BYLAWS

OF THE

SOUTHEASTERN SOCIETY OF PLASTIC AND RECONSTRUCTIVE
SURGEONS

Revised June 5, 2013

ARTICLE I — NAME

The name of this Society shall be “Southeastern Society of Plastic and Reconstructive Surgeons;” hereinafter referred to as the Society.

ARTICLE II — OBJECTIVES

The objectives of this Society shall be:

1. To maintain professional excellence in that branch of the Healing Arts established by our predecessors and recognized and respected by our contemporaries as Plastic and Reconstructive Surgery.
2. To provide forum for the exchange of information, experience and opinions which will serve to strengthen and inspire our members in their pursuit of the highest levels of personal conduct and professional service.
3. To promote and further medical and surgical training and research pertaining to the study and treatment of congenital and acquired deformities and to keep the medical profession and the general public informed of the ever expanding benefits arising from progress made in these fields.
4. To cooperate with other regional and national groups of Plastic Surgeons in the common endeavor to advance the specialty.

ARTICLE III — MEMBERSHIP

Section 1. Classes of Membership

There shall be four (4) classes of Membership:
1. Candidate
2. Active
3. Life
4. Honorary

Section 2. Qualifications

A. Candidate Membership:
1. Candidate Members shall be resident physicians or fellows who are in training in an ABMS approved plastic surgery training program in one of the following states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee or Virginia and Caribbean. Candidate members may also be those physicians who have completed an approved plastic surgery training program and are not yet board certified and are practicing in one of the member states/areas. Candidate members may also be those physicians who have completed a recognized plastic surgery training program and are now in training in an advanced fellowship (i.e. hand, microsurgery, craniofacial, aesthetic etc) in one of the member states/areas. Candidate members who have completed their training and are in the active practice of plastic surgery will pay the same membership fees as active members.
2. To be considered for candidate membership the proposed member must submit an application and have their program director submit a letter of recommendation attesting to their good standing in the training program. Those who have completed training must submit a letter from their program director attesting to the satisfactory completion of that training.

3. Candidate members will be approved by a vote of the Executive board of the SESPRS at either the winter or summer meetings.

4. Upon election and payment of all required fees the Candidate members shall have all the privileges of membership but may not vote or hold office.

5. If a Candidate for Membership fails to obtain certification by the American Board of Plastic Surgery within seven (7) years after completion of his formal training the individual shall no longer be considered a Candidate for Membership.

B. Active Membership:
1. Active Members shall be plastic surgeons who are:
   a. Certified by the American Board of Plastic Surgery
   b. Actively engaged in the practice of plastic and reconstructive surgery in one of the following states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Virginia; or in Caribbean countries which are not within the geographical boundaries of any other regional society. Active members who relocate out of the geographical area of the Society, and if still actively engaged in the practice of plastic surgery, will be permitted rights all privileges of Active membership except they will not be permitted to hold office on the Executive Committee.
   c. Of high moral and professional character
2. To be considered for election to Active Membership, a surgeon must:
   a. Submit an application for membership to the membership committee, or be a Candidate Member in good standing.
   b. Provide to the membership committee documentation of certification by the American Board of Plastic Surgery.
   c. Provide a letter of recommendation from any sponsoring member of the SESPRS.
   d. Attend one meeting of the SESPRS. That meeting can include the meeting at which the applicant is being considered for membership or a meeting attended as a candidate, resident or fellow.
3. The membership committee will review the application and supporting documentation of each eligible applicant and determine by majority vote the names of those to be recommended to the Board of the SESPRS. The Executive Committee will then, by majority vote, recommend to the membership those applicants to be considered for active membership. Final approval for admission to active membership will require affirmative approval of at least four-fifths of 10 percent of the entire membership including life and active members.
4. The Executive Committee of the SESPRS will consider membership at both the winter and spring meetings. Applicants approved by the Executive Committee during the winter meeting and will be submitted for vote approval to the general membership electronically or by mail shortly after the meeting. The applicants will then be notified of the membership decision. Applicants approved by the Executive Committee during the spring meeting will be voted on during the membership business meeting. The applicants will then be notified by mail or in person (if in attendance at the meeting) of the membership decision.
5. Upon payment of annual dues, the Active member shall have all privileges of membership including the right to vote and to hold office.

C. Life Membership:
1. Life Membership may be conferred upon Active Members of the Society in any one of the following circumstances:
   a. Voluntary retirement from active practice
   b. Permanent disability.
2. Request for this membership classification shall be reviewed by the Membership Committee. The Membership Committee shall make its recommendation to the Executive Committee. Approval by the Executive Committee shall be required; vote of the Membership is not required.
3. Life Members shall continue to enjoy full privileges of membership in the Society. They shall pay $100 annual administrative fee and shall pay registration and social fees when attending meetings of the Society.

D. Honorary Membership:
1. Honorary Membership shall be conferred upon physicians and such individuals the Society desires to honor because they have achieved exceptional eminence and/or have made substantial contributions to the advancement of plastic and reconstructive surgery.
2. To be considered for Honorary Membership, the individual may be proposed to the Membership Committee by any Active or Life member. Following recommendation by the Membership Committee, approval of the Executive Committee shall be required. An affirmative vote of at least four-fifths (4/5) of Active and Life Members voting at any Annual Business Meeting or special meeting shall be required for election to Honorary Membership.
3. Honorary Members shall not pay dues or registration fees when attending meetings of the Society. Honorary members may attend the business meetings of the Society but may not vote nor hold office.

ARTICLE IV — RESIGNATION, SUSPENSION OR EXPULSION: PROCEDURES FOR DISCIPLINARY ACTION

Section 1. Resignation
A. Any Member or Candidate for Membership may withdraw honorably from the Society after fulfilling all financial obligations and by giving written notice to the Secretary. This notice shall be sent to the Executive Committee, who shall have the power to accept or reject the resignation.
B. A Member who resigns or a Candidate for Membership who withdraws his application may be eligible to reapply by following the same procedure required of a Candidate for Membership as stated in the Bylaws.

Section 2. Grounds for Suspension or Expulsion
A. A Member of the Society may be censured, suspended, expelled or disciplined by the Society for any of the following reasons:
   1. Violation of the Society’s Bylaws, Code of Ethics and/or principles.
   2. Conduct detrimental to the reputation and best interest of the Society.
   3. Failure to pay dues.
B. A Candidate for Membership may forfeit further consideration for Active Membership for any of the following reasons:
   1. Violation of the Society’s Code of Ethics.
   2. Conduct deemed detrimental to the reputation and best interest of the Society.
   3. Failure to Day dues or assessments.

C. Code of Ethics
1. For purposes of disciplinary action, the code of ethics of the SESPRS shall be considered identical to that of the American Society of Plastic Surgeons / American Society for Aesthetic Plastic Surgery.

4. Failure to obtain certification by the American Board of Plastic Surgery within seven (7) years after completion of formal training.

Section 3. Procedure for Disciplinary Action:

A. Ethics Committee:
   1. The Committee shall serve as the investigating body of the Society. The principal duty is to investigate all complaints alleging violations of the Society’s Constitution and Bylaws or conduct detrimental to the best interest and reputation of the Society. Complaints raising disciplinary considerations may be made by any Life or Active Society member. All complaints shall be submitted in writing to the Ethics Committee.
   2. The Ethics Committee shall have the power to obtain all pertinent information it deems necessary to conduct its investigations.
   3. In any case where the opinion of the Ethics Committee indicates that a violation may have occurred, a statement of charges shall be sent by the Chairman of the Ethics Committee to the Judicial Council and to the last recorded address of the accused Member or Candidate for Membership by certified mail.

B. Judicial Council:
   1. Upon receipt of the Ethics Committee’s statement of charges, the Judicial Council shall review all pertinent information pertaining to the charges. The Council shall have the power to obtain any additional information it deems necessary.
   2. The Judicial Council shall schedule a time and place for a hearing and the accused Member or Candidate for Membership shall be given not less than thirty (30) days advance notice by certified mail of the scheduled date, time and location of the hearing.
   3. The accused Member or Candidate for Membership shall be requested to present any information and specifically any new or additional facts pertinent to the proper adjudication of the complaint.
   4. The accused Member or Candidate for Membership shall be requested to be present in person at the hearing with or without the benefit of legal counsel or other representation pertinent to the presentation of the case.
   5. An accused Member or Candidate for Membership who fails without good cause to appear and proceed at such a hearing shall have waived his right to a hearing and shall abide by the final decision of the Judicial Council.
   6. At the conclusion of the hearing, the Judicial Council shall conduct its deliberations in Executive Session and deliver its final decision and recommendations. The following action(s) may be taken:
      a. If the Council determines that no disciplinary action should be considered, the Chairman shall advise the accused Member or Candidate for Membership and the complaining party, if such exists, of this decision.
      b. If the Council determines that disciplinary action should be taken, the Chairman shall forward the Council’s recommendations to the Executive Committee for action.
      c. Recommendations by the Judicial Council shall be reviewed and acted upon by the Executive Committee at its next scheduled meeting or special meeting. Action taken by the Executive Committee shall then be communicated in writing to the accused by the Secretary by certified mail.
      d. In instances in which disciplinary action has been recommended and approved by the Executive Committee, the Secretary shall report the results of the Council’s investigation, deliberation and the action taken to members of the Society at an Executive Session of the next Annual Business Meeting or special meeting.

C. Right to Appellate Review: (Court of Last Resort)
1. An Appellate Committee shall conduct hearings and render decisions with respect to any Member or Candidate for Membership who is of the opinion that he has been adversely or unjustly affected by a decision of the Judicial Council.
2. This Committee shall be composed of the President, President Elect, Vice President, Secretary, Assistant Secretary, Treasurer and Historian.
3. The appellant shall be given not less than thirty (30) days advance notice by registered mail of the scheduled date, time and location of the appellate hearing and will be requested to present at the hearing any information or testimony and, specifically, any new or additional facts pertinent to the proper adjudication of the complaint.
4. The appellant may present his appeal in writing or in person and with or without the benefit of legal counsel or other representation pertinent to the presentation of the case.
5. An appellant who fails without good cause to appear and proceed at such a hearing shall be deemed to have waived his right to a hearing and to have accepted the adverse recommendation or decision by the Judicial Council.
6. When factual presentation and testimony at the hearing have been concluded, the Appellate Committee will conduct its deliberations outside the presence of the appellant and determine its final decision and recommendations. The Secretary will communicate this decision to the appellant. The decision of the Appellate Committee shall be final and binding.

Section: Reinstatement:

A suspended Member or Candidate for Membership may be reinstated only upon full correction of the circumstances attending suspension and following a three-fourths (3/4) vote of the Executive Committee. A Member or Candidate for Membership suspended for dues non-payment may be automatically re-instated once all dues and fees owed are paid in full.

ARTICLE V — FINANCE AND DUES

Section 1. Fees

A. An application fee, determined by the Executive Committee, shall be required of each person proposed for Candidate for Membership or Active Membership.

Section 2. Dues and Assessments

A. The amount of the annual dues shall be determined by vote of the membership upon recommendation of the Executive Committee, however, the Executive Committee shall have the option of adjusting the annual dues to match the Consumer Price Index as needed, without vote of the membership.
B. Annual dues shall be payable the first day of September and will be past due the last day of February.
C. Failure to pay dues by the last day of February shall result in automatic suspension. The Treasurer shall issue a notification of suspension to the Member who is in arrears. The notification of suspension will include copies of correspondence previously mailed to the Member concerning payment of dues and a reference to this section of the Bylaws. No Member shall be entitled to the rights and privileges of membership after being suspended for non-payment of dues. After such suspension he shall not be eligible to hold office or cast any vote in the affairs of the Society until formally reinstated.
D. The Treasurer shall issue a notification of suspension to the Candidate for Membership who is in arrears. No Candidate for Membership shall be entitled to the privileges of Candidate for Membership after being suspended for non-payment of dues.
E. A suspended Member, or Candidate for Membership may be reinstated only upon meeting the stipulations for reinstatement set forth in Article V, Section 4 of these Bylaws.

Section 3. Payment of Dues and Assessments
A. Active Members shall be responsible for the payment of full dues and such other assessments as may be levied by the Society.
B. Life Members shall not pay dues or assessments.
C. Honorary Members shall not pay dues or assessments.
D. Candidates for Membership shall pay the full dues paid by Active Members. They shall pay all assessments. **However, Candidate Members who are in training shall not pay dues or assessments.**
E. Dues and assessments may be temporarily suspended for members upon approval of Executive Committee. Such requests must be made in writing.

**Section 4. Registration and Social Fees**

A. The Executive Committee shall determine all registration and social fees for the Annual Meeting or special meetings.
B. The following shall be responsible for the payment of the registration fee and all social fees for themselves and their family:
   - Active Members
   - Life Members
   - Candidates for Membership
   - Guests
C. Registration fees for residents shall be determined by the Executive Committee.
D. Registration fees and/or social fees may be waived at the discretion of the President, Program Chairman, and/or Treasurer for guests invited to the Annual Meeting on behalf of the Society.

**Section 5. Exhibits**

The Society may have commercial exhibits at its meetings and may receive financial aid from the exhibitors when desired and arranged for by the Society.

**Section 6. Budget**

A budget shall be prepared by the Finance Committee annually, submitted to the Executive Committee for approval, and presented for information to the Members at the next Annual Business Meeting.

**Section 7. Fiscal Year**

The Fiscal year shall be from January 1 - December 31.

**Section 8. Audit**

“The accounts of the Society shall be audited at least every three years by a CPA or an independent audit firm.”

**ARTICLE VI — OFFICERS**

**Section 1. Officers**

The elected officers of the Society shall be a President, a President Elect, a Vice President, a Secretary, an Assistant Secretary, a Treasurer, and a Historian.

**Section 2. Term of Office**

A. The President, President Elect, Vice President and Historian shall be elected annually and serve a term of one (1) year or until their successors have been elected or appointed.
B. The Secretary shall serve a term of three (3) years
C. The Assistant Secretary shall serve a term of three (3) years or until a successor has been appointed or elected.
D. The Treasurer shall serve a term of three (3) years or until his/her successor is appointed or elected.
E. The election of officers will be scheduled such that the three year terms of Treasurer, Secretary, and Assistant Secretary are staggered.

Section 3. Vacancy in Office

In the event of vacancies in office due to death, incapacity, resignation, or removal from office:

A. The office of President shall be filled by the President-Elect.
B. The office of Secretary shall be filled by the Assistant Secretary. In the event of a vacancy in the office of both the Secretary and Assistant Secretary, the Executive Committee shall appoint a Secretary to serve until the term of the Secretary shall have expired.
C. The office of Assistant Secretary shall be filled by the Executive Committee which shall appoint an Assistant Secretary to serve the term of the Assistant Secretary has expired.
D. The office of Treasurer shall be filled by the Executive Committee which shall appoint a Treasurer to serve until the term of the Treasurer shall have expired.
E. The office of Historian shall be filled by the Executive Committee which shall appoint a Historian to serve until the term of the Historian shall have expired.

Section 4. Duties of Officers

All officers shall perform the duties as listed in these Bylaws and as listed in the Policy Manual, except that the duties as listed in these Bylaws shall prevail.

A. The President shall:
   1. Preside at the meetings of the membership and at all meetings of the Executive Committee.
   2. Make all appointments to Standing Committees and to the Judicial Council.
   3. Appoint such Ad Hoc Committees as may be necessary to carry out the functions of the Society.
   4. Be a member ex-officio without vote of all committees except the Nominating Committee, Ethics Committee and Judicial Council.
   5. Perform other duties as listed in the Policy Manual and that pertain to the office.
B. The President Elect shall:
   1. Perform such duties as may be listed in the Policy Manual and requested by the President or the Executive Committee.
   2. Become President at the adjournment of the Annual Meeting in the next succeeding calendar year after his election as President Elect.
   3. Assume the duties of the President in the absence of the President.
C. The Vice President shall:
   1. Be responsible for the Society’s Annual Scientific Program and shall serve as Chairman of the Scientific and Program Committee.
   2. Perform such duties as are listed in the Policy Manual or may be requested by the President or Executive Committee.
D. The Secretary shall:
   1. With the assistance of the Management Company, record the proceedings of all meetings of the Society and Executive Committee.
   2. Perform the duties pertaining to this office, those items listed in the Policy Manual, and such duties as may be requested by the President or the Executive Committee.
E. The Assistant Secretary shall:
   1. Be Chairman of the Membership Committee.
   2. Assume the duties of the Secretary at his request or in his absence.
   3. Perform duties as may be stated in the Policy Manual or may be requested by the President or Executive Committee.
F. The Treasurer shall:
   1. Collect and receive all dues and other funds accruing to the Society.
   2. Present a statement of accounts to the Executive Committee and Board of Trustees when requested.
   3. Keep proper books, records and accounts which shall be open at all times for examination by the Executive Committee, Board of Trustees or their representatives.
   4. Perform other duties as may be listed in the Policy Manual or as requested by the President and Executive Committee.
   5. Serve as a member of the Finance Committee. Assist the Finance Committee in the preparation of an annual budget.

G. The Historian shall:
   1. Collect and organize information, photographs and materials so as to prepare an accurate account of each Annual Meeting.
   2. In cooperation with the Management Company, collect, organize and maintain an illustrated historical record of all past meetings which shall be housed at the Reynolds Historical Library at the University of Alabama in Birmingham.

ARTICLE VII — BOARD OF TRUSTEES

Section 1. Composition

A. The Board of Trustees shall consist of seven (7) members.
B. One (1) of the Trustees shall be the Immediate Past President of the Society.
C. The six (6) remaining positions on the Board of Trustees shall be filled from the membership at large.

Section 2. Term of Office

A. The Immediate Past President shall serve a term of one (1) year.
B. Other members of the Board of Trustees shall be elected to staggered terms of three (3) years. At each Annual Meeting, two (2) Active Members shall be elected by simple majority vote to replace those members with terms expiring.
C. No Trustee shall be reelected at the expiration of his term of office until at least one (1) year has elapsed.

Section 3. Duties

A. The Board of Trustees shall perform the duties as listed in these Bylaws and as listed in the Policy Manual, except that the duties as listed in these Bylaws shall prevail.
B. The Board of Trustees shall serve as members of the Executive Committee.

ARTICLE VIII — NOMINATIONS AND ELECTION OF OFFICERS AND BOARD OF TRUSTEES

Section 1. Nominations of Officers and Board of Trustees

The Nominating Committee, in accordance with Article XII Section 3, shall submit a slate of nominees for Officers and Board of Trustees to the Membership not less than sixty (60) days prior to the Annual Meeting. The Nominating Committee shall report again at the Annual Business Meeting. Nominations may be made from the Floor at the Annual Business Meeting.

Section 2. Election of Officers and Board of Trustees

A. Election shall be by majority vote, a quorum being present.
B. If more individuals are nominated than are to be elected for officers or Board of Trustees, the vote shall be by secret ballot.

ARTICLE IX — MEETINGS OF THE MEMBERSHIP

Section 1. Annual Meeting
A. The governing power of the Society shall be vested in the Annual Meeting. In the Interim between meetings, the Executive Committee shall represent the Society, subject to these Bylaws.
B. The Annual Meeting of the membership of the Society shall be held at such time and place as determined by the Executive Committee.
C. The Annual Meeting shall be for the purpose of the election of members of the Board of Trustees, election of officers for receiving annual reports of the officers, trustees, and committees, for the presentation of scientific communications, and for the transaction of such other business as may properly come before the membership.
D. In cooperation with the Management Company, the Secretary shall send notice of such meeting by mail to each member at least thirty (30) days prior to the time of the meeting. All notices shall specify the date, time, place and purpose of the meeting.

Section 2. Guests at Annual Meeting
A. Any Active Member desiring to have a guest attend the Annual Meeting shall notify the Management Company at least thirty (30) days prior to the Annual Meeting.
B. With the exception of the President, Program Chairman, Secretary and Local Arrangements Chairman, no Active Member may invite more than one (1) guest to any one meeting.
   1. A Candidate for Membership shall not be permitted to invite guests.
   2. The limit on the number of invitations shall be waived in the case of residents or fellows who are in active training in ACGME approved plastic surgery residencies.

Section 3. Special Meetings of the Membership
A. Special meetings of the membership of the Society shall be called by the President upon written request of ten percent (10%) of the Active Members of the Society (quorum) and two (2) members of the Executive Committee.
B. Such request shall specify the particular business for which the meeting shall be called. Notice for all special meetings shall be mailed to members not less than fifteen (15) days prior to the time of such meetings and shall state the purpose for which the meeting is called.

Section 4. Quorum
Ten percent (10%) of the Active and Life Members registered at the meeting or five (5%) percent of the Active and Life Members, which ever is less, shall constitute the quorum necessary for the transaction of business at an Annual Meeting of the Society.

Section 5. Voting
A. Voting of the members may be by voice, show of hands or standing, except on the following issues for which a secret ballot shall be required:
   1. Election of officers, if more than one (1) person is nominated for each office.
   2. Election of Board of Trustees if more individuals are nominated than are to be elected.
   3. Election of Members and approval of those proposed as Candidates for Membership.

Section 6. Order of Procedure
At the business session of the Annual Meeting, the order of procedure shall be as follows:

A. Approval of the minutes of the last Annual Business Meeting.
B. Recognition of deceased members.
C. Annual reports of the officers and standing committees.
D. Amendments to the Constitution and Bylaws.
E. Election of officers.
F. Election of new members.
G. Approval of individuals proposed as Candidates for Membership.
H. Election of the Nominating Committee.
I. Unfinished and new business.
J. Adjournment

ARTICLE X — EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the officers and the Board of Trustees of the Society.

Section 2. Duties

A. Between meetings of the membership, the Committee shall represent the Society, subject to the Bylaws.
B. The Executive Committee shall supervise all standing committees and all appointed officers, agents and employees of the Society, except as may be otherwise specified in the Bylaws.
C. Shall receive reports from Committees, Officers and Trustees.
D. Conduct such business as may be necessary between meetings of the membership and as outlined in the Bylaws.
E. Serve as the Ethics Committee.
F. The Executive Committee may change, delete, or add items to the Policy Manual by simple majority vote. Such a vote may take place at a regularly scheduled meeting, or by mail, facsimile, or electronic mail.

Section 3. Meetings

The Executive Committee shall meet immediately before each annual meeting of the Society and may have interim meetings as necessary.

Section 4. Special Meetings

Special meetings may be called by the President or by action of five (5) members of the Executive Committee.

Section 5. Quorum

Eight (8) members of the Executive Committee shall constitute a quorum for any regular or special meeting of the Executive Committee.

Section 6. Conduction of Business between Meetings

In the event that a matter of Society Business requires a vote between meetings such a vote may be gathered via electronic mail, facsimile, or telephone conference call. The usual Executive Committee quorum will be required for the vote to be valid.
Section 7. Provision for Emergency Mail Voting

The Executive Committee may recommend by the affirmative vote of seventy-five percent (75%) or more if its full membership, which vote may be taken at a regular meeting of the Executive Committee or by telephone conference with subsequent confirmation by mail ballot that an emergency need exists for a mail ballot of the membership, and stating the details of the emergency need and the questions to be decided. For the purpose of this section a quorum shall require that ballots be returned by over one half (1/2) of the combined Active and Life Membership within thirty (30) days of the mailing of the ballot. Passage shall require a simple majority of returned ballot. Ballots must be signed to be valid.

ARTICLE XI — CLASSES OF COMMITTEES

Section 1. Standing Committees

A. There shall be the following Standing Committees:
   1. Executive
   2. Membership
   3. Nominating
   4. Scientific and Program
   5. Finance
   6. Constitution and Bylaws
   7. Residents and Research
   8. Long Range Planning
   9. Awards/Special Recognition
   10. Ethics
   11. Judicial Council
   12. Special Education Programs
   13. Local Arrangements
   14. Future Convention
   15. ACCME

B. Special (Ad Hoc) Committees may be added when deemed necessary by the President, Executive Committee or Membership. Special (Ad Hoc) Committees shall cease to exist once their function is completed.

C. Alternative Committee members may be appointed at the discretion of the President in the event of a regularly appointed member’s absence and shall assume the rights of a regularly appointed member.

Section 2. Membership Committee

A. Composition/Term: This Committee shall consist of four (4) members, with the Assistant Secretary serving as Chairman. The other three (3) members shall be appointed by the President for a staggered term of three (3) years.

B. Duties: The Committee shall investigate the qualifications of individuals proposed for membership in the Society.
   1. Candidate for Membership:
      a. The Committee shall determine that the individual proposed for Candidate for Membership has complied with the requirements for membership to this Society, the laws of his state or country, meets acceptable moral, ethical, and professional standards, and that his/her admission would serve the best interest of the Society.
      b. The Membership Committee shall submit the names of all those proposed as Candidates for Membership who have fulfilled all the requirements and shall then make its recommendations to the Executive Committee, who shall approve the individuals by a majority vote.
   2. Active Membership:
      a. The Membership Committee shall review the names of the Candidates for Membership annually and shall identify those eligible for Active Membership. Upon
becoming eligible for Active Membership, each Candidate’s continued suitability for Membership shall be reviewed by the Committee.
b. The Membership Committee shall then submit the names of all Candidates eligible for Active Membership and shall then make its recommendations to the Executive Committee. The names of those approved by the Executive Committee shall be placed on a ballot to be voted upon by the Membership.

Section 3. Nominating Committee

A. Composition/Term: The Nominating Committee shall consist of five (5) members as follows:
   1. Three (3) members elected from the floor, one (1) member elected by the Executive Committee, and the Past President twice removed. The Committee shall serve a term of one (1) year or until their successors are elected.
   2. The Chairman shall be appointed by the President at the Annual Meeting.

B. Duties:
   1. Select a slate of nominees for officers, trustees and other elected positions.
   2. Notify the Membership of the Committee’s recommendations by letter or by other suitable methods of printed communication not less than sixty (60) days prior to the Annual Meeting.

Section 4. Scientific and Program Committee

A. Composition/Term: The Committee shall consist of seven (7) members:
   1. The Vice President shall serve as Chairman.
   2. One (1) member shall consist of the Vice President from the preceding year.
   3. The remainder of the committee will consist of the following:
      a. Accreditation Coordinator, Resident and Research Committee Chairman, and the Special Education Program Committee Chairman.
   4. The remaining two (2) members will be appointed by the President for a term of two (2) years each. To insure continuity of planning for the Annual Scientific Program, the terms of service are staggered in such a manner that, in addition to the Vice President from the preceding year, one (1) member shall be replaced each year.

B. Duties:
   1. Evaluate abstracts and select appropriate papers for the Annual Scientific Program.
   2. Develop panels and other special presentations for the Scientific Program.
   3. Organize and schedule the Scientific Program in accordance with the time allotted which shall be determined by the Executive Committee.
   4. With advice from the President, arrange for such other special presentations and/or speakers as deemed appropriate for the Scientific Program.

Section 5. Finance Committee

A. Composition/Term: The Committee shall consist of four (4) members, one of whom shall be the Treasurer. The Chairman and the remaining two (2) members shall be appointed by the President for terms of one (1) year. The Treasurer shall not be Chairman.

B. Duties:
   1. Budget: The Committee shall be responsible for financial matters and shall prepare an annual budget to be presented to the Executive Committee for approval at the Interim Meeting. The approved budget shall be presented to the Membership at the Annual Meeting.
   2. Requests for funds shall be submitted to the Finance Committee who will make recommendations to the Executive Committee for funding.

Section 6. Constitution and Bylaws
A. **Composition/Term**: The Committee shall consist of three (3) members. The Chairman shall be that member with one (1) year remaining in his/her term. The remaining members shall serve staggered three (3) year appointments.

B. **Duties**:
   1. Consider proposed Bylaw amendments and submit recommendations to the Executive Committee.
   2. Periodically review the Bylaws to ensure they are current and properly reflect the growth and changes within the Society.

**Section 7. Residents and Research**

A. **Composition**: The Chairman and as many members as deemed necessary shall be appointed by the President

B. **Duties**:  
   1. The Committee, in cooperation with the Program Chairman, shall select those papers which will be included in the Residents Competition.

**Section 8. Long Range Planning**

A. **Composition/Term**: Shall consist of three (3) members appointed by the President for a term of three (3) years. The members shall serve staggered three (3) year appointments.

B. **Duties**: It shall be the duty of the Committee to make recommendations to the Executive Committee for long range goals for the Society and strategic plans of action to attain such goals.

**Section 9. Awards/Special Recognition**

A. **Composition/Term**: The President shall appoint the Chairman and as many members as deemed necessary for a term of one (1) year with reappointment for a maximum of three (3) years.

B. **Duties**: The Committee shall develop proposals for nominees for the following awards:
   1. **Pickrell Award**: This award is presented to the person who exemplifies the commitment to plastic surgery education which most closely exemplifies the characteristics that were recognized in Dr. Kenneth L. Pickrell. This award is not necessarily given every year.
   2. **Special Achievement Award**: This award is presented to an individual that the Society wishes to recognize for their contributions outside the field of plastic surgery. This award is not necessarily given every year.

**Section 10. Ethics Committee**

A. **Composition/Term**: The Committee shall be composed of the Executive Committee. The Chairman shall be the Immediate Past President.

B. **Duties**:  
   1. The Committee shall investigate matters pertaining to the professional conduct of Society members and Candidates for Membership. The principal duty is to investigate all complaints alleging violations of the Society’s Constitution and Bylaws or conduct detrimental to the best interest and reputation of the Society. Complaints raising disciplinary considerations may be made by any interested party. All complaints shall be submitted in writing to the Ethics Committee.
   2. The Ethics Committee shall have the power to obtain all pertinent information it deems necessary to conduct its investigations.
   3. In any case where the opinion of the Ethics Committee indicates that a violation may have occurred, the Chairman of the Ethics Committee shall send a statement of charges to the Judicial Council and to the last recorded address of the accused Member or Candidate for Membership by certified mail.

**Section 11. Judicial Council**
A. **Composition/Term**: The Council shall be composed of five (5) most recent Past Presidents (other than the Immediate Past President) who remain Active members of the Society and who are available and willing to serve. The Chairman shall be elected by the Judicial Council from among its own members. The term of the Council shall be one (1) year.

B. **Duties**: Shall conduct hearings and render decisions with respect to information received from the Ethics Committee pertaining to professional conduct of Society members and Candidates for Membership to make recommendations to the Executive Committee for action to safeguard the best interests of the Society.

**Section 12: Special Education Programs**

A. **Composition/Term**: The President shall appoint the Chairman and as many members as deemed necessary for a term of one (1) year with reappointment of a maximum of three (3) years.

A. **Duties**:  
1. Coordinate the S.E. Education Symposium.  
2. Coordinate special educational activities under the purview and sponsorship of the Society as well as programs that are co-sponsored with other medical organizations.

**Section 13. Local Arrangements**

A. **Composition/Term**: The Committee shall consist of as many members as the President deems advisable. The term shall be for one (1) year. The President shall appoint the Chairman. The President Elect shall appoint the Vice Chairman.

B. **Duties**: The Committee shall provide all local arrangements for the Annual Meeting, in cooperation with the Management Company and with the approval of the President and the Executive Committee.

**Section 14. Future Convention**

A. **Composition/Term**: The President shall appoint the Chairman and as many members as deemed necessary for a term of one (1) year with reappointment of a maximum of three (3) years.

B. **Duties**: The function of this Committee is to investigate and recommend convention sites for the Annual Meeting to the Executive Committee.

**Section 15. ACCME Committee**

A. **Composition / Term**
   1. The President shall appoint the ACCME Chairman for a term of a minimum of three (3) years. The Chair may be asked to serve longer at the discretion of the President–elect.  
   2. The ACCME Chair will be chosen from the current Board members and will always be a sitting member of the Board.  
   3. The ACCME Chair shall serve as a member of the Scientific and Program Committee for the Annual Meeting, the Breast Meeting and Oculoplastic Symposium, and any other future endeavors that require the offering of CME credit to the participant.  
   4. The President-elect shall appoint as many members to assist the Chairman as deemed necessary. The Current President and President–elect will be standing members of the committee.  
   5. Planned succession of the Committee Chair should be thoughtful and progressive due to the complexities of the regulations and detailed submission required for reaccreditation.

B. **Duties**
   1. Monitor the educational activities in order to meet or exceed the current requirements put forth by the ACCME for compliance to provide CME credit.  
   2. Present recommendations to the various Program Committees and the Executive Committee to insure that the programs remain in compliance with ACCME requirements. Keep abreast of current regulations found on the ACCME website and insure that the ACCME section of the SESPRS Policy Manual is updated as needed.
ARTICLE XII — PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order shall govern the organization in all matters not covered in these Bylaws or special rules the Society may adopt.

ARTICLE XIII — AMENDMENT

These Bylaws may be amended at the Annual Meeting or at any special meeting called for that purpose.

1. Any Active or Life member or group thereof may propose an amendment. The proposed amendment shall be submitted in writing to the Constitution and Bylaws Committee for study. The Committee shall submit the proposal and its recommendations to the Executive Committee. Upon approval of the Executive Committee, a copy of the Bylaw Amendment shall be sent to each Active and Life member no later than thirty (30) days prior to the Annual Meeting or special meeting.

2. The proposed Amendment shall be placed on the floor for discussion and vote at the time of the Annual Business Meeting. Three-fourths (3/4) of those members present and voting by secret ballot shall be required for the adoption of the Amendment.

3. In addition to voting on proposed Amendments at the Annual Business Meeting or special meeting, proposed amendments may also be voted upon by mail, facsimile, or electronic transmission. The Secretary shall send a ballot by mail, facsimile, or electronic transmission to each Active and Life Member containing the proposed amendment(s). Ballots must be returned by no less than ten percent (10%) of the Active and Life Member in order for the vote to be valid. Three-fourths (3/4) of those members voting must approve of the change for the adoption of the Amendment.