BYLAWS
of the
American Council of Educators in Plastic Surgery

Article I: Name

The name of the organization shall be American Council of Educators in Plastic Surgery (ACEPS).

Article II: Purpose

Vision Statement: The ACEPS is the leading organization responsible for training and educating plastic surgeons to best serve their patients.

Mission Statement: The ACEPS mission is to: (1) Promote and support academic plastic surgery, (2) Define the training and curriculum of plastic surgery, (3) Develop and promote tools and resources to support plastic surgery programs in achieving their educational goals and (4) Encourage an environment that supports diversity, equity and inclusion in plastic surgery education; 5) Encourage and recruit new generations of plastic surgeons through medical student and resident engagement and mentorship.

Article III: Membership

Section 1. There shall be nine (9) categories of membership of the Council, those being Active Members, Associate Members, Associate Coordinator Members, International Members, Domestic Resident Members, International Resident Members, Non-Resident Trainee Members, Senior Members and Senior Coordinator Members.

a. Active members shall be teaching faculty in training programs in plastic surgery and fellowships in plastic surgical specialties approved by the Residency Review Committee for Plastic surgery (RRC) or the Royal College of Physicians and Surgeons of Canada (RCPS(C)) and who are certified by the American Board of Plastic Surgery (ABPS), the RCPS(C) or who have qualifications as determined by the Board of Directors. This shall also include plastic surgeons who are certified by the American Osteopathic Board of Surgery (AOBS) and are teaching faculty in plastic surgery training programs that are eligible for, or have received, accreditation by RRC for Plastic Surgery. ABPS, RCPS, or AOBS certified teaching faculty of non-accredited fellowships may apply for active membership and will be considered for approval by the Board. Active members shall have the right to vote, hold office, or, in their absence, designate a proxy to represent them and serve on committees. There will be membership fees associated with this membership category.

b. Associate members shall be individuals who are teaching faculty not yet certified by the ABPS, the RCPS(C) or other certifications deemed by the Board to be equivalent. They may also include other educators committed to plastic surgery education and who have a special interest in the purposes and activities of the Council. Associate members are encouraged to attend functions of the Council, serve on committees but shall not be eligible to vote and/or hold office in the Council. There will be membership fees associated with this membership category.

c. Program Coordinator Members shall be individuals who are plastic surgery residency program coordinators for RRC/RCPS(C)) approved training programs. They expected to be committed to plastic surgery education and have a special interest in the purposes and activities of the Council. Program Coordinators shall be members of ACEPS with the sponsorship of their Program Director, who must be an Active ACEPS Member. In the event of a change in Program Director, the Program Coordinator shall remain a member of ACEPS until leaving the position while a new Program Director is named and takes over the program. The president of the Program Coordinators group shall serve on the board and be eligible to vote. Program Coordinator members are encouraged to attend functions and participate on committees of the Council but shall not be eligible to vote and/or hold office in the Council. There will be no additional membership fees associated with this membership category beyond the Program Director member fees.
d. International members shall be teaching faculty active in plastic surgery training programs outside the USA and Canada who have been certified by their respective equivalent to the American Board of Plastic Surgery and who have a special interest in the purposes and activities of the Council. International members must be sponsored, by letter, by a current Active member of the Council. International members are encouraged to attend functions of the Council and serve on committees but shall not be eligible to vote and/or hold office in the Council. There will be membership fees associated with this membership category.

e. Domestic resident members shall be individuals currently training in integrated or independent plastic surgery programs approved by the RRC/RPSC(C) who have demonstrated interest in and commitment to plastic surgery education. Trainees who are training in an RRC/RPSC(C) accredited residency that are currently conducting research or activities supporting a Division/Department of Plastic Surgery and trainees who are enrolled in a prerequisite residency program (e.g., general surgery, otolaryngology, neurosurgery, orthopedics, and ophthalmology) in preparation for application to an independent plastic surgery residency are also eligible if they have a commitment to Plastic Surgery. Evidence of eligibility will require sponsorship of the individual’s Division/Department Program Director and/or another Active ACEPS Member. Only resident members who are currently training in integrated or independent plastic surgery programs approved by the RRC/RPSC(C) will be eligible to hold office as the Resident representative to the Board. Resident members are encouraged to attend functions of the Council and serve on committees but shall not, apart from the Representative on the Board, be eligible to vote. There will be no membership fees associated with this membership category.

f. International Resident members shall be individuals currently training in plastic surgery programs in which there is an International member of ACEPS. These individuals must be sponsored by an Active Member who can verify that the resident nominee is in a plastic surgery residency program in their country and have demonstrated interest in and commitment to plastic surgery education. Trainees who are currently conducting research or activities supporting an international Division/Department of Plastic Surgery are also eligible if they have a commitment to Plastic Surgery. International resident members are encouraged to attend functions of the Council and serve on committees but shall not be eligible to vote or to serve as the Resident Representative to the ACEPS Board. There will be no membership fees associated with this membership category.

g. Non-resident trainee members will include medical students enrolled at an LCME, Committee on Accreditation of Canadian Medical Schools (CACMS), Commission on Osteopathic College Accreditation (COCA) or the World Federation for Medical Education (WFME) accredited medical school. Trainees who are not enrolled in an accredited medical school but who are members of a Division/Department of Plastic Surgery or are currently conducting research or activities supporting the Division/Department are also eligible if they have a commitment to plastic surgery. In both instances, those seeking membership will be paired with an ACEPS active member who will serve as their mentor. These trainees may provide up to two suggested ACEPS members to serve as a mentor. If the student applicant does not have an established mentor, ACEPS will pair them with an ACEPS member to serve as their mentor. Membership is to be on a one-year renewable cycle until either completion of medical school training, leaving medical school training or completing the research or activities supporting a Division/Department of Plastic Surgery. Non-resident trainee members are encouraged to attend functions of the Council and serve on committees but shall not be eligible to vote and/or hold office in the Council. There will be no membership fees associated with this membership category.

h. Senior members shall be individuals no longer involved in the active clinical practice but continue to be involved in the educational mission of the Department/Division of Plastic Surgery. Senior members are encouraged to attend functions of the Council and serve on committees but shall not be eligible to vote or hold office. There will be no membership fees associated with this membership category.

i. Senior Program Coordinators shall be coordinators who are no longer official Program Coordinators for RRC/RCPS(C)) approved training programs but continue to be involved in the educational mission of the Department/Division of Plastic Surgery. Senior Coordinators members are encouraged to attend functions of the Council and serve on committees but shall not be eligible to vote or hold office. There will be no membership fees associated with this membership category.

Section 2. The Council may from time to time establish criteria for categories of membership in addition to those set forth in the Bylaws and shall establish procedures for the review of applications for membership.
Section 3. Active and Associate members failing to pay dues within the established due date and after adequate notification in writing by the Vice President of Finance and Communications, shall have their membership status terminated. Membership status may be reinstated upon approval by the Board and may require payment of back dues.

Section 4. Active membership shall be terminated when a member ceases to be actively involved in teaching in a plastic surgery residency training program approved by the RRC or RCPS(C) unless the Board feels that retaining active status is in the best interests of the Council. In this case, a majority vote of the Board would be required, and active membership continued through the end of the business year. Active members for whom the residency program in which they were engaged in teaching has been terminated can retain active membership status for up to four years if the institution provides a statement annually that they are working to reinstate the residency program. Additional extension can be provided annually if the institution has an active residency application in progress through the RRC in plastic surgery.

Section 5. Members may be suspended for just cause on recommendation of the Board of Directors and confirmation by three-fourths of the membership present and voting.

Section 6. In the event a membership or vote suspension is contested by the member, the person contesting the action may request a hearing before a Judicial Council of five members to be appointed by the President. The member contesting will be notified of the time, place, and date of hearing. He/she may be present with or without legal counsel and any additional witnesses he/she may want to call so that due process will be assured.

Section 7. Active members are expected to attend at least one half of the scheduled meetings of the American Council of Educators in Plastic Surgery over a three-year period. Members that do not meet the minimum attendance requirement may be suspended from Active membership until they attend two subsequent meetings of the organization. The RRC for Plastic Surgery may be notified regarding Program Directors lack of compliance.

Section 8. Election to Membership: Applications for membership will be reviewed and vetted by the membership committee and/or a designee to verify eligibility. Elections for new members will be held quarterly via electronic ballot by all active members

Article IV: Voting

Section 1. Only one vote is allowed per institution.

Section 2. In order to qualify an institution must have an ACGME accredited Plastic Surgery training program.

Section 3. The institution's vote is to be exercised by the Program Director or their designee who is in good standing with ACEPS.

Section 4. The Program Director or their designee will register with ACEPS administration prior to voting at the business meeting.

Section 5. Votes on Council issues may be called and performed electronically between meetings at the discretion of the Board.

Article V: Meetings

Section 1. There shall be at least two meetings of the Council annually.

a. The Annual Meeting of the Council shall be held in association with the Annual Meeting of the American Association of Plastic Surgeons. A portion of this meeting will be the annual business meeting and the remainder educational.

b. An Interim Meeting will be held in the fall of the year in conjunction with the American Society of Plastic Surgeons meeting.

Section 2. The Board of Directors of the Council shall establish registration fees. The Board of Directors may call additional meetings and shall call additional meetings when requested in writing by 10% or more of Active Members.
Sixty days’ notice of all regular meetings and the Annual Meeting shall be given in writing to members. Thirty days written notice shall be provided for special meetings. Twenty percent (20%) of voting Active Members must be in attendance, either in person or virtually, at any meeting in order to constitute a quorum for the transaction of business unless otherwise provided by law or these Bylaws.

**Section 3.** The Board of Directors shall meet at least twice each year immediately prior to the Annual Meeting of the Members.

**Section 4.** At all meetings of the Board of Directors, the act of five (5) Board Members present, in person or virtually, and voting shall constitute a quorum and shall be the act of the Council or the Board of Directors unless concurrence of a greater portion is required by the Bylaws. All amendments of the Bylaws shall require two-thirds affirmative vote of all voting members present, in person or virtually, and voting.

**Section 5.** Any proposal that may otherwise be considered by the Active Members or the Board of Directors may be submitted to the Active Members or the Board of Directors by mail or by electronic communication. In such event, the validated vote of that percentage of the Active Members or of the Board of Directors responding thereto shall be the act of the Active Members or of the Board of Directors. The Board of Directors shall set the closing date for receiving validated ballots, but in no case shall the date be less than 30 days from the day of mailing or electronic posting of the ballots.

**Section 6.** Sturgis’ Rules of Order (latest edition) shall govern all proceedings of the Council.

**Article VI: Officers**

**Section 1.** Council Officers

The officers of the Council shall consist of: a President, a Vice President of Finance and Communications, a Vice President of Academic Administration, a Vice President of Education, a Vice President of Diversity, Equity, and Inclusion, two Members-at-Large, the Immediate Past-President, and a Parliamentarian.

**Section 2.** Ascendency

a. The Vice-Presidents will advance to a dual role as President-Elect position on the following rotation:
   1) Education 2) Finance and Communications 3) Academic Administration 4) D.E.I

b. The Senior Vice President shall serve for the President-Elect when requested by the President. He/she shall succeed the President-Elect whenever the office of President-Elect shall become prematurely vacant.

**Section 3.** President

a. The President shall hold office for one year unless he/she has succeeded to office as described in Article VI, Section 4b.

b. The President shall prepare the agenda and preside at the meeting of the Council and the Board of Directors. In addition, the President shall be responsible for dealing throughout the year with problems of concern to the Council and represent the Council in matters of official business.

c. The President shall be assisted by the other officers and shall seek aid as needed from other members and nonmembers including persons specifically requested to provide liaison between the Council and other organizations.

d. The President shall succeed to the office of President from that of the President-Elect without vote of the membership or Board of Directors.

**Section 4.** President-Elect

a. The President-Elect shall serve for one year unless he/she succeeds the President as in Article VI, Section 4b.
b. The President-Elect shall serve for the President when requested by the President. He/she shall succeed the President at the expiration of the President’s term or whenever the office of President shall become vacant. In the event the President-Elect shall succeed to the office of President prematurely by reason of that office being prematurely vacant, he/she shall serve the unexpired term and the term he/she would otherwise have served.

c. The President-Elect shall be determined on a yearly rotation of the Vice-Presidents as follows: 1) Finance and Communications 2) Academic Administration 3) Education 4) D.E.I. They will hold a dual role as Vice-President and President-Elect for that year.

d. The President Elect shall have oversight of the Bylaws, Research and Global Health Committees and shall be responsible for coordinating the tripartite meetings with the RRC and ABPS. The President-Elect shall also represent ACEPS on the ASPS Academic Affairs Council with the ACEPS President.

e. The President Elect shall be assisted by the Parliamentarian.

**Section 5. Vice President of Finance and Communications (VP-FC)**

a. The Vice President of Finance and Communications shall be elected to a three-year term by the majority of the members present at the annual business meetings.

b. The Vice President of Finance and Communications shall be responsible for the organization of the educational retreat at the annual meeting of the Association.

c. The Vice President of Finance and Communications shall serve as recorder at all meetings of the Council and the Board of Directors and shall collect dues.

d. The Vice President of Finance and Communications shall have oversight of the Communications and Membership Committee and all fundraising activities.

e. The Vice President of Finance and Communications shall be authorized to disburse the funds of the Council subject to the approval of the President and the Board of Directors.

f. The Vice President of Finance and Communications shall be responsible for the distribution of notices and information.

g. The Vice President of Finance and Communications shall be responsible for the supervision of the financial affairs of the Council.

h. The Vice President of Finance and Communications shall be responsible for the preparation of the operating budget of the Council, the financial procedures of the Council including an annual audit of the books and records and the recommendations to the Board of Directors on investment policies.

i. The Vice President of Finance and Communications shall be assisted by a Board Members-at-Large.

**Section 6. Vice President of Academic Administration (VP-AA)**

a. The Vice President of Academic Administration shall have oversight of the Issues and Resident Selection Committees.

b. The Vice President of Academic Administration shall be elected for a three-year term by the majority of the members present at the annual meeting when the office is vacated.

c. The Vice President of Academic Administration shall be assisted by a Member-at-Large.

**Section 7. Vice President of Education (VP-E)**

a. The Vice President of Education shall have oversight of the Curriculum and Research Committees.
b. The Vice President of Education shall be elected for a three-year term by the majority of the members present at the annual meeting when the office is vacated.

c. The Vice President of Education will be assisted by a Members-at-Large

Section 8. Vice President of Diversity, Equity, and Inclusion (VP-DEI)

a. The Vice President of Diversity, Equity, and Inclusion shall have oversight of the Women in Plastic Surgery Committee, DEI Committee, Global Health, and Mentoring Committee.

b. The Vice President of DEI shall be elected for a three-year term by the majority of the members present at the annual meeting when the office is vacated.

c. The Vice President of DEI will be assisted a Members-at-Large

Section 9. Members-at-Large

a. The Members-at-Large shall be elected for a two-year term by the majority of the members present in person or virtually at the annual meeting when one or more of the offices are vacant.

Section 10. Parliamentarian

a. The Parliamentarian shall be an active member in good standing of the Council appointed by the President Elect to a three-year term to take office at the beginning of the President Elect’s transition to the President.

b. The Parliamentarian shall attend meetings of the Board of Directors and shall be a voting member on the Board of Directors.

c. The Parliamentarian shall perform all duties incident to the office of Parliamentarian and such other duties as prescribed by the Board of Directors, and the Membership on parliamentary law; and shall rule on questions of parliamentary law.

Section 11. Resident Representative to Board of Directors

The resident representative to the Board of Directors shall be elected for a 2-year term, and must satisfy the following criteria:

a. They must be an ACEPS resident member who is able to serve the full 2-year term before completing their current training program.

b. They should have previously served on 1 or more ACEPS committees.

c. The resident member shall not overlap with a Board member from the same residency training program. If both a resident member and a faculty member from the same institution are nominated to the Board in the same year, only one nominee may be appointed to the Board; selection of the eligible nominee will be at the discretion of the Nominating Committee.

d. They cannot hold, or have held, a resident representative BOD position in another Plastic Surgery organization.

Section 12. Immediate Past President

a. The Immediate Past President shall serve as a member of the Board for one year after completing the duties of President of the Council.
b. The **Immediate Past President** shall attend meetings of the Board of Directors and shall be a voting member of the Board of Directors.

**Section 13. Regulations Concerning Officers**

a. Elected officers and officials of the Council including Board of Directors and members of the Nominating Committee shall be active members.

b. All officers shall serve without compensation, fee, or other payment; provided, however, that any officer shall be entitled to reimbursement of expenses actually incurred on behalf of the Council.

**Article VII: Board of Directors**

**Section 1. Composition**

The Board of Directors shall be comprised of the President, four Vice Presidents (to include the President-Elect), the Immediate Past-President, a Parliamentarian, one resident member in good standing in an RRC/RPSC(C)-accredited plastic surgery residency training program, the President of the Plastic Surgery Coordinators, and two Active Members-at-Large.

**Section 2. Terms**

The President of the Board, the immediate Past President and the President of the Plastic Surgery Coordinators will serve for one year. Members-at-Large and the resident member will serve for two years. The four vice presidents, and the Parliamentarian will serve(s) for three years each. Nominations for the sole plastic surgery resident member will be solicited from the membership the year prior to serving and a majority vote of the Board will determine the winner. The Members-at-Large shall be Active Members of the Council, shall be elected by the membership, and shall serve staggered two-year terms.

**Section 3. Vacancies**

In the event of a vacancy among the Board of Directors, the Directors may elect a successor to serve until the next Annual Meeting. The Board is authorized at its own discretion to leave a vacancy unfilled until the next Annual Meeting of the members. A Director who ceases to be a member of ACEPS shall be disqualified from serving on the Board and will be replaced as above. The Immediate Past President on the Board of Directors shall be replaced by the next preceding Past President qualified and willing to serve.

**Section 4. Authority**

The Board of Directors shall have the authority to transact business and establish policy except as specifically reserved to the membership by a resolution duly adopted. When transacting business of the Council, each member of the Board shall act in his own best judgment and in the interest of the Council as a whole. Members of the Board of Directors shall not be held personally liable for the obligations of the Council.

**Section 5. Meetings**

The Board of Directors shall meet prior to each of the semiannual Council meetings and as often as necessary throughout the year and shall represent the Council as necessary. Meetings of the Board of Directors shall be called by the President. The Board of Directors at times may wish to solicit opinions electronically or via mail from the membership and act in accordance with those. When such solicitation does not in the sole discretion seem feasible, the Board of Directors shall be empowered to act for the Council without solicitation of the views of the members. The members shall receive copies of the minutes of each Board of Directors meeting upon request.

**Article VIII: Committees and Representation**
All committees shall consist of a Chair appointed for a two-year term that is renewable for a maximum of two one-year terms at the discretion of the President.

Section 1. Committee Structure

Each committee shall consist of one (1) Chair, one (1) Co-Chair, and several active members in good standing at the discretion of the Chair and Co-Chair. The terms for Chair and Co-Chair will be two years in length, renewable for a third year at the discretion of the President. Should the President feel that the Chair has not fulfilled his/her required duty to the Committee in question, the Chair may be removed after a period of one (1) year.

Section 2. Committee Ascension

Following completion of his/her term, the Chair will step down. The Co-Chair will assume the position of Chair pending approval by the President. The new Chair will choose a Co-Chair from among the committee members in good standing.

Section 3. Executive Committee

The Executive Committee shall be the Officers of ACEPS and shall function as described in Article VI, Sections 1-11.

Section 4. Nominating Committee

The Nominating Committee shall consist of seven (7) Active members of the Council, including: the Immediate Past-President, three (3) Active members elected at the Annual Business Meeting from nominations from the membership, one (1) member nominated by the Women in Plastic Surgery Committee and one (1) member nominated by the DEI Committee and one (1) Active member appointed by the President. There will be one holdover member each year, which will alternate between the member nominated by the Women in Plastic Surgery Committee and the member nominated from the DEI Committee. If the designated holdover member is not able to serve a second term in any given year, then the alternate committee shall name the holdover member in that year. The holdover member shall serve for two consecutive terms, and all other members will serve a one-year term and are not eligible to serve consecutive terms. The President shall appoint new members in the event of any vacancy on the committee. The Immediate Past President shall serve as Chair. The Nominating Committee will send notification to all active members concerning open Board positions one-hundred twenty (120) days prior to the annual spring business meeting. Nominees can be made in writing or electronically. The Nominating Committee will conduct their appropriate vetting process and elections and release the proposed slate of Board appointments no less than thirty (30) days from the date of the spring business meeting.

Section 5. Membership Committee

a. The Membership Committee shall consist of an Active member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the committee appointed by the Committee Chair as his/her discretion for renewable one-year terms.

b. The Membership Committee shall be guided by Article III, Sections 1-7 in performing their duties and shall communicate their recommendations to the Board of Directors on issues related to ACEPS Membership

Section 6. Bylaws Committee

a. The Bylaws Committee shall be chaired by the Parliamentarian, a Co-Chair appointed by the Chair, and shall have additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Bylaws Committee shall review the Bylaws of the Council annually; shall assure that they are current and in order; and shall make its recommendations to the Board of Directors.

Section 7. Finance Committee
a. The Finance Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Finance Committee shall review the budget and the finances of the Council; shall assure that they are current and in order; and shall make its recommendations to the Board of Directors. If an audit is felt to be necessary, the Finance Committee will make that recommendation to the Board of Directors who may initiate the audit in conjunction with the ACEPS Executive Director.

Section 8. Resident Selection Committee

a. The Resident Selection Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Resident Selection Committee shall be responsible for issues related to the application and matching processes. It shall oversee the functioning of the Plastic Surgery Matching Program and The Plastic Surgery Central Application Service and make recommendations to the Board of Directors on issues related to the resident selection process.

Section 9. Issues Committee

a. The Issues Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Issues Committee shall define the issues of present, past, and future importance to the Council and make an annual report to the Board of Directors and the Membership.

Section 10. Education Committee

a. The Education Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Education Committee shall review the process of Plastic Surgery resident education; shall recommend future improvements in that process; and shall communicate its recommendations to the Board of Directors.

c. The Education Committee shall solicit applications and vote on the following awards, which will be announced at the Annual Business Meeting: 1) Outstanding Faculty Educator; 2) Outstanding Resident Educator; 3) Outstanding Program Coordinator. Award recipients must be affiliates of an ACGME-approved plastic surgery residency program, but do not need to be members of ACEPS. Award recipients who are not ACEPS members should be strongly encouraged to pursue ACEPS membership to help foster their educational mission.

d. The Education Committee and the Curriculum Committee shall coordinate their activities and together provide recommendations from ACEPS to the ASPS (Research Education Committee - EdNet) and the ABPS to arrive at a uniform curriculum that is current with the core knowledge expected of a plastic surgery resident upon graduation.

Section 11. Communication/Website Committee

a. The Communication/Website Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Communication/Website Committee shall review the website and communication tools of ACEPS; shall recommend future improvements in that process; and shall communicate its recommendations to the Board of Directors.
Section 12. Curriculum Committee

a. The Curriculum Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Curriculum Committee is responsible for reviewing and updating the Plastic Surgery Independent and Integrated Curricula and making necessary changes on an annual basis.

c. The Curriculum Committee and the Education Committee shall coordinate their activities and together provide recommendations from ACEPS to the ASPS (Research Education Committee - EdNet) and the ABPS to arrive at a uniform curriculum that is current with the core knowledge expected of a plastic surgery resident upon graduation.

Section 13. Research Committee

a. The Research Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and shall have additional members of the Council appointed by the committee chair at his/her discretion for renewable one-year terms.

b. The Research Committee shall be responsible for encouraging research into plastic surgery education. The committee will review grant applications and award seed grants for combined PSF/ACEPS educational research. Grants will be awarded on merit and will depend on available funds. The committee will also be responsible for reviewing requests to distribute surveys through ACEPS and awarding these requests as they deem appropriate.

Section 14. Program Committee

a. The Program Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and shall have additional members of the Council appointed by the committee chair at his/her discretion for renewable one-year terms.

b. The Program Committee will assist with the ACEPS Winter Meeting by 1) Grading abstracts for Oral and Poster presentation; 2) Moderating free paper and e-poster sessions; 3) Grading presentations for a best Oral and a best Poster presentation Award. The Program Committee will review applications for the medical student/resident travel award and recommend recipients to the Board.

Section 15. Plastic Surgery Coordinators Committee

a. The PS Coordinators Committee shall consist of an Active Member Program Coordinator appointed as Chair by the President for a two-year term, a Program Coordinator Co-Chair appointed by the Chair, and shall have additional Program Coordinator members of the Council appointed by the committee chair at his/her discretion for renewable one-year terms.

b. The PS Coordinators Committee shall be responsible for providing resources and assistance for plastic surgery coordinators. The committee shall arrange an educational seminar for program coordinators at the annual meeting.

Section 16. Mentoring Committee

a. The Mentoring Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Mentoring Committee shall develop mentoring programs for medical students, integrated and independent plastic surgery residents, fellows, and faculty, and it shall recommend future improvements in that process. The committee shall communicate its recommendations to the Board of Directors.
c. The Mentoring Committee shall serve to mentor Program Directors and faculty who seek their guidance. They will also be committed to the development of programming to facilitate mentorship skills for students, residents, fellows, faculty, and program directors. This may include but is not limited to new Program Directors, Program Directors of DO programs, and programs preparing for accreditation either as new programs or those that have lost prior accreditation.

d. Goldwyn Visiting Professor – to be selected annually by the Mentoring Committee: The Robert Goldwyn Award is given to an ACEPS member who has contributed significantly to the development of ethical, compassionate and academically productive surgeons for the next generation, in the manner of Dr. Goldwyn as a respected mentor and career counselor. The recipient should be an individual distinguished by humility, integrity, innovative thinking, and the honest manner in which they evaluate their work.

Nominees should be in the active practice of plastic surgery and be affiliated with an ACGME-accredited training institution in plastic surgery or one of its accredited fellowships. The following individuals are not eligible to serve as Goldwyn Visiting Professor: 1) members of the Mentoring Committee, 2) the Presidential Line as of July 1 in the year that the Goldwyn Visiting Professor will serve, consisting of the ACEPS President-Elect, President, and Immediate Past President. The awardee will have the opportunity to serve as a Visiting Professor during the year following the award, for which they will serve from July 1 through June 30 in conjunction with the academic year of the residents they will be visiting. The awardee will also present a keynote address at Plastic Surgery the Meeting and the ACEPS Winter Meeting.

e. The mentoring committee shall conduct a session relevant to mentorship to be held in the fall in conjunction with Plastic Surgery the Meeting.

Section 17. Medical Student Outreach Committee

a. The Medical Student Outreach Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Medical Student Outreach Committee shall develop programs to introduce medical students who may be interested in plastic surgery and shall recommend future improvements in that process; and shall communicate its recommendations to the Board of Directors.

c. The medical student outreach committee will serve in a mentorship capacity for medical students. This will consist of pairing incoming medical students who seek mentors outside of their home institutions with selected mentors from the pool of Active Members of ACEPS. The committee will also provide resources for medical students who attend institutions without a home plastic surgery residency program. They will maintain an updated list of such programs and nearby "sibling institutions" for which the plastic surgery Program Directors have agreed to accommodate these students in their plastic surgery rotations.

Section 18. Resident Boot Camp Joint Committee

a. The Resident Boot Camp Joint Committee will be composed of nine (9) participants, three ACEPS leaders, three ASPS leaders, and three training site directors.

b. ACEPS will appoint three ACEPS members to serve on the Joint Committee every three years and keep these roles filled if a position is vacated.

c. The Joint Committee will have a Chair and Vice-Chair elected from its membership to provide oversight on the management of the Resident Boot Camp program in partnership with the ASPS Board Vice President of Academic Affairs.

d. All matters of strategic importance will be elevated to the Joint Committee for determination. This includes, but is not limited to, curriculum changes, program site additions or deletions, and significant budgetary adjustments.

Section 19. Global Health Committee
a. The Global Health Committee shall consist of an Active Member appointed as Chair by the President for a two-year term, a Co-Chair appointed by the Chair, and be assisted by five chosen members.

b. The Global Health Committee shall be responsible for addressing how academic plastic surgery can and should address health care issues on a global scale.

c. The Global Health Committee will be responsible for providing curricular resources for institutions establishing programs outside of the United States and Canada. The committee will collaborate on sustainable plastic surgery capacity building efforts in resource-limited regions through education, research, and mentorship.

d. The Global Health Committee will maintain a database of all global health initiatives in academic Plastic Surgery programs.

Section 20. Diversity, Equity, and Inclusion Committee

a. The DEI Committee shall consist of an Active Member appointed as Chair by the VP-DEI for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The DEI Committee shall develop programs to promote and support Diversity, Equity, and Inclusion in Plastic Surgery and shall recommend future improvements in that process; and shall communicate its recommendations to the Board of Directors.

Section 21. Women in Academic Plastic Surgery

a. The Women in Academic Plastic Surgery Committee shall consist of an Active Member appointed as Chair by the VP-DEI for a two-year term, a Co-Chair appointed by the Chair, and additional members of the Council appointed by the Committee Chair at his/her discretion for renewable one-year terms.

b. The Women in Academic Plastic Surgery Committee shall develop programs to promote and foster support for women in academic plastic surgery and shall recommend future improvements in that process; and shall communicate its recommendations to the Board of Directors.

Section 22. Special Committees

The President, with the approval of the Board of Directors, may establish such other committees, subcommittees, commissions, or task forces as are necessary to carry out the purposes of the Council.

Section 23. Representatives

The President of the Council, with the approval of the Board of Directors, shall appoint Representatives for a one-year term to other organizations where this is deemed in the best interest of the Council.

Section 24. Terms of Committee Members and Chairs

Unless otherwise provided by these Bylaws, committee members shall serve from the time of their appointment until the next Annual Meeting of the Council. Committee members may be re-appointed at the discretion of the Committee Chair and ACEPS President. There are no set term-limits to their committee service if it is felt that the committee member continues to make valuable contributions to their respective committees. However, it is strongly encouraged for each committee to be comprised of at least 25% new members each year. The Committee Chairs will serve terms of up to three years at the pleasure of the President and may not succeed themselves.

Section 25. Resignations and Vacancies
Committee members may resign by giving notice to the Committee Chair of their intention and the date upon which the resignation becomes effective. Unless otherwise provided by these Bylaws, vacancies occurring between Annual Meetings shall be filled by the Committee Chair.

**Article IX: Annual Dues**

**Section 1.** Annual dues shall be assessed for Active Members and for Associate Members. No dues shall be assessed for Senior Members.

**Section 2.** Dues in subsequent years will be set by the Board of Directors and approved by the membership by majority vote at the Annual Business Meeting.

**Section 3.** Special assessments may be established by the Board of Directors and subject to the ratification of the membership.

**Section 4.** Failure to pay dues shall be dealt with as described in Article III, Section 3 for Active and Associate Members

**Article X: Amendments to the Bylaws**

**Section 1.** These Bylaws may be amended by two thirds (2/3) of the vote cast by the Program Directors, or alternatives, present at an annual or special meeting called and conducted in accordance with Article IV. Votes may also be held through a mail-in ballot or electronic communication and will require a 2/3 vote of the responding Program Directors, or alternatives. Written notice of proposed bylaw changes shall be sent to the Active Members at least thirty (30) days before such meeting or mail-in/electronic ballot or with at least thirty (30) days before mail-in/electronic ballot is closed. Amendments may be proposed by the Board of Directors, the Bylaws Committee, or any Active Member. All amendments, other than those proposed by the Bylaws Committee, shall be submitted to the Bylaws Committee for review and recommendation. A copy of all proposed amendment(s) shall be sent by the Bylaws Committee, with recommendations, to the Board of Directors. The Board of Directors shall approve, amend, or disapprove the proposed amendment. Those amendments approved by the Board of Directors shall be submitted to a vote of the Membership.

**Section 2.** If voting is done through mail-in ballot or electronic communication, all Program Directors of Plastic Surgery Residency programs (integrated and independent) will be asked to vote. Each institution will be allowed one vote, including those institutions which have both an integrated and independent residency program. If the Program Director chooses not to serve as the voting member from that institution, he or she should inform ACEPS which ACEPS member will vote on behalf of their institution. If a quorum is met, consisting of 2/3 of the eligible institutions, then the vote will be implemented.