

BYLAWS
TRAUMA ANESTHESIOLOGY SOCIETY, INC.

A Texas Nonprofit Corporation

Appendix A
Policies and Procedures

The president shall nominate the committee chairs for confirmation by a majority vote of the Board of Directors. Committee chairs shall start terms of office on being confirmed. Their terms of office will end with that of the president. Nobody may chair the same committee for two consecutive terms (with exceptions as approved by the Board of Directors). A committee chair may be removed without cause by the president with approval of a majority of the Board of directors.

Committee chairs shall report annually in writing to the Board of Directors and when invited, shall address the Board of Directors regarding the committee's activities. Each committee chair shall be provided with committee duties and goals and shall address specific areas. Chairs shall, after consulting with committee members, recommend specific actions to the Board of Directors for its approval.

Members of the Society shall be invited to submit self or colleague nomination for membership in each committee. The president shall appoint the committee members in consultation with the committee chair. Each committee shall consist of two or more persons. Committee members' terms will end with that of the president. With exceptions as approved by the Board of Directors, nobody may be a member of the same committee for three consecutive terms. Committee members may be removed without cause, by the president in consultation with the committee chair.

Committee meeting may be conducted by telephone, video, or internet conference, by in person attendance, or any combination thereof. Each committee shall keep minutes of its proceedings.

Specific committee functions and duties are as follows:

Business & Finance Committee. It shall oversee the books of the Society. The treasurer shall be its *ex officio* chair. It shall assist the president in preparing the annual budget for approval by the Board of Directors.

The budget shall identify all line items in excess of \$100, and in one fiscal year, no subsequent changes affecting \$500 or more shall be made without Board approval. Deficit spending is prohibited.

Bylaws Committee. It shall prepare a draft of the bylaws and any modifications to them for approval by membership of the Society and/ or the Board of Directors.

Continuing Medical Education (CME) & Meetings Committee. The CME Committee shall coordinate continuing medical education activities of the Society. It shall arrange for and conduct scientific meetings and workshops. The Committee shall promote exchange of ideas and information by means of lectures, panel discussions, workshops, courses, guest speakers,

and/ or other formats to effectively communicate basic science, clinical concepts, or other information, and to encourage participation in continuing education activities.

Education Committee. The Education Committee shall be responsible for the development of all aspects of education for residents, fellows, and other trainees.

Membership Committee. It shall be responsible for all issues related to membership in the Society. It shall focus on increasing membership in the Society. It shall also maintain the membership database of the Society.

All applications for membership shall be submitted on a form furnished by the Society.

- A. The committee on Membership shall review all applicants for membership. The Committee shall forward the name and membership classification of qualified candidates to the Board of Directors for consideration. Two-thirds (2/3) vote of the Board of Directors is needed to approve and grant new membership.
- B. Any active member of the Society may object to the approval of an applicant for membership by written notification based on objective reasons to the Secretary-Treasurer or designee, within thirty (30) days after publication of the applicant's name.
- C. When an applicant has been approved for membership, the applicant's name shall be enrolled on the official roster of this Society in the appropriate category of membership and certificate of membership forwarded upon receipt of the appropriate annual dues assessment.
- D. All categories of membership shall endure for life provided dues are paid annually except as otherwise provided in these Bylaws.
 1. By the first day of November, each member shall be sent a notice of the per capita dues levied by the Board of Directors.
 2. Payment of these annual dues for each calendar year shall be forwarded to the Secretary-Treasurer no later than January 31st. If dues are not received by January 31st, the Secretary-Treasurer shall send a final notice by February 28th.
 3. Such per capita dues shall apply in the same manner immediately upon the reinstatement of a member. For a new member admitted after June 30th, only one-half (1/2) of the regular per capita dues shall be levied.
 4. The annual per capita dues shall not be levied against any member in good standing if the member:
 - a. On active duty in the Armed Forces of their country in times of military conflict
 - b. Is in the Honorary or retired membership category
 - c. Has a financial hardship by reason of physical disability or illness, as determined by Board of Directors
 - d. The board of Directors shall establish the schedule of dues for active, associate and Trainee members.
 5. Any member whose dues have not been paid by March 1st shall lose all membership privileges, but shall be reinstated on payment for the full year.

Nominating Committee. The Past President shall be its *ex officio* chair. At its discretion, this committee may nominate one or more candidates for each open position on the Board of Directors and the Executive Council.

Prior to nominating candidates, the nominating committee may invite from the Society membership, self-nomination or colleague nomination for consideration by the nominating committee.

Practice Guidelines Committee. It shall develop evidence based practice guidelines for trauma anesthesiology and related areas.

Research Committee. It shall work to foster research in trauma anesthesiology and related areas.

Website Committee. It shall oversee the development and maintenance of website and electronic communications of the Society.

Special Committees. The President may designate one or more special committees. Each such special committee shall consist of two or more persons. Their tenure of office will end with that of the president.

Records. Each committee shall keep a complete record of all deliberations, recommendations and actions to be submitted to the Board of Directors. Submission of committee reports is the responsibility of each committee chair and are due not less than thirty (30) days prior to the Annual Meeting, unless stated otherwise by the President.