

St. Louis Surgical Society

founded in 1892

By-Laws

Article I

Duties of Officers and Committees

Section 1. The President shall:

- Preside at all meetings of the Society and shall have the power to preserve order and to regulate the proceedings according to recognized rules.
- Be a member, ex-officio, of all committees, and shall preside at meetings of the Executive Committee.
- Be responsible for securing the speaker(s) for the spring Hodgen Lecture.

Section 2. The Vice-President shall:

- Be a member of the Executive Committee.
- Preside in the absence of the President.
- Be responsible for securing the speaker(s) for the Fall Panel.

Section 3. The Secretary (or designee) shall:

- Keep accurate minutes of all proceedings of the Society.
- Receive applications for membership.
- Notify each member of all meetings at least one week in advance.
- Take charge of all documents.
- Biannually review website and suggest updates.

Section 4. The Treasurer (or designee) shall:

- Collect all annual dues and assessments by July 1.
- Take charge of all funds of the Society.
- Pay all necessary expenses when approved by the President.
- The accounts shall be audited once yearly by the Auditing Committee. Three weeks in advance of the spring Executive Committee meeting he/she shall notify members in arrears of the penalties set forth in Article IV of the By-laws.

Section 5. The Councilors-at-large shall:

- Serve as a liaison between the membership and the Officers. This position is to ensure that members are being served by the society and their voices are present and heard by leadership. Candidates for this position should have a vision for the growth of the society, have strong leadership skills, demonstrated ability to achieve results, and be able to nurture the next leaders in the membership.
- Serve as voting members of the Executive Committee.
- If a councilor-at-large misses two Executive meetings without explanation, the President will have the responsibility to replace the councilor-at-large for the remainder of their term with another individual.

Section 6. The Executive Committee shall:

- Transact all business of the Society during intervals between meetings.

- Determine the amount of the annual dues, and shall have authority to levy any necessary assessments.
- Evaluate all applications for membership and present their recommendations to the Society.
- Determine the time and place for meetings of the Society.
- Have power of appointment to fill any vacancies other than the Presidency.

Section 7. The Auditing Committee shall provide oversight of:

- The financial reporting process
- The audit process
- The system of internal controls
- Compliance with laws and regulations
- Membership shall consist of the treasurer (chair), the vice-president and one councilor-at-large selected by the president.

Article II

Election of Councilors

Annually in January, a call for nominations for councilor positions will be distributed to the active and lifetime membership. Candidates must be active Society members in good standing. Candidates may be nominated by an active or lifetime member and also self-nominate. Terms are as set forth in the constitution, Article V. The Executive Committee shall review the nominees at the spring Executive Committee meeting. At the spring Hodgen Lecture meeting the membership shall vote and approve the slate of nominees proposed by the Executive Committee by a majority vote.

Election of Officers

On July 1 of each year, the President shall retire, and the other officers are automatically promoted to the next level.

Annually in January, a call for nominations for the Treasurer position will be distributed to the active councilors. Candidates must be active Society members in good standing. Candidates may be nominated by an Executive Committee member and also self-nominate. The Executive Committee shall review the nominees at the spring Executive Committee meeting.

At the spring Hodgen Lecture meeting, the membership shall then vote on the officers presented as a slate by the Executive Committee after considering nominations from the floor. Approval is by majority vote.

President who, on retiring, will continue on the Executive Committee for three (3) years.

Article III

Section 1. Election to Active or Candidate Membership shall be by affirmative vote of three-fourths of the Executive Committee on a rolling basis. An applicant must be sponsored by an active or life member who shall present their recommendation in writing to the Executive Committee. The Executive Committee shall announce names of all approved candidates among the members of the Society at the general membership meetings.

Section 2. Life membership may be granted by the Executive Committee for an active member in good standing, upon retirement or disability.

Section 3. Candidates for Honorary membership may be granted by the Executive Committee.

Article IV

Dues

Annual dues of the Society shall be payable by July 1.

Members delinquent at the time of the next Executive Committee meeting may be dropped from membership.

Article V

Quorum

A quorum shall consist of twenty-five (25) active or life members.

Article VI

Amendments to By-Laws

These By-Laws may be amended at any meeting of the Society by majority vote. The proposed amendment must be submitted to the Secretary and circulated to the active and life members thirty (30) days prior to the meeting.

Article VII

Educational Activities

Funding for educational activities by commercial sponsors shall be in strict compliance with the Revised Standards for Commercial Support of Continuing Medical Education as set forth by the Accreditation Council for Continuing Medical Education.