ARTICLE 1 – MEMBERSHIP

Section 1 – Categories
Membership in the Hartford Medical Society shall be in one of seven categories:

a) Active
b) Emeritus
c) Honorary
d) Provisory
e) Affiliate
f) Benefactor-Benefactress
g) Associate

Section 2 – Active Membership
Par. 1 To be eligible for Active Membership, a physician must have received the degree of Doctor of Medicine or its equivalent, must be of good moral and professional reputation, and must have spent the preceding year in the pursuit of his/her profession. An unlicensed physician not engaged in the private practice of medicine may be an Active Member, if the pursuit of his/her profession is and continues to be acceptable to the Society.

Par. 2 Active Members shall have the right to vote or be eligible for office.

Section 3 – Emeritus Membership
Par. 1 An Active Member of ten years’ standing who has either attained the age of sixty years and relinquished all of his/her medical activities, or has been unable to pursue them because of illness, may at his/her own request be transferred to Emeritus Membership by vote of the Executive Committee. An Emeritus Member enjoys all privileges of Active Membership and no dues shall be assessed against him/her.

Par. 2 Emeritus Members shall have the right to vote or be eligible for office.

Section 4 – Honorary Membership
Honorary Membership may be conferred upon a physician or scientist whose scientific or humanitarian achievements have been generally acknowledged. Nomination for Honorary Membership shall be made by an Active or Emeritus Member. Upon recommendation of the Executive Committee, the nominee shall be voted on in the usual manner. (See Articles II and III.) An Honorary Member shall enjoy the privileges of membership without payment of dues and without the right to vote or be eligible for office.

Section 5 – Provisory Membership
Par. 1 Provisory Membership is for those physicians in practice for less than one year but desiring early formal association with the Society.

Par. 2 The physician must have received the degree of Doctor of Medicine or its equivalent, must be of good moral and professional reputation, and must be licensed to practice medicine in the State of Connecticut.

Par. 3 The physician must be sponsored by one Active Member or be changing from prior Affiliate Membership in good standing.

Par. 4 The member terminates automatically one year after the date of enrollment or upon prior change of eligibility status.
Par. 5 The membership may be changed to Active by application and due process as outlined in Articles II and III.
Par. 6. Provisory Members shall not pay dues, vote, or be eligible to hold office.

Section 6 – Affiliate Membership
Par. 1 Affiliate Membership included two groups: those physicians in training programs in accredited Connecticut hospitals who desire formal association with the Society (Post-graduate Trainees) and those students enrolled in medical schools who desire formal association with the Society (Students).

Post-Graduate Trainee
Par. A The post-graduate trainee must be in a training program in one of the Connecticut hospitals accredited by the Joint Commission on Accreditation of Hospitals.
Par. B The trainee must apply for membership and be sponsored by one Active Member or by a physician supervising his/her training, or be changing from prior Student membership in good standing.
Par. C The membership terminates automatically upon completion of training programs (internship, residency, fellowship) or upon termination of trainee status.
Par. D The membership may be changed to Provisory if the trainee fulfills the criteria for Provisory Membership and applies for membership change.

Student
Par. A The student must apply for membership and be sponsored by an Active Member.
Par. B The membership terminates automatically upon graduation from or other prior termination of student status.
Par. C The membership shall be changed to Post-graduate Trainee if the student has been enrolled in a post-graduate training program in the area and then applies for membership change.
Par. 2 Affiliate Members shall not pay dues, vote, or be eligible to hold office.

Section 7 – Benefactor/Benefactress
A person who has rendered outstanding service to the Society may be named a Benefactor/Benefactress. Nomination for Benefactor/Benefactress shall be made by an Active or Emeritus Member. Upon recommendation of the Executive Committee, the nominee shall be voted on in the usual manner. (See Articles II and III.) A Benefactor/Benefactress shall enjoy the privileges of membership without payment of dues and without the right to vote or be eligible for office.

Section 8 – Associate Membership
Par. 1 A nurse practitioner, APRN, CRNA, physician assistant, surgical first assistant, nurse midwife, or PhD scientist, and others with appropriately designated scope of practice in direct patient care in collaboration with physician members shall be eligible for Associate Membership by demonstrating Adjunct Medical Staff appointment in good standing at a greater Hartford hospital, or have practice responsibilities in the office of a member physician. An application for Associate Membership requires the endorsement of three Active Members as is the current practice with applicants for Active Membership.
Par. 2 An Associate Member shall have the right to vote, to serve on the Executive Committee, and to hold office in the Society.
Par. 3 Dues for Associate Membership shall be set at one-half the rate charged to Active Members.
Section 9 – Status
A member whose status changes with regard to any of the requirements in Sections 2 and 3 of this Article shall promptly notify the Secretary in writing of his/her new status and the date thereof. The member’s dues for the current year shall be determined by his/her status on the date of the Annual Meeting. The dues for the current year of a newly elected member shall be determined by his/her status on the date of election.

ARTICLE II – APPLICATION FOR MEMBERSHIP
Par. 1 A physician who desires to become a member of the Society shall be provided with an application form and a copy of the By-Laws.
Par. 2 The application form shall have space for the following: date of application; applicant’s full name; office and resident addresses; date and place of birth; university and medical school education - degrees, where and when received; postgraduate training and medical career; specialty, if any, and duration of practice; date and place where medical license was issued; names of three Active or Emeritus Members of the Society endorsing the application; space for the Executive Committee’s action and date of such action; and space for applicant’s signature. The form shall bear the statement that, if elected, the applicant agrees to abide by the By-Laws of the Hartford Medical Society.
Par. 3 The completed application form shall be submitted to the Executive Committee for review.

ARTICLE III – ELECTION TO MEMBERSHIP
Par. 1 Upon approval of the application for membership, the Executive Committee shall recommend to the Society that the applicant be voted into membership at a designated meeting of the Society.
Par. 2 The name of each applicant and the names of the three endorsers shall be mailed to the membership in advance of the date set for the applicant’s election.
Par. 3 An applicant who is elected shall be become a member of the Society upon payment of dues. The election of an applicant shall become void if he/she fails to pay dues within thirty days after the statement has been mailed by the Treasurer.
Par. 4 Election to Affiliate and Provisory Memberships is completed upon approval of the Executive Committee. All other memberships require completion of the pertinent procedures in Article III.
Par. 5 If an applicant is rejected, reapplication from him/her shall not be considered for a period of two years.

ARTICLE IV – RESIGNATION FROM MEMBERSHIP
Par. 1 A member in good standing whose indebtedness has been paid may resign at any time by sending his/her resignation in writing to the Secretary. The resignation shall not go into effect until accepted by the Executive Committee. President-Elect shall assume the office of President at the conclusion of the Annual Meeting of the
Par. 2 Having resigned in good standing, the former member may re-apply for admission to the Society by following the procedures in Articles II and III.
Par. 3 A request for leave of absence with waiver of dues may be submitted to the Executive Committee for subsequent action.

ARTICLE V – OFFICERS
Section 1
Par. 1 The officers of the Society shall be President, President-Elect, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Librarian, two Associate Librarians, Museum Curator, and six Trustees.
Par. 2 The year following his/her election. The Treasurer shall be elected every third year for a term of three
years. Two Trustees shall be elected each year for a term of three years. All other officers shall be elected annually.

Section 2 – President
Par. 1 The President shall preside at all meetings of the Society; serve as chairperson of the Executive Committee during his/her term of office as President; and perform such other duties as may be required by custom and parliamentary usage.
Par. 2 The President shall, with the Secretary, or in his/her absence the Assistant Secretary, sign all official documents requiring a signature, except where local, state, or federal laws require the signature of the Treasurer or other financial officer.
Par. 3 The President may appoint special committees to serve during his/her term of office.
Par. 4 The President shall address the Annual Meeting on a subject of his/her selection.

Section 3 – President-Elect
Par. 1 The President-Elect (or a chairperson pro tem) shall assume the duties of the President in the absence of that officer.
Par. 2 In the absence of the President, the President-Elect shall, with the Secretary, or in his/her absence the Assistant Secretary, sign all official documents requiring a signature, except where local, state, or federal laws require the signature of the Treasurer.
Par. 3 The President-Elect shall appoint a Program Committee and Program Committee chairperson to serve officially during his/her term of office as President. The President-Elect shall be an ex officio member of the Program Committee.

Section 4 – Secretary
Par. 1 The Secretary shall assume responsibility for serving as recording and corresponding officer of the Society, for acting as custodian of its records, and for serving as secretary of the Executive Committee.
Par. 2 The Secretary shall, with the President, or in his/her absence the President-Elect, sign all official documents requiring a signature, except where local, state, or federal laws require the signature of the Treasurer or other financial officer.
Par. 3 The Secretary shall assume responsibility for notifying all members of the Society as to the time and place of each meeting of the Society, and for the preparation and mailing of all program announcements and correspondence.
Par. 4 The Secretary shall assume responsibility for having the names of applicants and the names of the three endorsers of each applicant mailed to the membership in advance of the date set for the election of the applicants.
Par. 5 The Secretary shall assume responsibility for notifying newly elected members of the Society in writing of their election.
Par. 6 The Secretary shall assume responsibility for keeping an updated roll of all Society members and a copy of the Charter and By-Laws as amended to date, and for having them available for immediate reference.
Par. 7 The Secretary may delegate responsibility for any actions deemed appropriate for the function of the Society.
Par. 8 The Secretary shall make an annual report to the Society covering membership statistics.

Section 5 – Assistant Secretary
The Assistant Secretary shall serve in the absence of the Secretary and assist him/her in the conduct of duties.
Section 6 – Treasurer
Par 1 The Treasurer shall assume responsibility for collecting and holding the dues assessed by the Society and such other monies as come into the Treasury, and make disbursements in accordance with the budget adopted annually by the Society.
Par. 2 The Treasurer shall assume responsibility for keeping a correct accounting of monies received and expended and render a report at each meeting of the Executive Committee.
Par. 3 The Treasurer shall present a complete and audited report at the annual meeting of the Society.
Par. 4 The Treasurer may delegate responsibility for any actions deemed appropriate for the functions of the Society.

Section 7 – Assistant Treasurer
The Assistant Treasurer shall serve in the absence of the Treasurer and assist him/her in the conduct of duties.

Section 8 – Librarian
Par. 1 The Librarian shall assume responsibility for direct supervision of the Library and of any employee(s) and/or firm hired by the Society to assist the Librarian and/or Associate Librarians in the performance of their functions.
Par. 2 The Librarian shall assume responsibility for all books, journals, pamphlets, manuscripts, and exhibits and their labeling, cataloguing, arrangement, and preservation.
Par. 3 The Librarian shall assume responsibility for having the name of the donor affixed to each donation.
Par. 4 The Librarian shall assume responsibility for selling or otherwise disposing of books, journals, et cetera not needed by the Library.
Par. 5 The Librarian shall assume responsibility for expending the funds appropriated for the Library.
Par. 6 The Librarian may delegate responsibility for any actions deemed appropriate for the functions of the Library.
Par. 7 The Librarian shall make an annual report covering the condition of the Library and the work of his/her office, together with such recommendations as are deemed proper.

Section 9 – Associate Librarians
The Associate Librarians shall serve in the absence of the Librarian and assist him/her in the conduct of duties.

Section 10 – Museum Curator
Par. 1 The Museum Curator of the Hartford Medical Society shall act in coordination with the counterpart representative of the Hartford Dental Society in assuming responsibility for direct supervision of the Museum of Historical Medicine and Dentistry and of any employee(s) of the Museum hired by the Societies.
Par. 2 The Museum Curator of the Hartford Medical Society, acting in coordination with the counterpart representative of the Hartford Dental Society, shall assume responsibility for the affairs, professional standards, and contents of the Museum of Historical Medicine and Dentistry.
Par. 3 The Museum Curator of the Hartford Medical Society, acting in coordination with the counterpart representative of the Hartford Dental Society, shall assume responsibility for establishing rules governing acquisitions, purchases, loans, exhibitions, admission procedure, fund raising, guest Curators, publications, deaccessions, collection management, and other details in conjunction with the administration of the Museum of Historical Medicine and Dentistry. Such rules shall be subject to the
approval of the respective Executive Committees of the Hartford Medical Society and the Hartford Dental Society.

Par. 4  The Museum Curator of the Hartford Medical Society shall assume responsibility for the expending of funds appropriated for the Museum of Historical Medicine and Dentistry in the annual budget of the Hartford Medical Society.

Par. 5  The Museum Curator of the Hartford Medical Society shall assume co-responsibility with the counterpart representative of the Hartford Dental Society for administering the special Museum Fund of the Hartford Medical and Hartford Dental Societies, subject to the approval of the respective Executive Committees of the Hartford Medical Society and the Hartford Dental Society.

Par. 6  The Museum Curator of the Hartford Medical Society, acting in coordination with the counterpart representative of the Hartford Dental Society, shall assume responsibility for contact and cooperation with other museums or associations.

Par. 7  The Museum Curator of the Hartford Medical Society, acting in coordination with the counterpart representative of the Hartford Dental Society, may delegate responsibility for any actions deemed appropriate for the functions of the Museum of Historical Medicine and Dentistry.

Par. 8  The Museum Curator of the Hartford Medical Society shall make an annual report covering the condition of the Museum of Historical Medicine and Dentistry, together with such recommendations as are deemed proper after consultation with the counterpart representative of the Hartford Dental Society.

Par. 9  The Museum Curator of the Hartford Medical Society may appoint an Associate Museum Curator, subject to the approval of the Executive Committee of the Hartford Medical Society. The Associate Museum Curator shall assist the Museum Curator of the Hartford Medical Society in the conduct of duties, and shall serve in the absence of the Museum Curator of the Hartford Medical Society, acting in coordination with the Museum Curator of the Hartford Dental Society.

Section II – Trustees

Par. 1  There shall be six Trustees.

Par. 2  At each annual meeting of the Hartford Medical Society, two Trustees shall be elected for a term of three years, and the senior Trustees shall serve as co-chairpersons of Trustees.

Par. 3  The Trustees shall perform the duties prescribed in the Charter of the Society, which states (Section 3): “Said corporation (The Hartford Medical Society) may purchase, receive, hold, invest, and convey any estate, real, personal, or intangible, or may act as Trustees of any trust committed to it and its property and affairs shall be managed by six (6) trustees....”.

Par. 4  The Trustees shall meet periodically and at least semi-annually with the investment advisers of the trust funds of the Hartford Medical Society with the exception of the Crary Fund.

Par. 5  The Trustees, acting in conjunction with staff, shall assume overall responsibility for the preservation, care, and maintenance of the Hunt Memorial building and grounds.

Par. 6  The Trustees, acting in conjunction with staff, may make available to any educational, scientific, or health-related organization the auditorium and/or other facilities of the Hunt Memorial building upon such terms and conditions as are deemed proper.

Par. 7  The Trustees may appoint an ad hoc committee (or committees) to work in conjunction with staff for a specific purpose (or purposes). Such committee(s) shall report to the Trustees and be discharged by the Trustees upon completion of the assigned function(s).

Par. 8  The Trustees shall report periodically to the Executive Committee and annually to the membership.

Par. 9  At least three Trustees must approve action on all matters of policy under the jurisdiction of the Trustees. In the event of a tie vote, the matter shall be referred to the Executive Committee for final
ARTICLE VI – COMMITTEES

Section 1 – Executive Committee

Par. 1 There shall be an Executive Committee consisting of the President, President-Elect, Secretary, Treasurer, six Trustees, Librarian, Museum Curator, the Program chairperson who was appointed by the President when he/she was President-Elect, and (at the discretion of the Executive Committee) the chairperson(s) of ad hoc committee(s).

Par. 2 The President shall serve as chairperson of the Executive Committee.

Par. 3 The Executive Committee shall be responsible for the functions of the Society between annual meetings, initiating and following through on any actions deemed appropriate to the welfare of the Society.

Par. 4 The Executive Committee shall assume responsibility for general supervision of the Executive Secretary of the Society (whether an employee hired by the Society or a firm retained by it) and for other employees of the Society, including those who report to the Librarian or Museum Curator.

Par. 5 The Executive Committee shall meet regularly throughout the year. Minutes are to be recorded and safeguarded by the Secretary. A report is to be rendered by the Treasurer, Trustees, Librarian, Museum Curator, Program Committee, and the Executive Secretary.

Par. 6. The Executive Committee shall receive and process applications for membership in accordance with Articles II and III of these by-laws.

Par. 7 The Executive Committee shall make an annual report covering the functions of the Society, together with such recommendations as are deemed proper.

Par. 8 The Executive Committee may delegate responsibility for any actions deemed appropriate for the functions of the Society.

Section 2 – Program Committee

Par. 1 There shall be a Program Committee appointed annually by the President-Elect to serve officially during his/her term of office as President. The Chairperson of the committee shall be designated by the President-Elect, and the President-Elect shall be an ex officio member of the committee.

Par. 2 The Program Committee shall plan the general, scientific, and educational programs of the Society and integrate the programs of the Sections with the Society.

Section 3 – Ways and Means Committee

Par. 1 There shall be a Ways and Means Committee appointed annually by the President at the November meeting of the Society. It shall consist of the President, President-Elect, and Treasurer, ex officio, one of the Trustees and three other members with the right to vote and the responsibility for signing reports. The chairperson shall be designated by the President.

Par. 2 The Ways and Means Committee may call upon the Executive Secretary of the Society to obtain information it requires.

Par. 3 After consideration of the Society’s financial condition, the Ways and Means Committee shall prepare a proposed budget for the ensuing year which, in its judgment, is sufficient for the effective and economical operation of the Society’s function.

Par. 4 The Ways and Means Committee shall recommend the amount of annual dues assessed each member, which together with the Society’s other funds, will produce an income sufficient for the needs of the Society.

Par. 5 The Ways and Means Committee shall submit its recommendations at the annual meeting.
Section 4 — Nominating Committee
Par. 1 There shall be a Nominating Committee consisting of five members appointed annually by the President and announced at the November meeting of the Society. The chairperson shall be designated by the President.
Par. 2 The membership of the Nominating Committee shall be made known in writing to the members of the Society by the December meeting.
Par. 3 The Nominating Committee shall receive nominations and prepare a ballot containing nominations for all of the elective offices to be filled at the next annual meeting and shall cause a copy of said ballot to be mailed to each Active and Emeritus Member at least one week before the date of the next annual meeting.

ARTICLE VII – VACANCIES
Should a vacancy occur in an elective office, the President shall appoint a Nominating Committee of five members at the next regular meeting of the Society following the vacancy. The report of the Nominating Committee and the election to fill the vacancy shall be on the agenda for the second meeting of the Society following the vacancy.

ARTICLE VIII – DISCIPLINE AND EXPULSION
Par. 1 The principles of medical ethics of the American Medical Association shall govern the conduct of members and their relations with each other and with the public.
Par. 2 The Society may (upon recommendation of the Executive Committee and upon a two-thirds vote of those members present at a meeting duly warned and held) suspend or expel a member for what in its opinion is a violation of its By-Laws or the commission of an act which unfavorably affects the medical profession or the reputation or interests of the Society or its members.
Par. 3 A member who has been expelled may not reapply for membership for two years from the date of expulsion.

ARTICLE IX – SECTIONS WITHIN THE SOCIETY
Par. 1 Members of the Society who so desire may apply to form a Section within the Society to conduct specialized scientific and educational meetings, the purpose of which is to disseminate new-found medical knowledge and aid in the practical application thereof.
Par. 2 Application shall be made to the Executive Committee stating the intended name and purpose of the Section and an estimate of the frequency of meetings throughout the year. If the application to form a Section is approved by the Executive Committee, an appropriate notice shall be sent to the membership of the Society.
Par. 3 Membership within any Section must be open to all interested members of the Society. Any member of the Society in good standing may become a member of one or more Sections.
Par. 4 Each Section shall annually elect a Chairperson and Secretary, and other officers if desired. The Secretary of each Section shall maintain adequate records of each meeting and submit a copy to the central office of the Society for filing. Each Section has the prerogative of assessing dues from the members of the Section to carry on special functions of the Section.
Par. 5 Advance notices of all Section meetings shall be distributed to members of the Section, to the chairperson of the Society’s Program Committee, to the Society’s central office, and to such other segments of the general public as the Section Chairperson shall decide (including, but not limited to, hospitals, medical and dental schools, medical students, interns, and other persons interested in or connected with the healing arts).
Par. 6 Clerical assistance, stationery, and postage shall be available to each Section from the Society if desired.

ARTICLE X – MEETINGS

Section 1
Par. 1 The regular meetings of the Society shall be held on a schedule determined by the Executive Committee.
Par. 2 Special meetings of the Society may be called by order of the President or by vote of the Executive Committee.
Par. 3 The annual meeting of the Society shall be held in January, the date to be fixed by order of the President or by vote of the Executive Committee.

Section 2
A quorum shall constitute those Active and Emeritus Members present and entitled to vote at any duly warned meeting.

Section 3
The rules contained in Roberts Rules of Order Revised shall govern the Society in all matters to which they are applicable and in which they are not inconsistent with the Charter or By-Laws.

Section 4
Par. 1 The order of business at regular meetings of the Society shall be as follows:
   a) Call to order
   b) Business
   c) Scientific
Par 2 By a majority vote, the order of business may be changed.

Section 5
Par. 1 The order of business at the annual meeting of the Society shall be as follows:
   a) Call to order
   b) Minutes of the last annual meeting
   c) Reports of the Secretary, Librarian, Museum Curator, Trustees, Executive Committee, Program Committee and any other Committee(s), Treasurer, and Ways and Means Committee (including assessment of dues for the ensuing year)
   d) Report of Nominating Committee
   e) Election of Officers
   f) Address by the retiring President
   g) Presentation of gavel to the retiring President by a retiring co-chairperson of the Trustees
   h) Miscellaneous business
   i) Adjournment
Par. 2 By a majority vote, the order of business may be changed.

ARTICLE XI – DUES
Par. 1 The fiscal year of the Society shall be from December 1 to November 30 inclusive. Annual dues shall be payable February 1. Payment of dues shall be automatically discontinued when an Active Member
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has reached the age of seventy years and waived during the time of leave of absence as granted by the Executive Committee.

Par. 2 In October, the Treasurer shall report the names of members of the Society who are in arrears in their dues to the Executive Committee, which shall notify them of their delinquency. The Executive Committee shall be empowered to remit or extend the time of payment of dues of a member.

Par. 3 A member who is delinquent in dues on the following March 31 shall be suspended by action of the Executive Committee.

Par. 4 A member who has been suspended for non-payment of dues may be reinstated with the approval of the Executive Committee after payment of dues in arrears.

ARTICLE XII – SPECIAL EXPENDITURES
An unbudgeted expenditure exceeding $250 requires approval of the Executive Committee.

ARTICLE XIII – AMENDMENT OR REVISION OF CHARTER AND BY-LAWS
Par. 1 A proposed amendment to or revision of the Charter and By-Laws of the Society shall be submitted in writing to a scheduled meeting of the Executive Committee, at which time it shall be referred to an ad hoc By-Laws Committee appointed by the President. The By-Laws Committee shall report back to the next stated meeting of the Executive Committee.

Par. 2 Following the report of the By-Laws Committee, the Executive Committee shall determine a recommended course of action to be taken on the proposed amendment or revision and submit this recommendation to the next regular schedule meeting of the Society thereafter, or a special meeting called for the purpose of acting upon it.

Par. 3 A proposed amendment to or revision of the Charter and By-Laws shall appear on or with the program of the Society’s meeting at which it will be taken up from the table.

Par. 4 A two-thirds vote of Active or Emeritus Members present at the designated meeting shall be necessary to amend the Charter or By-Laws.