



# District 8 Bylaws

(Updated February, 2013)

## 1.00 Purposes

1.1 The Purpose of this society shall be to carry out the purposes of the New York State Society of Anesthesiologists Inc. (hereafter abbreviated NYSSA) as they pertain to District VIII.

## 2.00 Membership

2.01 The Membership of District VIII shall be limited to members of the NYSSA. Active and resident members of the NYSSA whose primary location of practice is in the counties of Nassau and Suffolk must maintain membership in District VIII. Other classes of members in the NYSSA may be members of District VIII.

2.02 The members shall be designated honorary, active, affiliate, recent or retired, corresponding to their designation in the NYSSA.

2.03 All classes of membership may participate and have a voice in District business, but only active members in good standing may vote.

2.04 Any member who, for any reason, ceases to be a member of NYSSA, shall simultaneously and automatically cease to be a member of District VIII.

## 3.00 Meetings

3.01 Regular meetings shall be held each year, the number of meetings to be determined at the annual meeting. Such meetings shall consist of business and / or scientific sessions as determined by the President /District Director with the advice of the Executive Committee.

3.02 The annual meeting shall be held no earlier than 8 weeks before, and no later than 1 week before, the annual session of the house of delegates of the NYSSA on a date determined by the President /District Director or the Executive Committee.

3.03 Special meetings shall be called by the President /District Director at his/her discretion or within one month of a petition requesting said meeting signed by at least 5 active members in good standing.

3.04 Notification of any meetings shall be sent by writing or email to all member of the District at least 10 days in advance of the meeting.

3.05 A quorum for any meeting shall consist of 20 percent of the membership.

#### 4.00 Officers

4.01 The officers shall be the President, District Director, Vice President, Assistant District Director and Secretary Treasurer.

They shall be elected at the Annual meeting and shall take office the following January 1st. The President, Vice President and Secretary-Treasurer shall have a term of office of 2 years. The District Director and Assistant District Director shall have a term of office of 3 years.

4.02 If the office of the president /district director is vacated during his term of office, his duties will be assumed by the Vice President /Alternate Director.

4.03 If the Vice President /Alternate Director is unable to assume the duties of the President/ District Director as provided above then the Secretary-Treasurer shall do so until a special election shall be held to elect a new President /District Director, and Vice President /Assistant District Director to serve the unexpired terms.

4.4 Duties: The President Shall:

- (A) Have the administration authority for the District.
- (B) Preside at all meetings.
- (C) Call special meeting as required.
- (D) Appoint committees required by these Bylaws.
- (E) Appoint such committees as he shall deem necessary or as shall be requested by a majority vote at a meeting.

4.05 Duties: the vice president shall assist or substitute for the President or assume such obligations of the President as are necessary at the discretion or in the absence of the President.

#### 4.6 Duties: The Secretary-Treasurer Shall:

- (A) Record minutes for all meetings
- (B) Send notices of Meetings
- (C) Receive and expend such monies as are directed by the membership.
- (D) Supervise and manage the secretarial and financial matters of the District
- (E) Fulfill such other duties as are required by the Bylaws of the NYSSA.

#### 5.00 District Director and Delegates

5.01 The District Director and Alternate Director to NYSSA shall be elected at an appropriate annual meeting. They shall take office the following January 1st. for 2 years term or until their successors are elected and serve in accordance with the Bylaws of the NYSSA.

5.02 Delegates and alternate delegates for the NYSSA shall be elected at an appropriate annual meeting. They shall take office the following January 1st. for 2 year terms or until their successors are elected, and serve in accordance of the Bylaws of the NYSSA.

5.03 Duties of the Director, Delegates and Alternates to the NYSSA shall be to function as prescribed by the Bylaws of the NYSSA and to represent the interests of the membership of District VIII to the best of their ability. When instructed by a majority vote of the membership of the District on a given issue they must be strongly in their voting in the House of Delegates of the NYSSA.

5.04 If a delegate misses 2 sessions of the House of Delegates in a row he or she shall be removed as a Delegate.

#### 6.00 Elections

6.01 A nominating committee of at least 4 active members in good standing appointed by the President /District Director will present a slate of candidates at the annual meeting for the offices of President /District Director, Vice President /Assistant District Director and Secretary-Treasurer, Delegates and Alternative Delegates as may be appropriate.

6.02 The members of the district will be emailed the results of the nominating committee selections at least 6 weeks prior to the election. If any member of the district wishes to run for a position, they may self nominate themselves by responding to the email. Nominations will be closed 2 weeks after the nominating committee's notification is sent. The membership of the district will receive an email notification if there are any contested elections. Nominations will not be accepted after this time or from the floor at

the election. Further nominations may be made from the floor for any of these offices. If there are two or more nominations for any position, the election will be held by secret ballot.

6.03 Election shall require a majority vote of members present and voting. If no nominee receives a majority, the nominee with the fewest votes shall be dropped from the ballot and another vote taken. This shall be repeated until one nominee receives the majority of the votes.

## 7.00 Committees

7.01 Special committees may be appointed by the President /District Director at his discretion or as directed by the membership and may include but not limited to program, legislative, ethics, economics and so forth.

7.02 Standing committees of the district shall be.

7.02-1 Executive Committee consisting of the officers, Director and Alternate Director of the District. The Chairmen of standing committees shall also be members with voice but no vote.

The duties of the Executive Committee shall be to act as trustees of the District; to make arrangements for meetings; to perform such other duties as may be assigned to them by the District; to direct expenditure of funds of the District; and to report regularly to the members of the District on any actions it has taken.

7.02-2 Committee on Continuing Education

Composition: Three or more members appointed by the President preferably including at least 2 from the Retiring Committee.

Duties: To plan, organize and execute the continuing education programs of the NYSSA sponsored by the District.

## 8.00 Dues and Assessments

8.01 Dues and assessments may be levied on active and resident members of District VIII to defray expenses of the District with the approval of a majority of the active members in good standing present and voting at an annual or special meeting.

8.02 Any member shall not be in good standing if any or all of his dues or assessments are unpaid by May 1st of the year in which they are due.

8.03 Upon failure to pay a duly levied assessment within a one year period, a member may be suspended by order of the President /District Director. Notice of such suspension shall be sent to the NYSSA.

8.04 Such a suspended member may be reinstated upon payment of all arrears, with approval of the executive committee.

#### 9.00 Rules of Order

9.01 Parliamentary usage as contained in the latest edition of Robert's Rules of Order, when not in conflict with these Bylaws shall govern the deliberation of District VIII.

#### 10.00 Amendments

10.01 Any amendments to these bylaws must be proposed to the members in writing or email either by the executive committee or by 4 or more members in good standing. It must either be introduced at the previous meeting or mailed or emailed at least 2 weeks before the meeting at which it will be considered. A two-thirds vote of members present and voting shall be required for approval.