



Bylaws of the AAO-HNS Section for Residents and Fellows-in-Training (SRF)

Article I. Purpose

The *Section for Residents and Fellows-in-Training (SRF)* will function as an advisory body to the Board of Directors (BOD) of the American Academy of Otolaryngology - Head and Neck Surgery and its Foundation (AAO-HNS/F) to^{[[SEP]]}

- (a) Facilitate communication regarding issues of interest to residents and fellows-in- training in the field of otolaryngology-head and neck surgery;
- (b) Make recommendations to the BOD of the AAO-HNS/F regarding programs and policies of particular interest to residents and fellows-in-training; and^{[[SEP]]}
- (c) Support the general good of patients, the specialty of otolaryngology-head and neck surgery, academic excellence, membership diversity, educational outreach, and the medical profession.

Article II. Membership

The SRF is open to all members of the AAO-HNS/F who are residents or fellows-in- training.

Article III. SRF Governing Council (GC)

Section 1. Responsibilities

The SRF Governing Council serves as the executive body of the SRF, deliberates and conducts business on behalf of the SRF, and is responsible for managing the affairs of the SRF with respect to all matters not specifically reserved to the SRF members. The powers of the GC are established by and subject to approval from the AAO-HNS/F BOD. Upon submission of required forms, SRF GC members are reimbursed up to \$500 to attend the AAO-HNSF Spring Leadership & BOG Meeting and are eligible for a \$500 Resident Leadership Grant to attend the Annual Meeting & OTO Experience.

Section 2. Chair

The SRF Chair presides at all meetings of the SRF and represents the SRF at AAO- HNS/F BOD meetings as a non-voting guest. The Chair is required to attend all SRF GC in-person meetings (held at the fall and spring AAO-HNS/F meetings) and conference calls.

Section 3. Chair-Elect

The SRF Chair-Elect must serve at least one-term qualifies to hold the Chair-Elect position. The Chair-Elect executes all of the duties of the Chair in the Chair's absence. In the event the Chair is unable to fulfill the term of office, the Chair-Elect will become Chair. The Chair-Elect coordinates the SRF's annual survey. The Chair-Elect is required to attend all SRF GC in-person meetings (held at the fall and spring AAO-HNS/F meetings) and conference calls.

Section 4. Information Officer

The SRF Information Officer will execute the traditional duties of the office of secretary, including establishing and maintaining various forms of electronic communication, receiving and distributing delegate reports, and is responsible for coordinating the selection of Resident Representative candidates. The Information Officer is required to attend all SRF GC in-person meetings (held at the fall and spring AAO- HNS/F meetings) and conference calls.

Section 5. Member-at-Large

The SRF Member-at-Large will serve as a liaison between the SRF and such other organizations as the SRF GC deems appropriate. The Member-at-Large will coordinate scientific submissions to the Annual Meeting, as well as assisting the Chair in planning the SRF General Assembly held at the Annual Meeting. The Member-at-Large is required to attend all SRF GC in-person meetings (held at the fall and spring AAO- HNS/F meetings) and conference calls.

Section 6. Immediate Past-Chair

The SRF Immediate Past-Chair is a voting member of the SRF GC and serves as a mentor to the Chair. The Immediate Past-Chair does not necessarily have to be a resident or fellow after their term as Chair ends and can continue to serve in the Immediate Past-Chair capacity during their first year of practice. The Immediate Past-Chair is required to attend all SRF GC in- person meetings (held at the fall and spring AAO-HNS/F meetings) and conference calls.

Section 7. Board of Governors (BOG) Governor Representative

The SRF BOG Governor Representative is a voting member of the BOG, attends and represents the SRF at all meetings of the BOG, and keeps the GC and SRF apprised of BOG actions and initiatives. The BOG Governor Representative is required to attend all SRF GC in-person meetings (held at the fall and spring AAO-HNS/F meetings) and conference calls.

Section 8. BOG Legislative Affairs Representative

The BOG Legislative Affairs Representative attends and represents the SRF at all meetings of the BOG and keeps the SRF GC and general membership apprised of BOG legislative affairs actions and initiatives. The BOG Legislative Affairs Representative is required to attend all SRF GC in-person meetings (held at the fall and spring AAO- HNS/F meetings) and conference calls.

Section 9. BOG Socioeconomic & Grassroots (SEGR) Representative

The BOG SEGR Representative attends and represents the SRF at all meetings of the BOG and keeps the SRF GC and general membership apprised of BOG SEGR actions and initiatives. In addition, the BOG SEGR Representative will promote engagement of SRF members in their state/local BOG societies. The BOG SEGR Representative is required to attend all SRF in-person meetings (held at the fall and spring AAO-HNS/F meetings) and conference calls.

Section 10. Terms of Office

All GC terms are one-year. No member may serve as Chair for more than one full-year term. Members of the GC in positions other than Chair may not serve more than two consecutive terms in the same position. All terms begin on October 1 or at the conclusion of the AAO-HNSF annual meeting, whichever is later.

Section 11. Quorum

A quorum is required to conduct all GC business. Attendance by a majority of GC members shall be sufficient to establish a quorum.

Section 12. Voting

If a quorum is present, a majority vote of the GC members shall be required to constitute action by the GC. All GC members shall have a single vote. No proxy votes are permitted.

Section 13. GC Meetings

The SRF Governing Council shall meet at the AAO-HSNF Annual Meeting & OTO Experience, the Spring Leadership Forum & BOG Meeting, and regularly throughout the year when the Chair designates. Conference calls constitute an official meeting when a majority of the Governing Council is present.

Article IV. Appointed Delegate Representatives

Representatives will be appointed from among all SRF members, by a process to be determined and approved by the SRF GC. All delegate positions are finalized at the annual Leadership Forum & BOG Spring Meeting, serve for one-year terms and constitute a delegate and an alternate delegate. Appointed delegates will submit written reports to the SRF staff liaison and the Information Officer within one month after the conclusion of a meeting attended on behalf of the SRF.

Section 1. American Medical Association Resident and Fellow Section (AMA-RFS)

This delegate will attend the annual and interim meetings of the AMA-RFS and will update the SRF regarding actions and initiatives taken by the AMA-RFS. The term is two years. The delegate is eligible for travel reimbursement, per AAO-HNS/F policy, to attend required meetings.

Section 2. Society of University Otolaryngologists (SUO)

This delegate will attend the annual meeting of SUO and will update the SRF regarding actions and initiatives taken by SUO. The delegate is eligible for travel reimbursement, per AAO-HNS/F policy, to attend required meetings.

Section 3. ENT PAC

This delegate will attend events held by ENT PAC or its Board of Advisors, will update the SRF regarding actions and initiatives taken by ENT PAC, and will promote increased participation in ENT PAC activities. The delegate is eligible for reimbursement for ENT PAC meetings.

Section 4. American Board of Otolaryngology -Head and Neck Surgery (ABOHNS)

This delegate will serve as contact person for all relevant information exchange between the ABOHNS and the SRF. The delegate will update the SRF regarding actions taken by the ABOHNS. The term of this position will be one year. The delegate is eligible to apply for an RLG through the AAO- HNS/F, but is not guaranteed travel reimbursement, per AAO-HNS/F

policy, for meeting attendance.

Section 5. American College of Surgeons - Resident and Associate Society (RAS-ACS) –

This delegate will attend the American College of Surgeons (ACS) fall clinical congress, spring meeting, and phone conferences. The delegate is required to update the SRF regarding actions taken by the RAS-ACS. The term of this position will be one year. The delegate is eligible for travel reimbursement, per AAO-HNS/F policy, to attend required meetings.

Section 6. International Delegate

The SRF will elect an international delegate to coordinate global activities and act as liaison with other residency and training programs outside of the U.S. with a focus on strengthening collaborations with international members and help recruit new members.

Section 7. SRF Representation on Academy & Foundation Committees

Residents may apply to serve on AAO-HNS/F committees via the AAO-HNS/F annual committee applications process (one-year term). The committee term may be extended by one-year at the discretion of the Chair of the Committee. S/He is required to attend all committee meetings and calls and will submit a brief report of the proceedings relevant to the SRF to the GC after each meeting of the committee. These members are eligible to apply for an RLG through the AAO-HNS/F, but are not guaranteed travel reimbursement, per AAO-HNS/F policy, for meeting attendance.

Section 8. Affiliated Organizations

The SRF GC may seek SRF members to volunteer to represent the SRF at meetings of other affiliated organizations on an as needed basis.

Article V. Meetings

The SRF convenes annually during its General Assembly as part of the AAO-HNSF Annual Meeting & OTO Experience at a place and time coordinated into the overall annual meeting schedule.

Article VI. Elections

In conjunction with the SRF General Assembly held during the AAO-HNSF annual meeting, the SRF membership elects the following seven GC officers: Chair, Chair-Elect, Information Officer,

Member-at-Large, BOG–Governor, BOG–Legislative Representative, BOG–Socioeconomic & Grassroots Representative. Those candidates receiving a majority vote of SRF members present are elected for each respective position. All candidates must sign up to run for a position prior to the start of the election.

Only a member who has served at least one term on the SRF GC can run for the positions of Chair-Elect and Chair. In the event there are no interested members that meet this criteria, any SRF member will be allowed to run.

Article VII. Removal of Members from SRF Elected or Appointed Positions

The AAO-HNS/F BOD may remove any member of the SRF GC or appointed representatives/delegates if such removal is deemed to be in the best interest of the AAO- HNS/F.

Article VIII. Amendments to Bylaws

Amendments to the SRF Bylaws may be accepted with an affirmative vote of the majority of members in attendance at the annual SRF General Assembly held during the fall AAO-HNSF annual meeting. Such recommended action will then be presented to the AAO-HNS/F BOD for approval or other appropriate action. Amendments or additions to the appendices to this document may be accepted with a majority affirmative vote of the SRF GC.

Article IX. Rules of Order

The most recent edition of “Robert’s Rules of Order” shall govern the meetings of the SRF and its GC.

Revised and approved by the AAO-HNS Executive Committee

November 2019