

OTOSCLEROSIS

STUDY GROUP

BYLAWS

Otosclerosis Study Group

Bylaws

Revised September 1999

Revised on September 20, 2008

ARTICLE I NAME AND OBJECT

The name of this organization shall be the Otosclerosis Study Group.

The purpose of this organization shall be to exchange ideas, promote research, and foster fellowship of those interested in otosclerosis. The size of the membership shall be sufficiently small to encourage free discussion at its meetings.

ARTICLE II MEMBERSHIP

Section 1. Classes of Members

- (a.) The membership of the Otosclerosis Study Group shall consist of active members, senior members, emeritus members, associate members, and honorary members.
- (b.) **Active membership** shall be maintained through the calendar year in which a member attains the age of 70 provided that he or she is engaged in the practice of otology. Active members shall be eligible to hold office, endorse candidates and vote.
- (c.) **Senior membership** status will be attained the year after an active member reaches the age of 70 unless that member submits to the Secretary-Treasurer a written request to remain on active status. A senior member shall be exempt from payment of dues and attendance at meetings of the society, but shall continue to exercise the right to vote and propose or endorse candidates. Senior members shall be eligible to serve on appointed committees, but shall be ineligible for Executive Committee membership or elected office.
- (d.) **Emeritus members** shall be those who are no longer engaged in the active practice of otology because of illness, retirement or other extenuating circumstances and who are not eligible for senior membership. Emeritus members shall be exempt from the payment of annual dues and shall have the rights of senior members.
- (e.) **Associate members** shall be those who, although ineligible for active membership, are considered worthy of affiliation with the Otosclerosis Study Group by virtue of their contribution to the advancement of Otology. Associate members shall be ineligible to vote, hold office, or endorse candidates for membership. They shall, however, be required to pay dues until the year after they attain the age of 70.
- (f.) **Honorary members** shall be those who, by virtue of their contributions to the advancement of Otology, are considered worthy of the honor by the Society upon recommendation from the Executive Committee. Honorary members shall be exempt from the payment of annual dues but shall be ineligible to vote, hold office or endorse candidates for membership.
- (g.) The above revisions are not retroactive.

Section 2. Establishment of Membership

- (a.) **Eligibility**

Any member of the American Academy of Otolaryngology-Head and Neck Surgery or equivalent Society with special interest in the problems connected with otosclerosis and who is actively engaged in clinical or laboratory research in this field shall be eligible for regular membership. Associate and honorary members need not be members of the Academy.
- (b.) **Nomination and Election to Membership**
 1. Nomination of a candidate for active membership must be made and seconded by an Active, Senior, or Emeritus member. The application must be submitted on a form supplied by the Secretary-Treasurer. No members of the Executive Committee may act as a proposer or seconder.
 2. Proposers are required to submit letters with the application setting forth the qualifications of the candidate for membership. Contributions to otosclerosis shall be regarded as a favorable qualification.
 3. All forms and letters pertaining to the proposed Candidate shall be submitted to the Secretary-

Treasurer of the Otosclerosis Study Group. The Secretary-Treasurer shall then present the names and credentials of each candidate to the Executive Committee at their next regular spring meeting.

4. The Executive Committee, acting as a Credentials Committee under the Chairmanship of the President, shall investigate the qualifications of each candidate.
5. Following the investigation, the Executive Committee shall approve or disapprove the candidates. The names of the approved candidates shall be mailed to the membership for vote. Any candidate opposed by eight (8) members eligible to vote shall be eliminated from the list of applicants for membership.
6. The successful candidates shall be notified by the Secretary-Treasurer and invited to attend the next annual meeting.

Section 3. Severance of Membership

Membership in the Otosclerosis Study Group may be revoked (terminated) for one or more of the following causes:

- (a.) Failure to attend three (3) consecutive annual meetings without adequate reason.
- (b.) Unethical, immoral, or dishonorable conduct.
- (c.) Failure to pay dues two (2) consecutive years without adequate reason.

Before revocation of membership, the circumstances shall be considered by the Executive Committee. The member(s) involved shall be given an opportunity for a hearing before the Committee.

Revocation of membership shall be by the majority vote at the annual meeting.

ARTICLE III OFFICERS AND COMMITTEES

Section 1. Executive Committee

- (a.) Composition: The Executive Committee shall consist of the President, President-Elect, Secretary-Treasurer, immediate Past-President, and two (2) additional Members-at-Large.
- (b.) Duties: The Executive Committee shall arrange for the time and place of the business and scientific meetings. It shall authorize expenditures from the treasury.
- (c.) Meetings: The president shall call a meeting of the Executive Committee at least once a year. Three (3) members of the Executive Committee shall constitute a quorum.
- (d.) Subordinate to the Membership: Any action of the Executive Committee may be modified or overruled by a majority vote of members present at a business meeting provided there has been previous notice, or by two-thirds (2/3) vote without notice.

Section 2. Nominating Committee

- (a.) Composition: The Nominating Committee shall consist of three (3) members appointed by the President at least eleven (11) months prior to the annual meeting. Members of the Executive Committee are not eligible to serve on the Nominating Committee.
- (b.) Duties: The Nominating Committee shall submit a slate of nominees for President-Elect, Secretary-Treasurer, and two (2) Members-at-Large for the Executive Committee.

Additional nominations may be made from the floor.

Section 3. Committees

The President may appoint committees at any time to fill the needs of the Study Group.

Section 4. Duties of Officers

- (a.) The President shall be the Chairman of the meetings of the Executive Committee and the Scientific and Business meetings of the Group. The President shall be the Chairman of the Credentials Committee.

- (b.) The President-Elect shall assist the President and shall assume his duties in his absence or inability to act or at his specific request.
- (c.) The Secretary-Treasurer shall have charge of the minutes and other records and reports of the Group and of the Executive Committee. He shall issue notices of meetings, keep available an up-to-date copy of the Bylaws, of the roster of members, and of the attendance at meetings. He shall send out announcements and perform such other secretarial work as may be required of him by the President or the Executive Committee. The Secretary-Treasurer shall be the Custodian of all funds of the Group and promptly disburse charges payable. He shall present at the annual meeting a report of the fiscal affairs of the Group. Any voting member has the privilege to inspect the records of the Secretary-Treasurer at any reasonable time.

ARTICLE IV MEETINGS OF THE GROUP

Section 1. Business Meeting

A Business Meeting shall be held annually. Dues shall be voted upon by the Active, Senior and Emeritus members only. Twenty-five (25) members shall constitute a quorum.

Section 2. Scientific Meeting

A Scientific Meeting for members only shall follow the Business Meeting. It is desirable that the Scientific Meeting be informal in order to encourage maximum discussions from the members. The President shall preside over the Scientific Meeting.

ARTICLE V ANNUAL ELECTION OF OFFICERS

At each annual meeting, the members shall elect a President-Elect and two (2) Members-at-Large to serve for a period of one (1) year on the Executive Committee. At every third (3rd) annual meeting, the members shall decide to elect a new individual for Secretary-Treasurer to serve for a period of at least three (3) years on the Executive Committee or to extend the current Secretary-Treasurer's term. Voting shall be by secret ballot and a majority vote shall be required for election. Newly elected officers assume their duties at the conclusion of the annual Scientific Meeting.

ARTICLE VI AMENDMENTS

These Bylaws may be amended at any Business Meeting by a two-thirds vote of the members present, provided that notice of the proposed amendment was in the call for the meeting.