

## **MIDWESTERN ASSOCIATION OF PLASTIC SURGEONS**

### **BYLAWS**

#### **ARTICLE I (NAME)**

The name of this organization shall be "THE MIDWESTERN ASSOCIATION OF PLASTIC SURGEONS"

#### **ARTICLE II (PURPOSE)**

The purpose of the Association shall be to promote and advance medical and surgical education and research relating to Plastic Surgery, to hold meetings for the purpose of interchange of thoughts and mutual education and the presentation of cases and problems specific to Plastic Surgery, identify and address the most pertinent needs of members in the practice of Plastic Surgery, and to educate and support medical students, residents and fellow surgeons.

#### **ARTICLE III (MEMBERSHIP)**

- Section 1. General Qualifications: Licensed physicians (M.D. or D.O.) practicing in Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota and Wisconsin. Members shall be individuals of high moral and professional competence committed to the highest ethical standards. Additional requirements for membership are provided below.
- Section 2. There shall be five categories of membership: Active, Retired, Candidate, Associate, Trainee
- a. Active membership requires Certification by the American Board of Plastic Surgery or the Royal College of Physicians and Surgeons of Canada. Active members may be required to pay annual dues. Active members shall have the right to vote at all meetings and shall be eligible to hold office in the Association.
  - b. Retired membership status may be granted by the MAPS Secretary to those Active members who retire from an active practice of Plastic and Reconstructive Surgery and who request such changes. Retired members will not be required to pay annual dues and they shall not be permitted to vote or hold office. They may be required to pay the registration fee for the Annual Meeting.
  - c. Candidate members are practicing Plastic Surgeons who are eligible to take the certification examination by the American Board of Plastic Surgery or the Royal College of Physicians and Surgeons of Canada. Candidate members may be required to pay annual dues but shall not be permitted to vote or hold office.
  - d. Trainee members include Medical Students, Residents and Fellows.

- i. Medical Students with an interest in Plastic Surgery are required to provide a letter of recommendation from an Active or Retired MAPS member. Students may be required to pay dues. Students are not permitted to vote or hold office.
  - ii. Resident/Fellows must be in an ABPS approved Plastic Surgery Residency Programs or Fellowships. Members must request a letter from their residency Program Director for consideration of trainee membership privileges. Residents/Fellows may be required to pay dues. Residents/Fellows are not permitted to vote or hold office.
  
- e. Associate members include honorary and guest members.
  - i. An honorary membership bestowed by the Association upon individuals who have made significant contributions to Plastic and Reconstructive Surgery.
  - ii. A guest membership for Plastic Surgeons outside of the MAPS region. A membership for Fully-trained Plastic Surgeons in good standing from other countries or training backgrounds, with proof of comparable training, actively engaged in the practice of Plastic Surgery or other medical specialty, profession, scientific, or paramedical field which is directly related to Plastic Surgery. There shall be no citizenship requirement to become an Associate Member.
  - iii. All Associate members shall be individuals of high moral, ethical, and professional competence.
  - iv. Rights and Privileges: After election to Associate Membership and upon payment of any entrance fee, dues, or assessments, Associate Members shall have the right and privileges of the Association; however, they may not hold office or vote.

Section 3. The application of the proposed member shall be submitted to the MAPS Secretary. Upon receipt of the proposed member's completed application and letter of support from a current MAPS Active, Retired or Associate member, the Secretary shall evaluate the application. The Board members will be responsible for review and approval of an application. If applicable, acceptance will be sent to the proposed member. He or she becomes an Active member upon payment of all fees and dues.

Section 4. Active and Candidate membership shall be automatically renewable from year to year following payment of annual dues. Active and Candidate members should attend the annual conference at least once every 3 years.

#### ARTICLE IV (RESIGNATION, SUSPENSION, EXPULSION)

Section 1. A member may withdraw from the Association after fulfilling all obligations and giving written notice of such intention to the Secretary in writing or by email.

Section 2. The Board of Directors shall have the right to censure a member for due cause.

Section 3. A member may be suspended or expelled by the Board of Directors for the following:

- a. Violation of any of the provisions of the Bylaws.
- b. Conduct prejudicial to the best interests of the Association.
- c. Failure to pay dues or fees.
- d. Violation of ethical standards

Section 4. The Board of Directors may adopt procedural rules governing investigations, hearings, appeals, and other matters related to changes in a member's status.

#### ARTICLE V (OFFICERS)

Section 1. The officers shall be: President, President-Elect, Vice-President, Secretary and Treasurer. There will be three Members at Large on the board. All officers shall serve 1-year terms. One new Member at Large will be voted on each year at the annual meeting and the member-at-large with the most years on the board will advance to the Secretary position.

Section 2. The officers shall advance in order serving a 1 year term in each office.

- a. The PRESIDENT shall preside at all meetings of the membership and board meetings. He/she shall be an ex-Officio member of Committees. The President shall appoint as many Committees as are necessary to carry out the purposes of the Association. The President shall perform all duties required by custom and Parliamentary procedure. The President will be the point of contact for any management group contracted by the Association to assist in carrying out the purpose of the organization.
- b. The PRESIDENT-ELECT, in the absence of the President, or his/her inability from any cause to carry out any official responsibility or duty, or at the request of the President, shall perform the duties of the President. He/she shall succeed the President in event of death, resignation, removal, incapacity, or refusal to perform any official responsibility or duty, and shall be replaced as President-Elect by the Vice President. The President-Elect shall be in charge of obtaining all awards given by the Society. The President-Elect will assist the Vice President in organization of the Annual Meeting.
- c. The VICE PRESIDENT is the PROGRAM CHAIR and shall be in charge of the yearly Association meeting/scientific program. The duties of VP/PROGRAM CHAIR will include communication with the membership regarding upcoming Association meetings, abstract submission, and, in conjunction with the Board, acceptance/approval or non-acceptance of abstracts. The VP/PROGRAM CHAIR will be responsible for the assembly of the schedule, abstract summaries, and printing of materials for the meeting, with the input, assistance, and coordination with the Board, Secretary, and ancillary staff personnel/management company. The

VP/PROGRAM CHAIR shall be in charge of obtaining all awards given by the Association, including financial awards, with the assistance of the TREASURER, utilizing funds from the Dowd Memorial Fund.

- d. The TREASURER, with the assistance of the ancillary staff personnel/management company, shall collect and receive all dues and funds accruing to the Association. He/she shall keep proper records and accounts which shall be open at all times to the Board. He/she shall deposit all funds of the Association in its name in the such a repository as shall be approved by the Board. His/her accounts and funds shall be subject to audit annually by a Committee of three as appointed by the President. At the expiration of his/her term of office, the Treasurer shall deliver to his/her successor all books, monies, and other properties of this office.
- e. The SECRETARY shall perform the duties generally relating to that office. He/she shall attend all meetings, given notice of the same, and keep records pertaining to the business of the meeting with assistance of ancillary staff. He/she shall keep a roster of all members and have charge of all Association correspondence. He/she shall issue invitations to the annual meeting to guests invited in accordance with these Bylaws. He/she shall review all applications for new membership and present all necessary documentation pertaining to membership to the Board of Directors. He/she shall notify all officers and members of their election and all members of their Committee appointments.

#### ARTICLE VI (BOARD OF DIRECTORS)

- Section 1. The final governing power of the Association shall be vested in the membership at the annual meeting. In the interim between meetings of the membership, the property and affairs of the Association shall be managed, subject to the Bylaws, by its Board of Directors, which shall consist of eight members as provided below.
- Section 2. The Board of Directors shall consist of the President, the immediate Past President, President-elect, Vice President, Treasurer, Secretary and three Members at Large elected from the membership of the Association at the Annual Meeting
- Section 3. The Members at Large will serve a three year term, one member advancing each year into the Secretary role and one new member being elected each year. Elections shall be at the annual meeting, by ballot, for member at large provided in these Bylaws
- Section 4. Five members of the Board of Directors shall constitute a quorum for the transaction of business.
- Section 5. When a vacancy shall occur on the Board of Directors, either by retirement, death, illness, or relocation, the vacancy of an officer should be filled by the advancement of the officers for the rest of the term while the vacant Member at Large position/s shall be filled by election at the subsequent annual meeting.

Section 6. The annual meeting of the Board of Directors shall be held at the time and place designated during the annual meeting of the members. Notice of the annual meeting of the members shall be deemed notice of the annual meeting of the Board of Directors.

Section 7. Meetings of the Board of Directors will be called throughout the term to discuss business of the Association, provided that ten days notice of such meetings be given to all members of the Board.

#### ARTICLE VII (MEETINGS)

Section 1. There shall be an annual meeting of this Association which takes place on the dates and at the place designated by the Board of Directors.

Section 2. Business can be conducted at the annual meeting or any special meeting only if a quorum is present. A quorum for the annual meeting shall be defined as 10% of the Active members or 50% of Active members registered for the meeting.

Section 3. The business of the annual meeting shall be as follows:

1. Reading of the minutes of the previous meeting.
2. Reports of the Officers and Committees.
3. Unfinished business.
4. New Business.
5. Election new Member at Large
6. Acknowledgement of new members

Section 4. The rules contained in Roberts Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and when they do not conflict with the Bylaws.

Section 5. The Scientific Session at the annual meeting shall be the responsibility of the **VICE-PRESIDENT/PROGRAM CHAIR** with the assistance of the President-Elect and Program Committee.

~~Section 6. Written or printed notice stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is being called, shall be delivered not less than ~~60~~ five nor more than ~~150~~ 40 days before the date of the meeting, either personally or by mail, **including e-mail**, by or at the direction of the Secretary, or persons calling the meeting, to each member entitled to vote at such meeting.???~~

~~Section 6. All requests for invitations to guest to the annual meeting must be in the hands of the Secretary at least 30 days before the meeting so that the proper invitations may be issued.~~

#### ARTICLE VIII (DUES)

Section 1. Annual dues or assessments will be required of all Active members. Such will be suspended during temporary Active military duty.

Section 2. The amount of dues, registration fees, or assessments will depend upon the needs of the Association as determined by the Board of Directors, provided, however, that the amount of dues, fees, and assessments shall be subject to ratification by a majority vote of the members present and voting at the annual meeting.

Section 3. The board may also decide to charge guests a fee to attend meetings as necessary. ~~A guest, or his/her sponsor, shall assume the guest's registration fee at any meeting.~~

~~Section 4. Special guests, invited officially by the Association, will not be responsible for the registration fee.~~

#### ARTICLE IX (COMMITTEES)

Section 1. ~~The Membership Committee shall consist of 4 members appointed by the President. The term shall be for two years. Each year two members will retire and each year two new members will be appointed. This Committee shall investigate and report on all proposed members to the Board of Trustees. Before reporting favorably on any applicant, the Committee must be satisfied that he/she has fulfilled all the requirements of membership.) eliminating??~~

Section 2. ~~The Nominating Committee for the Association officers and Trustees shall consist of four members, the immediate Past President as Chair, one to be appointed by the President (but not the President him/herself) and two to be elected by the membership. The Committee shall prepare a slate of candidate for the offices of President, **President-Elect**, Vice President/**PROGRAM CHAIR**, Vice President-Elect, **TREASURER, SECRETARY, one member at large to serve on the Board of Trustees**, and one or more Board of Trustees members to fill vacancies. In odd numbered years, a Secretary and Treasurer will also be nominated. In addition, nominations can be accepted from the floor at the time of the annual meeting. eliminating~~

Section 3. — The President shall appoint the Program Committee; ~~the VICE PRESIDENT/PROGRAM CHAIR shall serve as Chair.~~ The duty of this Committee is to arrange and supervise the Scientific Session of the annual meeting.

ARTICLE X (ELECTIONS OF OFFICERS AND TRUSTEES) — ~~do w need this if in section on officers?~~

Section 1. Elections shall be at the annual meeting, by ballot, for officers and Trustees as proved in these Bylaws.

Section 2. — A majority vote of the Active members present and voting shall constitute a quorum.

ARTICLE XI (AMENDMENTS)

Section 1. The Bylaws may be amended at an annual meeting of the Association or at a special meeting called for that purpose.

Section 2. An amendment may be submitted only by an Active member.

Section 3. The proposed amendment must be submitted in writing to the Secretary and reviewed by the Board of Directors. They shall study the proposal and then submit it to the membership with their recommendations at least 30 days prior to its approval.

Section 4. The affirmative vote by  $\frac{3}{4}$  of the members present voting shall be necessary for the adoption of an amendment to the Bylaws of the Association.