



# District 4 Bylaws

(Updated August, 2015)

## Article I. Name

This Society shall be known as “The Fourth District of ‘The New York State Society of Anesthesiologists, Inc. (NYSSA)’”

## Article II. Purpose

This society shall be a non-profit organization whose purpose shall be to further, disseminate, and advance the knowledge of the science and art of Anesthesia.

## Article III. Membership and Dues

Membership requirements will correspond to the requirements stated in the Constitution and Bylaws of the NYSSA, Inc. Membership is contingent upon membership in the NYSSA. Dues are paid to the NYSSA. Dues assessment for the following year should be voted on as per these Bylaws once per year.

## Article IV. Officers

Section 1. The elected officers of the Fourth District of the NYSSA shall be: the President and President-Elect, the Secretary-Treasurer, The District Director, the Alternate District Director, Delegates to the House of Delegates of the NYSSA, and Alternate Delegates to the House of Delegate of the NYSSA.

Section 2. The Fourth District Director, Alternate Director, Delegates and Alternate Delegates to the House of Delegates of the NYSSA shall be elected in the manner provided by these Bylaws. Their term and number shall be determined by the Bylaws of the NYSSA.

Section 3. Office of the President and President Elect

- A. The tenure of the office of the President shall begin on January 1 following the year of being President-Elect. The term of the President shall last for one calendar year.

- B. The tenure of the office of President-Elect shall begin on January 1 of the year immediately following elections and end when office of the President is assumed.
- C. The President may not immediately succeed himself as President.
- D. The President shall be the presiding officer at all meetings of the Fourth District of the NYSSA. He may relinquish the chair at any time and in his absence, the District Director, District Alternate Director, Secretary-Treasurer or President Elect in this order will preside over the meeting. The President may resume the chair at any time.
- E. The President shall appoint or approve chairs of standing committees. The President shall retain the right to form special committees and appoint or approve chairs of these committees. The President has veto power over members of any committee.
- F. The President shall review district finances with the Secretary-Treasurer at least once per year.
- G. The President in conjunction with the Treasurer-Secretary shall appropriate funding for expenses incurred by the district.

#### Section 4: Office of the Secretary-Treasurer

- A. The tenure of the Office of the Secretary-Treasurer shall be of one calendar year beginning on the first day of January that immediately follows his election to office.
- B. The Secretary-Treasurer may succeed himself as Secretary-Treasurer.
- C. The Secretary-Treasurer shall act as registrar and depositor of all official actions of the Fourth District of the NYSSA. The Secretary shall notify the membership of forthcoming meetings and at that time the Secretary will also notify the membership of all affairs transacted at the previous meeting.
- D. The Secretary-Treasurer shall submit a Treasurer report and a Secretary report at each meeting of the Fourth District of the NYSSA.
- E. The Secretary-Treasurer shall review district finances with the President at least once per year.
- F. The Secretary-Treasurer in conjunction with the President shall appropriate funding for expenses incurred by the district.

#### [Article V. Meetings](#)

Section 1. The Fourth District of the NYSSA must meet at least once per calendar year. The Fourth District of the NYSSA should strive to meet four times per year based on availability of funds and scheduling.

Section 2. Each meeting will conclude with a business meeting to conduct the business of the Fourth District of the NYSSA as prescribed by these Bylaws, the Bylaws of the NYSSA or other matters of concern. A quorum shall consist of three voting members.

Section 3. Up to two remote sites may be linked to the business meetings via conference phone or other electronic media. There must be a volunteer from the Fourth District membership to run a remote site. This person must inform the President or Secretary-Treasurer about the participation of a remote site and give an estimate of the number of participants. In the event more than two remote sites are submitted, the President shall decide which two sites will participate.

#### Article VI. Elections

Section 1. The nominating committee shall seek candidates from the Fourth District and accept nominations from members of the Fourth District. The candidates shall be available for presentation to the general membership at least one-week prior to elections. Elections shall take place at the Autumn Fourth District business meeting to permit report of results to NYSSA headquarters and assure proper representation at the PostGraduate Assembly House of Delegates. Vacated positions may be voted on at this time.

Section 2. Elections will be determined by a simple majority of participating voting members. Votes shall be tallied by a show of hands or by written ballot at the request of any voting member.

Section 3. All members voting at remote sites must sign an attendance sheet. Votes tallied at a remote site shall be confirmed with a written ballot (in addition to a show of hands when applicable.) These ballots with the record of attendance will be mailed to the secretary-treasurer by the member responsible for the remote site. The Secretary-Treasurer will confirm the votes when he/she receives them. In the event of a discrepancy between reported hand votes and written votes, the written votes shall stand; unless the number submitted does not match the number of members listed on the record of attendance, in which case the reported hand count will stand.

Section 4. In the event of a tie, elections will be determined by a consensus of participating elected officers. If a tie persists, the district director shall have the deciding vote for all elections except that of district director that will be decided by the district president.

## Article VII. Committees

Section 1. There shall be three standing committees: the Scientific Program Committee, the Nominating Committee and the Constitution and Bylaws Committee.

Section 2. The term of each committee coincides with the term of the President of the Fourth District of the NYSSA. The President of the Fourth District of the NYSSA shall appoint chairs of committees. The chairs of committees shall appoint members. The President shall retain veto power over the appointment of members.

Section 3. The Scientific Program Committee

- A. The Scientific Program Committee shall consist of at least one member.
- B. The Scientific Program Committee shall endeavor to provide for each meeting a program that is in keeping the purpose of the society as stated in Article II of these Bylaws.
- C. The President and Secretary-Treasurer shall approve funds for the Scientific Program.

Section 4. Nominating Committee

- A. The Nominating Committee shall consist of at least two members of the Fourth District of the NYSSA.
- B. The Nominating Committee shall seek candidates from the Fourth District of the NYSSA and accept nominations from members of the fourth district.

Section 5. Committee on Constitution and Bylaws

- A. The Committee on Constitution and Bylaws shall consist of at least one member.
- B. The Committee on Constitution and Bylaws shall endeavor to detect flaws within this constitution and Bylaws that may weaken the society. They shall streamline and revise the constitution and Bylaws where improvements can be made.
- C. All amendment[s] shall be forwarded to the Secretary-Treasurer who will make the proposed changes available to the general membership.
- D. All amendments shall be voted on at the next business meeting.

## Article VIII. Impeachment

Section 1. Any officer of the society, elected or appointed, may be impeached and removed from office.

Section 2. Impeachment proceedings must be initiated in writing by at least 25% of the membership of the society and directed to the President, Secretary-Treasurer and

District Director of the Fourth District of the NYSSA excluding the office to be impeached.

Section 3. The notified officers shall inform the impeached officer of the charges within one week of the initiation of an impeachment. The officers notified shall make these charges known to the membership at a special meeting or at a regular meeting of the society, in writing. This should happen no later than 90 days from the time of receiving the charges; and no sooner than 21 days from notification so that the impeached officer has time to review the charges.

Section 4. The membership shall give the opportunity to the impeached officer to introduce witnesses and exhibits in his own defense.

Section 5. The issue shall be decided by a 2/3 vote of the members present. The voting shall be by secret ballot.

#### [Article IX. Amendments to the Constitution and Bylaws](#)

Section 1. Any member of the Fourth District of the NYSSA may introduce a constitutional amendment by so writing the President of the Fourth District of the NYSSA.

Section 2. After an appropriate study of the proposed amendment by the Constitution and Bylaws Committee, the amendment itself and any pertinent comments will be made available to all members of the Fourth District of the NYSSA through mailings or electronic media. This same material will then be read and discussed at the next business meeting of the Fourth District of the NYSSA. No action may be taken at this time. Final action may be taken at any successive business meeting of the Fourth District of the NYSSA upon motion from the floor for a vote.