **Leverage Expertise:** Utilize your professional knowledge and skills to provide valuable input and solutions in areas relevant to GCEA's work.
3. **Collaborate with Members:** Work closely with GCEA members and other Associates to share ideas, best practices, and resources.
4. **Uphold Ethical Standards:** Maintain the highest standards of professionalism, integrity, and ethical behavior in all GCEA-related activities.
5. **Participate in Meetings:** Attend and actively participate in GCEA meetings, conferences, and other events as required.
6. **Provide Regular Updates:** Keep the GCEA Membership Committee informed of your contributions, progress on assigned tasks, and any challenges faced.
7. **Renewal and Compliance:** Ensure timely submission of required documentation for service renewal and adhere to GCEA policies and guidelines.

### How to Apply

To apply for an Associate position with GCEA, please follow these steps:

1. **Receive an Invitation:** Obtain an invitation from a GCEA Officer or secure a recommendation from an GCEA member.

2. **Submit Application:** Prepare and submit the following documents to the GCEA Membership Committee:
  - A detailed Curriculum Vitae (CV) outlining your relevant experience, training, and expertise.
  - A statement of support for GCEA's mission, demonstrating your commitment to the organization's goals.
  - A passport-style photograph for identification purposes on the GCEA website.
  - Any additional documentation requested by the Membership Committee.
3. **Application Review:** The Membership Committee will review your application, verifying all submitted documents and assessing your alignment with GCEA's mission.
4. **Decision Notification:** You will be notified of the Membership Committee's decision. If approved, your photograph and details will be posted on the GCEA website.

## APPENDIX B

Appendix B establish the Action Plan to be followed by the GCEA Advisory Council:

1. **Periodical Meetings:** Hold meetings, at frequency of no less than quarterly, to review progress, discuss strategic issues, and provide guidance.
2. **Annual Strategic Review:** Conduct an annual review of the state of the strategic plan and suggest to the President, if needed, adjustments based on current trends and organizational performance.
3. **Fundraising Campaign Support:** Participate in at least two major fundraising campaigns or events per year.
4. **Financial Health Check:** Review financial reports quarterly and provide recommendations for financial management.
5. **Program Impact Evaluation:** Annually review the outcomes and impact of Officers and Committees actions and of other major programs, offering insights for improvement. Annual report will be submitted to the President and the Bi-Annual report will be submitted to Membership. Officers and Committee Chairpersons will be invited to the AC meeting as needed.
6. **Public Advocacy:** Engage in at least two public speaking or advocacy events per year to promote the organization's mission.
7. **Networking Initiatives:** Facilitate introductions and engagement with potential partners and donors on an ongoing basis.

## APPENDIX C

Rules for granting supporting/endorsing material from the Global Clinical Engineering Alliance - GCEA

### Article 1

#### General provisions and scope of application

1. This provision establishes the criteria and procedures for the granting of endorsement and the authorization to use the GCEA protected material including name, URL site, and logo by third parties, public or private.
2. Endorsement means the recognition, support, promotion or protection recognized by the GCEA for initiatives and events organized by third parties, deemed worthy of appreciation for their cultural, scientific, economic and social, celebratory purposes, with direct connection with the institutional mission of the GCEA.

3. By initiative we mean: an event, a convention, a congress, a seminar, a course, a training activity, research, a survey, a review, a competition, a prize, a print or electronic format work. (book or publication in general).
4. The granting of endorsement and the authorization to use the logo must e not be onerous for the GCEA. The endorsement can not be used for commercial promotion of product, software, or related business services.
5. The endorsement and authorization to use the logo can be granted to a single initiative, they do not extend to other similar or dissimilar initiatives and cannot be granted on a permanent basis.

## Article 2

### **Beneficiaries**

1. The endorsement as defined above and the authorization to use the logo are granted to: associations, organizations, committees, foundations, companies, and other bodies, which by virtue of their institutional, scientific, economic, cultural, notoriety and owned social structure, give a guarantee of correctness and validity of the initiative and are aligned with GCEA mission.

## Article 3

### **Submission of applications**

1. Persons wishing to apply for endorsement must:
  - send to the e-mail address [secretariat@globalcea.org](mailto:secretariat@globalcea.org), with no less than 45 days from the date of the initiative, a specific request written on the letterhead of the applicant body / company, signed and stamped by the Legal Representative, addressed to the President and the Board of Directors GCEA;
  - attach the program and information brochure of the initiative;
  - fill in the fields of the appropriate form available on the website [www.GCEA.globalcea.org](http://www.GCEA.globalcea.org)
2. The application may have as its object the endorsement and use of the logo and must necessarily contain all the information and documentation necessary to exactly identify the applicant (headquarters, postal and telephone address, e-mail address) as well as the purpose, target audience, location and methods of carrying out the planned initiative.

## Article 4

### **Proceedings and assessment of applications**

The President shall identify, among the members of the Board, a delegate for review of the endorsement request. The delegate is responsible for carrying out the related examination and preparing the final decision for granting or refusal, having verified the completeness of the application, evaluates the application on the basis of the consistency of the contents and purposes of the initiative subject to the institutional purposes of the GCEA, also taking into account:

- the relevance of the initiative with reference to the general objectives and tasks of the GCEA and the field of Clinical Engineering;
- the particular prestige of the participants, speakers or guests;
- compatibility of scientific contents with GCEA policies;
- involvement of the GCEA Board and / or GCEA Members;
- temporal compatibility with other national GCEA events;
- the general interest of the GCEA in the initiative.

Furthermore, for local events, the request can be made by an GCEA member or by representatives of institutions or Scientific Societies who intend to organize an event in which GCEA members are involved at a regional level.

At the conclusion of the review the delegate shall verify compliance with these regulations, grants patronage or not, informing the President.

#### Article 5

##### **Granting of legal aid**

1. The granting of endorsement does not imply for GCEA either the disbursement of funds or any participation in the organizational expenses of the event or initiative.
2. The granting of the endorsement cannot be considered tacitly renewed.
3. The granting of the endorsement is communicated to the applicant within twenty-one days of his request; failure to communicate the acceptance of the application is equivalent to denial.

#### Article 6

##### **Obligations of sponsors and use of the logo**

1. The promoters and organizers of the initiative that obtains the sponsorship of the GCEA are formally authorized to sponsor and mention it in the documents after having received official written communication from the GCEA.
2. The beneficiaries are required to highlight in all forms of advertising (invitations, posters, posters, etc.) that the activities are carried out with the endorsement of the GCEA and identifying GCEA URL website.
3. The logo must be affixed on the material indicated in the previous paragraph in adequate evidence and in any case with equal prominence with respect to any other emblems or logos sponsoring the initiative.
4. In the event that the applicant makes significant changes or changes to the initiative program, he/she must promptly notify the GCEA, which reserves the right to review the application; otherwise, the granting of legal aid is considered automatically withdrawn.
5. Prior to distribution a copy of the final printed material must be sent to the GCEA for review and approval.
6. If the event includes a registration fee, this must be discounted for GCEA members who want to join. The amount of the discount will be agreed upon prior to the endorsement is issued.
7. The endorsement can be revoked if the object of the endorsement itself turns out to not meet the criteria set out in this regulation upon subsequent checks.

#### Article 7

##### **Sanctions**

1. GCEA may withdraw from the granting of endorsement in order to protect its image if it is found that the conditions indicated in this regulation and in the granting provision are not accurate.
2. In the case of false declarations relating to the type, development and purpose of the initiative, the nature of the organizer, funding, or the use of the wording "endorsement" and the logo, or methods of use of the same that do not comply with this regulation, the possibility of receiving further endorsement for a period of up to a maximum of 5 years is also prohibited for the applicant, without prejudice to the finding of further criminal and civil responsibilities.

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**SIGNATURE PAGE**

Saide Calil

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Saide Jorge Calil

Yadin David

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Yadin David

Mladen Poluta

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Mladen Poluta

Nata Zaman

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Nata Zaman

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Pedro de Britto Moreira Netto

Dan Clark

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Daniel Clark

James Wear

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James Wear

Stefano Bergamasco

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Stefano Bergamasco

Thomas Judd

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Tom Judd

Li Bin

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Li Bin

Keiko Fukuta

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Keiko Fukuta

Nicolas Pallikarakis

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Nicolas Pallikarakis

Elliot B. Sloane

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Elliot Sloane

Shauna Mullally

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Shauna Mullally

Wayne Morse

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Wayne Morse

November 2024

**Signature:** James Wear

James Wear (Nov 19, 2024 10:11 CST)

**Email:** james.wear@gmail.com

**Signature:** 

**Email:** president@globalcea.org

**Signature:** Pedro Macina

treasurer@globalcea.org (Nov 20, 2024 10:46 GMT)

**Email:** treasurer@globalcea.org

**Signature:** 

secretary@globalcea.org (Nov 19, 2024 10:52 GMT)

**Email:** secretary@globalcea.org

**Signature:** 

**Email:** mpoluta@mweb.co.za

**Signature:** Calil

Calil (Nov 19, 2024 11:15 GMT-3)

**Email:** calil.saide@gmail.com

**Signature:** Dan Clark

Dan Clark (Nov 28, 2024 16:36 GMT)

**Email:** foundation@globalcea.org

**Signature:** 福口 英子

Keiko Fukuta (Nov 20, 2024 20:18 GMT+9)

**Email:** fukuta\_keiko@yahoo.co.jp

**Signature:** Thomas Judd

Thomas Judd (Nov 19, 2024 09:10 EST)

**Email:** liaison@globalcea.org

**Signature:** Stefano Bergamasco

Stefano Bergamasco (Nov 21, 2024 13:02 GMT+1)

**Email:** stbergamasco@gmail.com

**Signature:** Elliot B. Sloane

Elliot B. Sloane (Nov 19, 2024 18:32 EST)

**Email:** ebsloane@gmail.com

**Signature:** Li Bin

Li (Nov 28, 2024 11:26 GMT+8)

**Email:** libin2001@hotmail.com

**Signature:** Nicolas Pallikarakis

Nicolas Pallikarakis (Nov 20, 2024 12:32 GMT+2)

**Email:** nipa@inbit.gr

**Signature:** Shauna Mullally

Shauna Mullally (Dec 5, 2024 09:37 MST)

**Email:** shaunamullally@gmail.com

**Signature:** Wayne

Wayne (Nov 22, 2024 07:26 PST)

**Email:** wamfacce@hotmail.com

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Final Audit Report

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 Agreement completed.

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