

**LIJ MEDICAL CENTER  
STAFF SOCIETY  
BY-LAWS RULES AND REGULATIONS**

**ARTICLE I – NAME & PURPOSE**

**Section 1. NAME**

In accordance with the Medical Staff By-Laws of the Long Island Jewish Medical Center, of the North Shore-Long Island Jewish Health System, Inc., Article XII as approved by the Board of Trustees of said Health System, a society is herewith organized.

The name of this organization shall be the LIJ Medical Center Staff Society, Inc. henceforth referred to as the Staff Society.

**Section 2. PURPOSE**

The purposes of the Staff Society are:

1. To promote, provide and support medical education in order to maintain the highest scientific and educational standards.
2. To maintain the highest professional standards among its members.
3. To provide representation from the Staff Society to the Medical Board, and Joint Conference Committees.
4. To act as a spokesperson for the interests of the active medical staff.
5. To promote social and professional fellowship among the members of the Staff Society.

**ARTICLE II - MEMBERSHIP**

**Section 1. MEMBERSHIP**

All members of the active Medical Staff at LIJ, Schneider, and Hillside Hospitals, shall automatically be members of the Society as per Article XII, Section 2, Medical Staff By-Laws. To maintain such membership, all dues required must be satisfied. Article XII, Section 2

Emeritus, Adjunct, Honorary and retired staff who assume an inactive clinical status may retain active membership in the Staff Society by fulfilling their dues requirements.

**ARTICLE III - OFFICERS**

**Section 1. OFFICERS AND DUTIES**

The President shall preside at all meetings. He shall be Chairman of the Executive Committee and ex-officio member of all other committees. He shall appoint members to the Credentials Committee as well as appoint members and designate Chairmen of Executive Committee subcommittees. He shall appoint six At Large members to the Medical Board. He shall represent the Staff Society at the Medical Board, Joint Conference Committees, Credentials Committees, By-Laws Committee, and Physician Relations Committee.

The President, under special consideration, may receive on a monthly basis a stipend to be voted on by the Executive Committee. Consideration is based upon the amount of work and time dedicated to the position.

The Vice President in the absence of the President shall assume all the president's duties except those relating to appointments to the standing committees, unless requested to do so. He shall succeed to the office of President of the Staff Society for the remainder of the uncompleted term if the office of President of the Staff Society is vacated for any reason.

He shall perform such additional duties as may be assigned to him by the President of the Staff Society. He shall represent the Staff Society at the Medical Board.

The Treasurer shall oversee all finances as it pertains to the Society. He shall be responsible for the collection of annual dues, disbursements of expenses and reporting of investment account activity. All financial decisions shall be brought to the Executive Committee for vote. He shall represent the Staff Society at the Medical Board.

The Secretary shall prepare accurate and complete minutes for all meetings relating to the Staff Society. He shall represent the Society at the Medical Board.

## **ARTICLE IV - MEETINGS**

### **Section 1. REGULAR MEETINGS**

Regular meetings of the Society shall take place at least once a year. The Annual Meeting of the Staff Society shall be held in June of each year. At this meeting, elections and a regular business meeting shall be held. It shall be mandatory that all members attend the Annual Meeting and the Secretary or Treasurer will record attendance.

### **Section 2. EXECUTIVE MEETINGS**

The Executive Committee shall meet on a monthly basis or as directed by the President for consideration of all matters pertinent to the conduct of the Staff Society affairs throughout the year.

### **Section 3. SPECIAL MEETINGS**

Special meetings of the entire Staff Society shall be called at the discretion of the President or the Executive Committee for the conduct of any special business. Notification except in an emergency will be by letter, fax, e-mail, or phone call at least one week in advance of the meeting.

## **ARTICLE V - ELECTIONS**

### **Section 1. GENERAL ELECTIONS**

At each Annual Meeting one (1) member of the active staff shall be elected to serve as President. One (1) member of the active staff shall be elected to serve as Vice President. One (1) member of the active staff shall be elected to serve as Secretary and one (1) member of the active staff shall be elected to serve as Treasurer.

There will be ten members elected to the Executive Committee. These members shall be active and involved with the Staff Society. These members will be assigned to various committees by the officers.

Nominations shall be presented by a Nominating Committee first to the Executive Committee and then at the Annual Meeting. Nominations from the floor shall be allowed. If no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the highest number of votes shall be balloted on again and the candidate receiving the majority of the votes cast shall be declared elected.

The term of office shall be one year with re-election permitted for additional terms.

Any officer may be removed from his office by a 2/3 vote of the members at any regular or special meeting.

In the event that any officer other than the President shall, for any reason, be unable to serve, the Executive Committee will elect an officer pro-tem.

## **ARTICLE VI - DUES**

### **Section 1. ANNUAL DUES**

Annual Dues must be paid by each member of the Society, and shall become due July 1<sup>st</sup> of each year. Annual dues shall be established by the Executive Committee.

Members who fail to pay their dues within a timely manner of the due date, after written notice and ample warning shall:

- 1. Lose all benefits derived from the Society including but not limited to suspension of parking card privileges.*
- 2. Be removed from the active roll of the Staff Society.*
- 3. Be reported to the Chairman of their respective department and the President of the Medical Center.*
- 4. Have formal notification of their arrears status to the Medical Board for corrective action.*

Upon payment of all arrears and current dues, a member may be reinstated as a member in good standing.

Funds collected shall be used, under the direction of the Executive Committee, to defray the operating expenses of the Society and any other expenses that are compatible with the purposes and functions of the organization.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

### **Section 1. EXECUTIVE COMMITTEE**

This shall consist of the following members:

- Four (4) elected officers of the Society
- All active past presidents of the Society
- Ten members elected at the Annual Meeting
- Appointed members by the President

The Executive Committee shall be responsible for the coordination of all activities of the Staff Society and shall be empowered to act for the Society as a whole. The committee shall further receive reports of all other Society committees, act upon them appropriately and transmit them for consideration by the membership at regularly scheduled meetings. The Executive Committee shall meet as directed by the President for consideration of all matters pertinent to the conduct of the Society affairs throughout the year.

## **ARTICLE VIII – ADDITIONAL COMMITTEES**

### **Section 1. COMMITTEES**

Committees shall be standing or special. Each committee shall have a chairman. At committee meetings a majority of the members shall constitute a quorum. All decisions shall be by majority vote.

**Section 2. GRIEVANCE COMMITTEE**

The Grievance Committee shall consist of a chairman and four (4) members. The committee shall consider all grievances, criticisms or suggestions of any active member. Upon review and discussion, the Executive Committee may submit these issues to the Medical Board for consideration.

**Section 3. EDUCATION AND RESEARCH COMMITTEE**

This shall consist of one chairman, and at least two other members. The chair and/or committee members shall be appointed to review and investigate the funding of research grants, honorariums, lectureships, professorships and any other academic requests. After this review, a report shall be submitted to the Executive Committee for final approval and funding specifications.

**Section 4. SPECIAL OR TEMPORARY COMMITTEES**

Special committees are temporary and appointed under the direction of both the President and the Executive Committee for some special purpose not encompassed by any of the activities concerning the Executive Committee. Such committees are dissolved at the discretion of the President and executive committee. For example:

**Section 5. SICK AND WELFARE COMMITTEE**

This shall consist of a chairman and four (4) members. It shall be their responsibility to recognize events such as serious illness and/or deaths that occur to or in families of Staff Society members. They shall also investigate and recommend appropriate action in cases of hardship to Staff Society members.

**Section 6. NOMINATING COMMITTEE**

This shall consist of the immediate Past President as Chairman, and four past presidents as members. It shall be their responsibility to nominate a slate of officers for the coming election year.

**ARTICLE IX – RULES & REGULATIONS**

**Section 1. ADOPTION**

The Society shall adopt by majority of the present and voting members at a General Membership Meeting, such Rules and Regulations as may be necessary for the implementation of these By-Laws. Such Rules and Regulations shall be a part of these By-Laws.

Any such Rule or Regulation must be presented to the Executive Committee at least one month prior to the next stated Membership Meeting. Notice of any proposed change will appear in the minutes of the Executive Committee and will be mailed to the entire membership prior to the next membership meeting.

Any new business to be proposed at a regular meeting must be submitted to the Administrator or the President of the Staff Society.

**ARTICLE X – REVIEW AND AMENDMENTS**

**Section 1. REVIEW**

These By-Laws, Rules and Regulations shall be reviewed periodically by the Executive Committee to decide whether revision is appropriate to ensure that the By-Laws, Rules and Regulations reflect the Staff Society's current practices with respect to the Hospital and that the Staff Society's organization and functions are consistent with applicable and legal requirements.

## Section 2. **AMENDMENTS**

These By-Laws may be amended after a motion duly made at any regular meeting or Executive Committee meeting of the Society. Such motion shall be referred to a special committee, which shall report to the entire membership, by mail at least one month prior to the next regular meeting. Adoption of the amended By-Laws shall require two-thirds ( $\frac{2}{3}$ ) vote of those present and voting.

## **ARTICLE XI - ADOPTION**

Section 1. These By-Laws, together with the Appended Rules and Regulations shall replace previous By-Laws, Rules and Regulations of the Staff Society, and are hereby adopted at a regular meeting of the Staff Society.

## **ARTICLE XII - DISSOLUTION**

Section 1. If for whatever reason, the Executive Committee of the Staff Society determines that the Staff Society should be dissolved, any remaining assets, after expenses will be donated to charitable purposes as determined by the Executive Committee of the Staff Society. No assets will revert to membership in any way.