

**BYLAWS of the AMERICAN ASSOCIATION OF PEDIATRIC PLASTIC SURGEONS**  
*Amended July 2014*

**Mission Statement**

The American Association of Pediatric Plastic Surgeons (AAPPS) was created to promote the art and science of pediatric plastic surgery and to improve the care of children with deformities requiring reconstructive plastic surgery.

**ARTICLE I – NAME**

The name of this organization shall be the American Association of Pediatric Plastic Surgeons (abbreviated AAPPS).

**ARTICLE II – OBJECTIVE**

The objectives of the AAPPS shall be to:

1. improve the care of children and adolescents with deformities by:
  - 1.1 providing a forum for the discussion of problems relating to surgical deformities in children and adolescents.
  - 1.2 stimulating research in, and the teaching of, pediatric plastic surgery.
  - 1.3 disseminating knowledge of pediatric plastic surgery to the medical profession at large.
2. stimulate programs for the education of non-professional people in the field of pediatric plastic surgery.
3. serve as consultants to the plastic surgery groups and all those involved in the field and make recommendations for programs and actions on matters relating to pediatric plastic surgery.

**ARTICLE III – MEMBERSHIP**

1. Mechanism of Membership:
  - 1.1 The application for membership shall be completed by the applicant and returned to the central office of the AAPPS. After it is recorded, it shall be sent to the Secretary for review by the Executive Committee. Once approved by the Executive Committee, the candidate's name shall be circulated to the membership for final approval. A copy of each applicant's Curriculum Vitae and two (2) letters of support from current AAPPS members is required with membership

application.

2. Requisites for membership:

- 2.1 provide evidence of high ethical and professional standing and clinical experience as determined by specialty surgeons in his/her field.
- 2.2 have resident training and board certification from the American Board of Plastic Surgery (ABPS).
- 2.3 exception(s) to the above request may be considered by the Executive Committee.

3. Categories of Membership

- 3.1 Active membership may be granted to plastic surgeons who have completed residency training programs in the field of Plastic Surgery, are certified by the American Board of Plastic Surgery (ABPS), and have a commitment to the clinical and academic interests of children and adolescents in the field of pediatric plastic surgery.
- 3.2 Affiliate membership may be granted to the following. Affiliate members must adhere to all the objectives of the Association. They may not vote nor hold committee appointments. They may participate in AAPPS activities and will receive all mailings.
  - 3.2.1 Residents who are currently enrolled in an plastic surgery residency program that has been approved by the Residency Review Committee (RRC-PS) for Plastic Surgery and accredited by the Accreditation Council for Graduate Medical Education (ACGME) or those programs approved by the Royal College of Physicians and Surgeons of Canada (RCPS).C).
  - 3.2.2 Post-residency fellows who are fully trained in plastic and reconstructive surgery and in addition are pursuing further subspecialty training in pediatric plastic surgery.
  - 3.2.3 Surgeons who have completed their training and have entered clinical practice, but have not yet attained American Board of Plastic Surgery or Royal College of Surgeons of Canada membership and have a commitment to the clinical and academic interests of children and adolescents in the field of pediatric plastic surgery.
  - 3.2.4. Registered nurses, speech pathologists, physical and occupational therapists, or social workers who have a commitment to the clinical and academic interests of children and adolescents in the field of pediatric plastic surgery.

- 3.2.5 Research scientists with a Masters or PhD degree who have a commitment to the clinical and academic interests of children and adolescents in the field of pediatric plastic surgery.
  - 3.3 Residents, fellows, and plastic surgeons maintaining Affiliate membership are expected to advance to Active AAPPS membership once eligible.
  - 3.4 On occasion, an outstanding contributor to the plastic surgical care of children may be made an Honorary Member of the AAPPS. The name of this worthy individual would be proposed and submitted to the Executive Committee. Approval to Honorary Member would require approval by 5 of the 7 members of the Executive Committee.
4. Membership may be terminated by
- 4.1 written resignation to the Secretary of the AAPPS.
  - 4.2 unanimous vote of the Executive Committee, for cause, and with the approval of 2/3 or more of the votes in open ballot of those attending the annual business meeting of the Association.

#### ARTICLE IV –EXECUTIVE COMMITTEE

The Executive Committee shall serve as the governing body of the AAPPS. Members of the “Executive Committee” will be comprised of the immediate Past Chair (Ex-Officio), the Chair, the Chair-Elect, the Vice Chair, the Treasurer, the Secretary, one (1) Member-at-large, and a resident or fellow representative.

A three-member nominating group, appointed by the Chair for a term of one (1) year each, shall consist of the Past Chair Ex-Officio and two members of the AAPPS who are not currently members of the Executive Committee. Their duty shall be to nominate one member to serve on the Executive Committee in the position of Member-At-Large for a one (1) year term, a Resident/Fellow Representative to serve on the Executive Committee for a one (1) year term renewable for a second year, and Directors of the American Board of Plastic Surgery. The nomination slate generated by the three-member nominating group will be presented to the AAPPS general membership for ratification. Members of the nominating group may not be nominated for an Executive Committee or ABPS Director position while serving as a member of the nominating group.

The succession of Executive Committee officers will then proceed as follows: at the conclusion of the year term, the Member-at-Large will assume either the position of Secretary for a term of two (2) years OR the position of Treasurer for a term of two (2) years, depending on which of the two positions is vacant. Either the Secretary or Treasurer who is completing their two-year term will assume the position of Vice Chair for a one (1) year term. The Vice Chair will assume the position of Chair-Elect for a one (1) year term. The Chair-Elect will assume the position of Chair for a one (1) year term, and the Chair will assume the position of Past Chair Ex-Officio

and become a member of the Nominating Committee for a one (1) year term. The resident or fellow representative shall serve a one (1) year term on the Executive Committee. The resident or fellow representative may be renewed for a second and final one (1) year term by vote of the Executive Committee.

Secretary  
(2 years)

Member-at-Large → or → Vice Chair → Chair Elect → Chair → Past Chair Ex-Officio

Treasurer  
(2 years)

1. Duties of the members of the Executive Committee of the AAPPS:
  - 1.1 serve as the organizational and governing body.
  - 1.2 attend the annual meeting.
  - 1.3 assist in the evaluation of applications for membership.
  - 1.4 assist in such other capacities as the Chair may indicate, including, but not limited to, writing and editorial assignments for drafts of statements, manuals, or literature reviews, and participation in committee or workshop meetings.
2. Duties of the Chair of the AAPPS:
  - 2.1 preside at the annual meeting of the AAPPS and at any other relevant meetings during his/her term. In his/her absence, he/she shall assign this function to another member of the Executive Committee.
  - 2.2 have the privilege of recommending to the Executive Committee the creation of special committees.
  - 2.3 sign approved applications for membership in the AAPPS.
  - 2.4 make an annual report in writing of the activities of the Section.
3. Duties of the Chair-Elect
  - 3.2 carry out any duties as are assigned by the Chair.
4. Duties of the Vice Chair
  - 4.1 prepare the annual scientific program for the annual meeting of the AAPPS.
  - 4.2 carry out such other duties as are assigned by the Chair.

5. Duties of the Treasurer

- 5.1 submit an annual budget to the Executive Committee covering planned activities for the forthcoming fiscal year, such as AAPPS projects and the program for the annual meeting; and enumerating potential sources of funding, such as Section dues and grants, which may be helpful in supporting AAPPS activities.
- 5.2 carry out such other duties as are assigned by the Chair.

6. Duties of the Secretary

- 6.1 record the minutes of the annual meeting of the AAPPS.
- 6.2 institute application procedures for individuals requesting membership in the AAPPS and be responsible for the presentation of such candidates to the Executive Committee, as well as notification to the Executive Committee of action taken regarding applicants.
- 6.3 distribute to the membership:
  - 6.3.1 An annual roster of the Section.
  - 6.3.2 Copies of the minutes of the annual meeting of the AAPPS.
  - 6.3.3 A list of activities of interest to members of the AAPPS when not appropriately covered in the preliminary program of the annual meeting.
  - 6.3.4 Such information as shall from time to time be of interest to members of the AAPPS.
- 6.4 act as Section representative in the exchange of rosters, program arrangements, and various correspondence involving international pediatric groups with the advice and approval of the Chair.
- 6.5 carry out such other duties as are assigned by the Chair.

7. Member-at-Large:

- 7.1 carry out any duties as are assigned by the Chair.

In the event that the Chair shall resign before the end of his/her term or otherwise be unable to complete it, the remaining members of the Executive Committee will ascend in predetermined order to fill the vacancy. The Chair-Elect will assume the position of Chair, the Vice Chair will assume the position of Chair-Elect, the Treasurer will assume the position of Vice Chair, and the Member-at-Large will assume the position of Treasurer. If less than one year remains on the unexpired term, the positions will remain unchanged for at least one full term.

## ARTICLE V – MEETINGS

The annual meeting of the AAPPS will be held during the annual meeting of the ASPSP and will consist of two portions:

1. A professional program open to all members of the AAPPS and guests invited by the AAPPS.
2. A business meeting which will be limited to AAPPS members and invited guests only. A quorum for the business meeting shall consist of one-fourth of the current enrollment.

## ARTICLE VI – DUES

Annual dues for membership will be \$100.00 and \$25.00 for Affiliate members. Funds from dues will be deposited in a special account by the Treasurer and may be used for administration of the Association or for special projects voted by the Association and will be disbursed by the Treasurer of the AAPPS at the direction of the Chair. All expenditures occurring since the last annual meeting are subject to review and approval of a majority of the members present at the annual meeting.

## ARTICLE VII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be parliamentary authority for all proceedings of the Section when not in conflict with this instrument or inconsistent with it.

## ARTICLE VIII – DISSOLUTION

In the event of dissolution or final liquidation of the Association, all of its assets remaining after payment of its obligations have been made or provided for shall be distributed to and amongst such corporations, foundations, and other organizations operated exclusively for scientific and educational purposes consistent with those of the Association, and shall be designated by the Officers and Executive Committee.

## ARTICLE IX– AMENDMENTS

Any member of the AAPPS may originate a proposed change in these bylaws. The proposal will be reviewed by the Executive Committee. If not disapproved by the Executive Committee, the proposal will be circulated and voted upon by the membership.