



AMERICAN COUNCIL
OF ACADEMIC PLASTIC SURGEONS

BYLAWS

of the

American Council of Academic Plastic Surgeons

Article I: Name

The name of the organization shall be American Council of Academic Plastic Surgeons (ACAPS).

Article II: Purpose

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

Mission Statement: The ACAPS mission is to: (1) Promote and support academic plastic surgery, (2) Define the training and curriculum of plastic surgery, and (3) Develop and promote tools and resources to support plastic surgery programs in achieving their educational goals.

Article III: Membership

Section 1. There shall be six (6) categories of membership of the Council, those being Active Members, Associate Members, International Members, Resident Members, Medical Students and Senior 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.

b. Associate members shall be individuals who are teaching faculty not yet certified by the ABPS or the RCPS(C), other educators and plastic surgery residency program coordinators 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 but shall not be eligible to vote and/or hold office in the Council.

c. 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 will be eligible to serve on committees and to hold office. They will not have the right to vote as individual members since only one vote is permitted per accredited training program in the United States.

d. Resident members shall be individuals currently training in plastic surgery programs approved by the RRC/PPSC(C) who have demonstrated interest in and commitment to plastic surgery education. Evidence of eligibility will require sponsorship of the individual's Program Director and/or another Active Member. Resident members will be eligible to hold office as the Resident representative to the Board. Resident members are encouraged to attend functions of the Council but shall not, apart from the Representative on the Board, be eligible to vote.

e. Medical Student members must be 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). Medical students seeking membership will be paired with an ACAPS active member who will serve as their mentor. Students may provide up to two suggested ACAPS members to serve as a mentor. If the student applicant does not have a suggested mentor, ACAPS will pair them with an ACAPS member to serve as their mentor. Medical student members will not be eligible to hold office but may serve on committees. Medical student member shall not be eligible to vote. Membership is to be on a one-year renewable cycle until either completion of medical school training or leaving medical school training. There will be no membership fees associated with this membership category.

f. Senior members shall be individuals no longer involved in the active clinical practice. Senior members shall not be eligible to vote or hold office.

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 Secretary/Treasurer, 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.

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 the 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 Academic Plastic Surgeons over a three-year period. Members that do not meet the minimum attendance requirement will be suspended from Active membership until they attend two subsequent meetings of the organization. The RRC for Plastic Surgery will be notified regarding Program Directors and Chiefs lack of compliance.

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 may be exercised by any active member from the institution.

Section 4. The active member exercising the vote for an institution must sign in at the registration desk at the business meeting.

Section 5. Voting cards will be issued to the active member at the sign in desk at the business meeting.

Section 6. 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 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 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 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. a. The Vice-Presidents will advance to a dual role as President-Elect position on the following rotation:
1) Finance and Communications 2) Academic Administration 3) Education 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 responsible for the organization of the ACAPS panel at the annual meeting of the American Association of Plastic Surgery.

d. The President-Elect shall be elected by the majority of the voting members at the annual business meeting on a yearly basis.

e. 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 ACAPS on the ASPS Academic Affairs Council with the ACAPS President.

f. 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 one of the 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 the Historian.

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 one of the Members-at-Large

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

- 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 Inclusion 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 Inclusion will be assisted by one of the 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 at the annual meeting when one or more of the offices are vacant.

Section 10. Parliamentarian

- a. The Parliamentarian shall be an active member of the Council appointed by the President to a three-year term.

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. 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 12. 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 composed of: the President, the President-Elect, three Vice Presidents, the Immediate Past-President, a Parliamentarian, an Historian, one resident member in good standing in an ACGME-accredited plastic surgery residency training program, the President of the Coordinators, and two Active Members-at Large. The resident member shall not overlap with a Board member from the same residency training program.

Section 2. Terms

All members of the Board will serve for one year with the exception of the Members-at-Large and the resident member who will serve for two years and the three vice presidents, the Historian and the Parliamentarian who will serve(s) for three years. 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 ACAPS 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 and 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 fiduciary 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 ACAPS 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, two (2) Active members elected at the Annual Business Meeting, one (1) Active Member who is a member of the Early Career Academic Surgeons Committee and is nominated by that committee and approved by the ACAPS Board of Directors, 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. 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 ACAPS 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. 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 8. 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 9. 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.

Section 10. 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.

Section 11. 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/ACAPS educational research. Grants will be awarded on merit and will depend on available funds.

Section 12. Plastic Surgery Coordinators Committee

- a. The PS Coordinators 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 plastic surgery 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 13. Grievance Committee

A Grievance committee consisting of the ACAPS board members will address complaints and infringements of the match rules of both the San Francisco and ERAS match.

Section 14. 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 leadership and advice for programs establishing programs in countries outside of the United States and Canada.
- d. The Global Health Committee will maintain a database of all global health initiatives in academic Plastic Surgery programs.

Section 15. Diversity, Equity, and Inclusion Committee

- a. The mission of committee is to promote and support Diversity, Equity, and Inclusion in Plastic Surgery.
- b. Membership is self-nominated
- c. Chair appointed by VP-DEI for a two-year term, a Co-Chair appointed by the Chair

Section 16. Women in Academic Plastic Surgery

- a. The mission of the committee is to foster and support Women Academic Surgeons
- b. Chair appointed by 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

Section 17. 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 18. 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 19. 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 appointed for no more than three successive terms. The Committee Chairs will serve terms of up to three years at the pleasure of the President and may not succeed themselves.

Section 20. 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 Active Members present at an annual or special meeting called and conducted in accordance with Article V. Votes may also be held through a mail-in ballot or electronic communication and will require a 2/3 vote of the responding Active members. 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.