

# POSNA Bylaws

## ARTICLE I

### *NAME*

The name of this corporation shall be the Pediatric Orthopaedic Society of North America (hereafter the "Society").

## ARTICLE II

### *OBJECTIVES AND PURPOSE*

The objective of this Society shall be the advancement of pediatric orthopaedic surgery. Pediatric orthopaedic surgery is the medical specialty that includes the investigation, preservation, restoration, and development of the form and function of the musculoskeletal system and associated structures by medical, surgical, and rehabilitative methods through the period of growth and development.

The Society shall be devoted to improving the care of children with musculoskeletal disorders through education (of its members, other health care professionals, and the public), research, and advocacy.

No part of the net income of the Society shall benefit any private shareholder or individual. No substantial part of the activities of the shareholder shall attempt to influence legislation, and the Society shall not participate in or intervene in (including the publishing or distribution of any statements) any political campaign on behalf of any candidate for public office.

## ARTICLE III

### *OFFICES*

The Board of Directors of the Society may establish and maintain an office, which may be within or without the state of incorporation, for the administration of the affairs of the Society. The registered agent shall be the Executive Director and the registered office, the office of the Society.

## ARTICLE IV

### *MEMBERSHIP*

**Section 1. *Status of Membership:*** Membership in the Society is a privilege, not a right, and shall be conferred by the Board of Directors in accordance with the Policies and Procedures as amended from time to time. No person shall be elected or remain a member of the Society unless he or she is of high ethical character, is in compliance with the Society's Articles of Incorporation and Bylaws, and adheres to the principles of professional ethics.

**Section 2. *Classes of Membership:*** There shall be ten classes of membership in the Society, namely, Active membership, Emeritus membership, Affiliate membership, Adjunct membership, Associate membership, Honorary membership, Inactive membership, and Candidate Active, Candidate Associate, and Candidate Affiliate memberships.

**Section 2A. *Active Membership:*** An Active member is one who has been admitted by application. Active members may vote, serve on appointed committees, serve on elected committees, which are the three Standing Committees (Membership, Nominating, and Treasurer's Committee), and the Long-Range Planning Committee and hold elected office. This membership is limited to those orthopaedic surgeons who reside and practice within the United States or Canada, who are certified by the American Board of Orthopaedic Surgery, the Royal College of Physicians and Surgeons of Canada, or the American Osteopathic Board of Orthopedic Surgery, and who devote at least seventy-five percent (75%) of their professional time (clinical and research) to pediatric orthopaedic surgery or completed a full year clinical pediatric orthopaedic surgical

fellowship. Active membership will be maintained by compliance with dues, fees, and assessments, the Society's code of ethics, appropriate board certification, and by attendance of at least one Annual Meeting of the Society or one International Pediatric Orthopaedic Symposium (IPOS®) every four (4) years. Attendance at any other POSNA-affiliated courses or meetings that require separate registration shall not fulfill the attendance requirement to maintain membership. An Active member's failure to attend at least one (1) in four (4) consecutive Annual Meetings or IPOS® meetings or maintain certification will constitute resignation from the Society and termination of the membership. Active members who otherwise are in good standing but fail to attend at least one (1) of four (4) consecutive Annual Meetings or IPOS® meetings may apply for reinstatement of membership within one (1) year of termination. Documentation of maintenance of qualifications for Active membership, attendance at the next Annual Meeting, and payment of outstanding membership dues are required for reinstatement. Active members serving in the United States or Canadian military may have the meeting attendance requirement waived during any year they cannot attend because of military commitments or deployment overseas for active duty. Members requesting a waiver require a letter from their superior officer documenting the commitment or deployment for that calendar year.

**Section 2B. Emeritus Membership:** An Emeritus member is an Active, Affiliate, Associate, or Adjunct member who has retired from their occupation and has requested transfer to Emeritus status. In addition, an Active, Affiliate, Associate, or Adjunct member may request Emeritus member status if for medical reasons, he/she is fully and permanently disabled from clinical duties regardless of age. Emeritus members are exempt from paying dues. They may retain former voting rights based on their previous membership category and serve on appointed committees, but they may not serve on elected committees or hold elected office. There is no attendance requirement.

**Section 2C. Affiliate Membership:** An Affiliate member is an orthopaedic surgeon from a country other than the U.S.A. or Canada who has been admitted by application. Affiliate members must devote at least seventy-five percent (75%) of their professional time (clinical and research) to pediatric orthopaedics or completed a full year clinical pediatric orthopaedic surgical fellowship. The application for Affiliate membership can be made no earlier than three (3) years following the successful completion of orthopaedic residency training and not earlier than two (2) years following completion of a pediatric orthopaedic fellowship. The Affiliate member must be board certified by the regulating board of their country if one exists. Candidates for Affiliate membership must have attended at least one (1) Annual Meeting prior to applying for Affiliate membership. Candidates for Affiliate membership should be contributors in the field of Pediatric Orthopaedics in their country and demonstrate credentials and commitment that are equivalent to those submitted by North American applicants to POSNA. Affiliate membership shall be contingent upon attendance of at least one Annual Meeting of the Society or one International Pediatric Orthopaedic Symposium (IPOS®) meeting every five (5) years. A member's failure to attend at least one (1) of five (5) consecutive Annual Meetings or IPOS® meetings will constitute resignation from the society and termination of the membership. Affiliate members who otherwise are in good standing but fail to attend at least one (1) of five (5) consecutive Annual Meetings may apply for reinstatement of membership within one (1) year of termination. Documentation of maintenance of qualifications for Affiliate membership, attendance at the next Annual Meeting, and payment of outstanding membership dues are required for reinstatement. Affiliate members will pay dues at a reduced rate to be determined by the Board of Directors. Affiliate members may vote and serve on appointed committees but may not serve on elected committees or hold elected office. Affiliate members who relocate to the United States or Canada and who meet the requirements for Active or Associate status must submit an application in accordance with the rules and procedures approved by the Board of Directors.

**Section 2D. Associate Membership:** An Associate member is one who has been admitted by application. Associate membership may be conferred on M.D.'s, D.O.'s, or Ph.D.'s, who in the opinion of the Society are actively engaged in a profession that directly relates to pediatric orthopaedic surgery either clinically or in the field of research. This membership is limited to those individuals who reside and work within the United States or Canada, or with documentation of at least fifty percent (50%) professional time (clinical and/or research) devoted to pediatric orthopaedic surgery. Application for Associate membership can be made no earlier than two (2) years following successful completion of advanced training (fellowship or PhD) related to the field of pediatric orthopaedics, or board certification in a country outside of the United States. Activities of Associate members must fit within the Objectives and Purpose of the Society as stated in Article II. Associate members may vote and serve on appointed committees, but may not serve on elected committees, or hold elected office. Dues and attendance requirements shall be the same as for Active members. An Associate member's failure to attend at least one (1) in four (4) consecutive Annual Meetings or IPOS® meetings or maintain certification will constitute resignation from the Society and termination of the membership. Associate members who otherwise are in good standing but fail to attend at least one (1) of four (4) consecutive Annual Meetings or IPOS® meetings may apply for reinstatement of membership within one (1) year of termination. Documentation of maintenance of qualifications for associate membership, attendance at the next Annual Meeting, and payment of outstanding membership dues are required for reinstatement. Associate members serving

in the U.S. or Canadian military may have the meeting attendance requirement waived during any year they cannot attend because of military commitments or deployment overseas for active duty. Members requesting a waiver require a letter from their superior officer documenting the commitment or deployment for that calendar year.

**Section 2E. *Honorary Membership*:** Honorary membership shall be conferred by the Board of Directors to honor an individual who has made significant contributions to pediatric orthopaedics. There are no attendance or dues requirements. Honorary members do not have to meet the practice profile requirement for membership. Honorary members may not vote, hold elected office, or serve on appointed or elected committees.

**Section 2F. *Inactive Membership*:** Members may request a leave of absence by written application to the Membership Committee. Inactive membership shall normally not exceed three (3) years but can be extended for one (1) additional year by written application to the Membership Committee. Return to Active status shall be by written request to the Membership Committee. Dues for such Inactive membership shall be established at the discretion of the Board of Directors.

**Section 2G. *Candidate Memberships***

(a) ***Candidate Active Membership***. Candidate membership shall be conferred by the Board of Directors to encourage early, active involvement of newly trained pediatric orthopaedic surgeons in the Society. A Candidate member is one who has been admitted by application. This membership is limited to those orthopaedic surgeons who reside and practice within the United States or Canada, and who will meet the requirements for the American Board of Orthopaedic Surgeons or Royal College of Physicians and Surgeons of Canada or the American Osteopathic Board of Orthopedic Surgery. An applicant must devote at least fifty percent (50%) of his/her professional time to pediatric orthopaedics after residency and fellowship, be in their first five (5) years of practice and have not otherwise obtained board certification. An individual may apply for Candidate membership during their pediatric orthopaedic fellowship or orthopaedic residency training by providing confirmation of acceptance to a pediatric orthopaedic fellowship. Candidate membership will consist of a single non-renewable five (5) year term of membership with no guarantee of advancement to active membership. Membership will be maintained by compliance with dues, fees, and assessments, and by attendance of at least two (2) meetings, Annual Meeting of the Society or International Pediatric Orthopaedic Symposium (IPOS®) within the five (5) year term. Failure to meet these requirements will result in termination. Documentation of maintenance of qualifications for Candidate Active membership, attendance at the next annual meeting and payment of outstanding membership dues are required for reinstatement. Candidate members will pay dues at a reduced rate determined by the Board of Directors. Candidate members may serve on appointed committees, but may not vote, serve on elected committees, or hold elected office. Application for active membership may be submitted prior to the end of the five (5) year term. Candidate members serving in the United States or Canadian military may have the meeting attendance requirement waived during any year they cannot attend because of military commitments or deployment overseas for active duty. Members requesting a waiver require a letter from their superior officer documenting the commitment or deployment for that calendar year.

(b) ***Candidate Associate Membership***. Candidate associate membership shall be conferred by the Board of Directors to encourage early, active involvement in the Society by M.D.'s, D.O.'s or Ph.D.'s training in fields clinically related to pediatric orthopaedics, or in the field of pediatric orthopaedic research. Applicants for candidate associate membership shall fit within the Objectives and Purpose of the Society as stated in Article II. A Candidate member is one who has been admitted by application. This membership is limited to those individuals who reside and work within the United States or Canada. Candidate membership will consist of a single non-renewable five (5) year term of membership with no guarantee of advancement to associate membership. It will be maintained by compliance with dues, fees, and assessments, and by attendance of at least two (2) meetings, (either Annual Meeting of the Society or International Pediatric Orthopaedic Symposium (IPOS®) within the five (5) year term. Failure to meet these requirements will result in termination. Documentation of maintenance of qualifications for Candidate Associate membership, attendance at the next annual meeting and payment of outstanding membership dues are required for reinstatement. Candidate members will pay dues at a reduced rate determined by the Board of Directors. Candidate members may serve on appointed committees, but may not vote, serve on elected committees, or hold elected office. Application for Associate membership may be submitted prior to the end of the five (5) year term if all requirements for associate membership have been met. Candidate members serving in the US or Canadian military may have the meeting attendance requirement waived during any year they cannot attend because of military commitments or deployment overseas for active duty. Members requesting a waiver require a letter from their superior officer documenting the commitment or deployment for that calendar year.

(c) ***Candidate Affiliate Membership***. Candidate Affiliate membership shall be conferred by the Board of Directors to encourage early, active involvement of younger pediatric orthopaedic surgeons from countries other than the USA and Canada in the Society. A Candidate member is one who has been admitted by application. An individual may apply for Candidate

Affiliate membership during or after a pediatric orthopaedic fellowship. He/she shall become a Candidate member as long as he or she devotes at least fifty percent (50%) of his/her professional time to pediatric orthopaedics after fellowship. Candidate membership shall consist of a single non-renewable six (6) year term of membership with no guarantee of advancement to Affiliate membership. It will be maintained by compliance with dues, fees and assessments, and by attendance of at least two (2) meetings, (either Annual Meeting of the Society or International Pediatric Orthopaedic Symposium (IPOS®) within the six (6) year term of membership. Failure to meet these requirements will result in termination of the membership. Documentation of maintenance of qualifications for Candidate Affiliate membership, attendance at the next annual meeting and payment of outstanding membership dues are required for reinstatement Candidate members will pay dues at a reduced rate to be determined by the Board of Directors. Candidate members may serve on appointed committees, but may not vote, serve on elected committees or hold elected office. Application for Affiliate membership may be submitted prior to the end of the six (6) year term if all requirements for Affiliate membership have been met.

**Section 2H. Adjunct Membership:** An Adjunct member is one who has been admitted by application with two (2) letters of recommendation, one from the sponsoring member and from another member of the Society. Adjunct membership may be conferred on advanced healthcare providers (Nurse Practitioner or Physician Assistant) or researchers with master's level education (or greater), who, in the opinion of the Society, are actively engaged in a profession that directly relates to pediatric orthopaedic surgery. Activities of Adjunct members must fit within the Objectives and Purpose of the Society as stated in Article II. This membership category is limited to those individuals who reside and work within the United States or Canada. In order to obtain and maintain membership, Adjunct members must work directly with a sponsoring Active member of the Society. Application for Adjunct membership can be made after successful completion of advanced training (masters level education or greater), and after two (2) years of collaborative clinical work with a sponsoring Active member as a licensed Nurse Practitioner, licensed Physician Assistant or in the field of pediatric orthopaedic research. There is no Candidate Adjunct membership. Application and Election procedures for this class of membership shall be consistent with other categories of membership. Adjunct members may serve on appointed committees, but may not vote, serve on elected committees or hold elected office. Dues shall be the same as for Candidate members and attendance requirements will be the same as for Associate members. Failure to meet these requirements will result in termination of the membership. Documentation of maintenance of qualifications for Adjunct membership, attendance at the next annual meeting and payment of outstanding membership dues are required for reinstatement Adjunct members serving in the US or Canadian military may have the meeting attendance requirement waived during any year they cannot attend because of military commitments or deployment overseas for active duty. Members requesting a waiver require a letter from their superior officer documenting the commitment or deployment for that calendar year.

## **ARTICLE V**

### ***ETHICS AND DISCIPLINE***

**Section 1. Membership Requirement:** The Board of Directors may reprimand, suspend, expel, or otherwise discipline any member of the Society for cause.

**Section 2. Standards of Ethics:** As a condition for continued membership in the Society, a member shall demonstrate: (a) continued compliance with the requirements for membership as contained in Article IV of the Bylaws; (b) continued compliance with all Bylaws and Policy Statements as may be adopted by the membership or the Board of Directors; (c) continued adherence to the POSNA Code of Ethics; (d) providers must maintain a full and unrestricted license to practice in a province, state, district, territory, or foreign country or practice in a branch of the federal government which does not require licensure.

**Section 3. Grounds for Disciplinary Action:** A member of the Society may be disciplined for any of the following reasons: (a) failure to comply with the requirements contained in Article V, Section 2 of the Bylaws, the rules, regulations or policy statements of the Society adopted by the membership or Board of Directors; (b) violation of the POSNA Code of Ethics.

**Section 4. Disciplinary Proceedings:** Upon receipt of notice of a potential violation of the terms of this Article V, Sections two (2) or three (3), such information shall be forwarded to the President of the Society. After due deliberation, the President may refer such information to the Ethics Committee which shall consider such information under the policies and procedures adopted by the Board of Directors. The Ethics Committee shall submit written recommendations to the Board of Directors.

Before disciplinary action is taken by the Board of Directors with respect to a member, written notice shall be sent by certified mail to such member not less than thirty (30) days prior to the meeting of the Board of Directors at which the matter is to be POSNA Bylaws

considered, informing the member that he/she may appear in person, and/or by his/her personal representative and/or counsel before the Board of Directors.

Disciplinary action against any member of the Society shall require the affirmative vote of not less than two-thirds (2/3) of the members of the Board of Directors present and voting. Decisions of the Board of Directors are final.

Should disciplinary action result, the Secretary shall, within thirty (30) days thereafter, cause notice of the disciplinary action taken to be sent to the individual by certified mail stating the basis of the disciplinary action.

The status of such member shall be unaltered during the proceedings.

**Section 5. Confidentiality of Disciplinary Proceedings:** All disciplinary proceedings, whether said proceedings result in disciplinary action or not, shall be privileged and confidential and shall not be disclosed to any person, except as required by the policies and procedures adopted by the Board of Directors or by operation of law.

**Section 6. Levels of Disciplinary Action:** The Board of Directors may reprimand, suspend, or expel any member by a two-thirds (2/3) vote of the Board members present and voting. The levels of disciplinary action shall be defined as follows:

(a) Private Reprimand. A private reprimand shall be a written sanction, reprimanding the member, with no loss of the benefits of membership for the finding of a violation of Principle(s) of Medical Ethics and Professionalism. Such reprimand shall be made a part of the membership file of the member. A member who has been privately reprimanded by the Board of Directors may apply for Society volunteer opportunities. However, the Board of Directors reserves the right to consider the professional compliance action in making any committee or volunteer appointments.

(b) Public Reprimand: A public reprimand shall be a written sanction, reprimanding the member, with no loss of the benefits of membership for the finding of a violation of Principle(s) of Medical Ethics and Professionalism. Such a reprimand shall be made a part of the membership file of the member and may be disclosed to the general membership and public. A member who has been publicly reprimanded by the Board of Directors may apply for Society volunteer opportunities. However, the Board of Directors reserves the right to consider the professional compliance action in making any committee or volunteer appointments.

(c) Suspension. A suspension shall be a written sanction, causing the member to lose the benefits of membership for a period of time as determined by the Board of Directors, after which the individual may be fully reinstated upon the request of the individual, provided he or she pays all past dues, fees, or special assessments owing upon reinstatement. Such a suspension shall be made a part of the membership file of the member and will be disclosed to the general membership and public. Suspension shall be for such term as the Board determines is necessary to ensure modification of behavior. Notwithstanding the foregoing, a member who has successfully reinstated into membership may apply for Society volunteer opportunities.

(d) Expulsion. An expulsion shall be a written sanction causing the member to be removed from the rolls of the Society. An expelled member shall not be entitled to any of the benefits of membership. Such an expulsion shall be made a part of the membership file of the member and will be disclosed to the general membership and public. The Society shall accept a reapplication for membership from an expelled member after three (3) years or a time specified by the Board provided he or she meets all requirements to apply to become a member.

## **ARTICLE VI**

### ***INDEMNIFICATION***

(a) The Society will indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a Director, Officer, employee or agent of the Society, or who is or was serving at the request of the Society as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise. Such indemnification shall include payment of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person

in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Society, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Society or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

(b) Notwithstanding anything provided herein, no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Society, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

(c) To the extent that a present or former director, officer or employee of the Society has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in subsections (a) and (b), or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith, if that person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation.

(d) Any indemnification under subsections (a) and (b) (unless ordered by a court) shall be made by the Society only as authorized in the specific case, upon a determination that indemnification of the present or former director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in subsections (a) or (b). Such determination shall be made: (1) by the majority vote of a quorum of the Board of Directors who are not parties to such action, suit or proceeding.; (2) if a quorum of the disinterested members of the Board of Directors is not obtainable or even if obtainable, a quorum of disinterested Directors so directs by independent legal counsel in a written opinion, or; (3) by the majority vote of those members of the Society present and voting where notice of this item is specifically indicated in advance.

(e) Expenses (including attorneys' fees) incurred by an Officer or Director in defending a civil or criminal action, suit or proceeding may be paid by the Society in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of an undertaking by or on behalf of the Director or Officer to repay such amount, unless it shall ultimately be determined that such person is entitled to be indemnified by the Society as authorized in this Section. Such expenses (including attorneys' fees) incurred by former directors and officers, or other employees and agents may be so paid on such terms and conditions, if any, as the Society deems appropriate.

(f) The indemnification provided by the Section shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, vote of members or disinterested members of the Board of Directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, Officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.

(g) The Society may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee or agent of the Society, or who is or was serving at the request of the Society as a Director, Officer, employee or agent of another Society, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Society would have the power to indemnify such person against such liability under the provisions of this Section.

(h) If the Society indemnifies or advances expenses under subsection (b) and/or (e) of this Section to a Director or Officer, the Society shall report the indemnification or advance in writing to the members entitled to vote with or before the notice of the next meeting of the members entitled to vote.

## **ARTICLE VII**

### ***BOARD OF DIRECTORS***

**Section 1. General Powers:** The affairs of the Society shall be managed by the Board of Directors.

- (a) Executive Committee: The Executive Committee shall establish strategic direction, develop and adopt guiding principles and policies, delegate responsibility and authority for implementing programs and policies, and monitor compliance with policies and principles (Article VIII, Section 1).
- (b) Executive Director: The Board shall be authorized to employ an individual who shall serve as the chief executive official of the Society. The Executive Director shall possess such title, authority, and be subject to whatever limitations the Board may impose. The Executive Director shall be the delegated authority to act for and on behalf of the Society. The Executive Director may delegate to any other employee such responsibilities as he or she shall deem appropriate. The Executive Director shall be a non-voting ex-officio member of the Society Board of Directors and Executive Committee.

**Section 2. Number, Tenure and Qualifications:** The Board of Directors shall consist of thirteen (13) voting members as hereinafter described, namely: President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President, second Past President of the Society, three (3) At-Large Members and three (3) Junior At-Large Members. The three (3) At-Large Members (with no time designation) shall be elected from the entire Active Membership and the three (3) Junior At-Large Members shall be elected from those members elected to Active Membership within the previous five (5) years. The election of the At-Large Members will alternate, with the election of two (2) At-Large Members and one (1) Junior-At Large one year, and two (2) Junior At-Large Members and one (1) At-Large Member on alternate years. All At-Large Members will serve on the Board of Directors for two (2) years. Following completion of their term on the Board of Directors, the Junior At-Large Members will serve on the Long-Range Planning Committee.

The Historian, the Chair of the American Academy of Pediatrics Section on Orthopaedics (AAP-SOOr), the Chair of the International Pediatric Orthopaedic Symposium (IPOS®), the Chairs of the Research Council, Health Care Delivery Council, Communications Council, Quality Safety Value Council, and Education Council shall serve as ex-officio non-voting members of the Board of Directors.

**Section 3. Regular Meetings:** The Regular Meetings of the Board of Directors shall be held prior to the Annual Meeting of the Society and at such other times as the President may designate for the transaction of such business that may come before the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board of Directors without other notice than such resolution.

"Robert's Rules of Order Revised" shall be the parliamentary authority for all matters of procedure not specifically covered in the Bylaws of the Society or any special rules or procedures adopted by the Society for the meeting of the Board of Directors.

**Section 4. Special Meetings:** Special Meetings of the Board of Directors may be called by or at the request of the President or any two (2) Directors. The person or persons authorized to call a Special Meeting of the Board of Directors may fix any date and place for holding any Special Meeting of the Board of Directors called by them.

**Section 5. Notice:** Notice of any Special Meeting of the Board of Directors shall be given at least seven (7) days prior thereto by written notice delivered personally or sent by mail, e-mail, or other electronic means to each Director at his/her address as shown on the records of the Society. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. If notice be given by e-mail, such notices shall be deemed to be delivered when requested response to the e-mail is received. If by other electronic means, such notice will be deemed delivered on the date when the electronic submission was sent, provided there is a receipt of delivery. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting for the expressed purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any Regular or Special Meeting of the Board need be specified in the notice of such meeting, unless specifically required by law or by these Bylaws.

**Section 6. Quorum:** A simple majority of the Board of Directors is necessary to constitute a quorum for opening a meeting of the Board of Directors and the transaction of business.

**Section 7. Manner of Acting:** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the action of the Board of Directors except where otherwise provided by law or by these Bylaws.

**Section 8. Compensation:** Directors shall not receive compensation for their services, but by an action of the Board of Directors, expenses of attendance may be allowed for the attendance of each regular or special meeting of the Board-provided

that nothing herein contained shall be construed or preclude any Director from serving the Society in any other capacity and receiving compensation therefore.

**Section 9. *Informal Action by Directors:*** Unless specifically prohibited by the Articles of Incorporation or by these Bylaws, any action required to be taken at a meeting of the Board of Directors, or any other action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all Directors entitled to vote with respect to the subject matter thereof. Any such consent signed by all Directors shall have the same effect as a unanimous vote.

## **ARTICLE VIII**

### ***OFFICERS, EXECUTIVE COMMITTEE MEMBERS AND DIRECTORS***

**Section 1. *Officers:*** The elected Officers of the Society shall consist of the following: President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect (when appropriate) and Historian (*ex-officio*). Said Officers shall serve for terms as hereinafter specified.

**Section 2. *Executive Committee:*** The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer and Immediate Past President.

**Section 3. *Election Procedure:*** During the one (1) year term of the Nominating Committee, the committee may solicit, and the membership may submit, names of candidates for elected positions. The Nominating Committee may, at its discretion, request information from and interview candidates to assess qualifications and interest in the position. The Nominating Committee shall prepare a list consisting of one individual nominee for each eligible position. This list of nominees shall be presented to the Board of Directors at a scheduled board meeting at least 45 days prior to the Annual Meeting. The Board of Directors does not have authority to alter any of the nominations but may send comments to the Nominating Committee.

The Nominating Committee shall circulate its recommended nominees to the membership at least thirty (30) days prior to the Annual Meeting.

Each eligible voting member shall be entitled to one (1) vote for every elected position. Voting shall remain open until the close of the Annual Meeting.

The Nominating Committee shall prepare a list of nominees selected for the following positions:

- (a) On a yearly basis, the Vice President, three (3) At-Large Members, and the elected member for the Membership Committee. The three (3) nominees for At-Large Member positions shall be selected in accordance with Article VII, Section 2.
- (b) On a rotating three (3) year cycle, the Secretary, the Treasurer-Elect, the Historian, the elected member of the Treasurer's Committee and the elected member of the Long-Range Planning Committee.

The terms of office for those elected shall commence at the close of the Annual Meeting.

**Section 4. *President:*** The President shall be Chair of the Board of Directors, and the Executive Committee. and shall, in general, supervise and control all the business affairs of the Society for one (1) year. He/She shall preside at all general meetings of the Society the Board of Directors and the Executive Committee. He/She may sign, with the Treasurer or any other Officer of the Society authorized by the Board of Directors, or the Executive Director any deeds, mortgages, bonds, contracts or other instruments that the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to the Board of Directors. He/She is authorized to act in the event of any contingency or emergency not covered by the Bylaws. He/She shall, in general, perform all duties incident to the office of the President and such duties as may be prescribed by the Board of Directors from time to time.

**Section 5. *President-Elect:*** In the absence of the President or in the event of his/her death, inability or refusal to act, the President-Elect shall perform the duties of the President and when so acting have the powers of and be subject to all restrictions upon the President. The President-Elect shall succeed to the office of President at the Annual Meeting at which the current President's term expires, or immediately in the event of death, inability or refusal to act of the President. In the event that the President-Elect succeeds to the office of President by reason other than natural succession by expiration of the



current President's term of office, the President-Elect shall serve the remaining unfulfilled term of the President and the subsequent term for which the President-Elect was elected.

**Section 6. *The Vice President:*** The Vice President will serve in this office for one (1) year or until the President-Elect becomes President at which time the Vice President shall become President-Elect. He/She will be a voting Member of the Board of Directors. He/She will assist the President and President-Elect.

**Section 7. *Past Presidents:*** The President, upon succession of this role to the President-Elect at the Annual Meeting, shall become the Immediate Past President, and will serve in this office for one (1) year. At the following Annual Meeting, the Immediate Past President will become the Second Past President and will serve in this office for one (1) year.

- (a) The Immediate Past President will serve on the Executive Committee and Chair the Nominating Committee.
- (b) The Immediate and Second Past President will serve on the Board of Directors, Long Range Planning Committee and on the Treasurer's Committee.

**Section 8. *Secretary:*** The Secretary shall serve as the official corporate secretary of the Society, keep the minutes of all meetings of the Society and the Board of Directors, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, be custodian of the Corporate records and of the Seal of the Society, and see that the Seal of the Society is affixed to all documents, the execution of which on behalf of the Society under its Seal is duly authorized in accordance with the provisions of these Bylaws.

He/She shall keep a register of the preferred mailing address of each member which shall be furnished to the Secretary by such member. He/She shall maintain the correspondence of the Society. He/She shall keep a record of the names of the members, guests, and visitors in attendance at any meeting of the Society. He/She shall prepare for publication of the Proceedings of the Business sessions of the Society and the Board of Directors.

He/She shall notify candidates of their election to membership in the Society and notify nominees of their election to office or of their appointment to Committees.

The Secretary shall serve one (1) three (3) year term of office and shall be ineligible to succeed him/herself.

**Section 9. *Treasurer-Elect:*** The Treasurer-Elect shall be elected one (1) year prior to the completion of the term of office for the current Treasurer of the Society. The Treasurer-Elect shall be a non-voting ex-officio member of the Board of Directors.

**Section 10. *Treasurer:*** After serving as the Treasurer -Elect, this person will then assume the position of the Treasurer the following year. The Treasurer shall be in charge, have custody of and be responsible for any and all funds, securities and other assets of the Society and shall post a bond at the expense of the Society for the faithful discharge of his/her duties in said sum and with such surety or sureties as the Board of Directors shall determine. He/She shall receive and give receipts for monies due and payable to the Society from any source whatsoever and deposit all such monies in the name of the Society in such banks, trust companies or other depositories as shall be selected in accordance with the provision of Article XIV of these Bylaws.

All routine expenditures, not to exceed the limits established by the Board of Directors, shall be paid by the Treasurer out of the general fund. Any expenditure exceeding said limit shall require prior approval of the Board of Directors.

The Accounts of the Treasurer may be audited annually by a certified Public Accountant for the current fiscal year if the Board of Directors shall direct. The Treasurer shall keep itemized accounts of receipts and expenditures and present a report to the membership at the Annual Meeting. He/She shall be responsible for the preparation of an annual budget for submission to the Board of Directors.

The Treasurer shall serve one (1) three (3) year term of office and shall be ineligible to succeed him/herself.

**Section 11. *Historian:*** The Historian shall keep all records pertaining to the history of the Society and shall keep in good order all reports, papers, and records presented at these meetings, preparing and preserving an Annual Historical Account of all meetings of the Society. The Historian shall hold office for a term of three (3) years after appointment by the Nominating Committee. The Nominating Committee may appoint the Historian for a second term. After serving the second term of three (3) years, he/she shall be ineligible for reelection.

**Section 12. *Vacancies*:** A vacancy in any office because of death, resignation, refusal to act, removal, or disqualification, or otherwise, may be filled by the Nominating Committee and the Board of Directors as soon as practical after such a vacancy occurs. The Nominating Committee shall recommend to the Board of Directors a qualified individual to fill the vacancy. Following Board approval, the individual will serve for the remaining term of office, unless otherwise provided by these Bylaws. An individual serving in office due to a vacancy is eligible in the next election cycle for the same office, unless otherwise provided by these bylaws.

## **ARTICLE IX**

### ***MEETINGS AND VOTE OF THE MEMBERSHIP***

**Section 1. *Annual Meeting*:** The Annual Meeting shall consist of educational programming and discussions and shall be scheduled by the Board of Directors to coordinate with the business and ceremonial meetings. Eligibility for attendance by any person at the Annual Meeting shall be designated by the Board of Directors.

**Section 2. *Business Meeting of the Annual Meeting*:** The annual business meeting shall take place at the Annual Meeting or at such other time and place as designated by the Board of Directors.

**Section 3. *Other Meetings*:** Other meetings may be held with the approval of the Board of Directors.

**Section 4. *Induction of New Members*:** Induction of any new members shall take place at each Annual Meeting.

**Section 5. *Quorum and Manner of Acting at Business Meetings*:** The business of the Society may be conducted at business meetings only when a quorum is present. A quorum shall consist of those members present and eligible to vote at any regular or special business session of the Society, but in no event, shall a quorum consist of less than one-tenth (1/10) of those members eligible to vote. Except in cases as otherwise provided in these Bylaws, majority of the affirmative or negative vote will constitute a determination of an issue upon which a vote is taken.

**Section 6. *Vote of Membership*:** Voting rights as specified by these Bylaws in accordance with Article IV may be exercised by the member in person or by electronic means after notice. No proxy vote shall be allowed.

**Section 7. *Notice of Members' Meetings*:** Written notice stating the place, day, and hour of the meeting and, in the case of a Special Meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than five (5) nor more than sixty (60) days before the date of the meeting, or in the case of a removal of one or more Directors, a merger, consolidation, dissolution or sale, lease or exchange of assets not less than twenty (20) nor more than sixty (60) days before the date of the meeting, by or at the direction of the President, or the Secretary, or the Officer or persons calling the meeting, to each member of record entitled to vote at such meeting.

## **ARTICLE X**

### ***AMENDMENTS***

Proposed amendments to these Bylaws or to the Articles of Incorporation of the Society must be submitted in writing by any Active member to the Secretary of the Board of Directors not less than one hundred twenty (120) days prior to the next Annual Meeting. The Secretary shall forward such proposed amendment(s) to the Bylaws Committee for its review and recommendations. The Bylaws Committee shall formulate its recommendations concerning said amendment(s) and forward these to the Board of Directors. A copy of the proposed amendment(s) to the Bylaws shall be sent by the Secretary to each voting member at least 45 days preceding the Annual Meeting. An electronic vote shall be completed thirty (30) days prior to the annual meeting. A quorum to approve amendments to the Bylaws or Articles of Incorporation of the Society shall consist of one-tenth (1/10) of the eligible voting membership. The majority of the affirmative or negative votes will constitute a determination of the vote. In the event a quorum is not met, the Board of Directors, in its discretion, may extend the voting period for up to two (2) additional thirty (30) day increments. As soon as possible after the votes have been tabulated, the Society will communicate the results of the vote to the Membership.

## **ARTICLE XI**

### *FEES AND DUES*

**Section 1. *Annual Dues:*** Annual dues shall be paid by all Active members, Associate members, Affiliate members, Adjunct members and Candidate members. The amount of these dues shall be determined by the Board of Directors. Dues will be paid to the treasurer when he/she demands. Failure to pay dues will lead to termination of membership. Deployed and active-duty military personnel shall pay one-half of their existing membership category fees.

**Section 2. *Exemption from Dues:*** Exemption from dues (for example "prolonged illness") shall be determined by the Board of Directors.

**Section 3. *Registration Fee:*** A registration fee for each Annual Meeting shall be paid by attending non-dues paying members (i.e., Emeritus Honorary and Inactive), dues paying members (i.e., Active, Associate, Affiliate, Adjunct and Candidate) and guests in the amount determined by the Board of Directors.

**Section 4. *Special Assessments:*** Special assessments shall be determined by the Board of Directors and shall be paid by the classes of membership as determined by the Board of Directors.

**Section 5. *Currency:*** All dues, fees, and assessments shall be paid in United States currency.

## **ARTICLE XII**

### *ELECTED AND APPOINTED COMMITTEES*

**Section 1. *Classification and Organization:*** The Elected Standing Committees shall be Membership, Nominating, Treasurer's and Long-Range Planning. Said Committees shall initiate programs and submit them to the Board of Directors for approval and shall consider such matters as may be referred to them by the Board of Directors.

**Section 2. *Membership Committee:*** The Membership Committee shall consist of five (5) elected Active members, each of whom shall serve for a five (5) year term. The longest serving committee member ("Senior" member) is the chair. At each Annual Meeting, the Senior Elected Active member shall be retired to be succeeded by an Active member elected for a five (5) year term.

**Section 3. *Nominating Committee:*** The Nominating Committee shall consist of five (5) Active members, and one alternate. The Chair shall be the Immediate Past President, unless that individual is unable to serve, in which case the President may select an alternate Chair. The four (4) elected members and the one (1) alternate shall be elected via electronic vote after the Annual Meeting, as outlined in Article XII, Section 3(a). The term of each member of the Nominating Committee shall be one (1) year. If an elected member of the Nominating Committee is unable to complete the one (1) year term, the alternate who garnered the fifth (5) highest number of votes shall fill the vacancy. To remain acquainted with the proceedings the alternate will attend all the Nominating Committee meetings. The Chair may be a current member of the Board of Directors, but no elected members of the Nominating Committee may be current member of the Board of Directors. No member may serve two (2) consecutive years on the Nominating Committee, except the alternate if they were not promoted to active membership on the committee. Members of the Nominating Committee are not eligible to be nominated for office during their time on the committee.

All procedures of the Nominating Committee shall be in accordance with Article VIII, Section 2 of these Bylaws.

**(a) *Election of Nominating Committee:*** Nominations will open for at least eight (8) candidates to the Nominating Committee starting at the commencement of the business meeting held during the Annual Meeting, and electronically for an additional two weeks. After being nominated, the nominees must indicate a willingness to serve if elected and may provide biographical information for distribution to the membership upon request by the Society. The Society shall compile names and any biographical information submitted by the nominees. The Society shall remove the names of any nominee who is ineligible to serve on the Nominating Committee. Within sixty (60) days following the Annual Meeting, the Society shall send the list of nominees' and biographical information along with a written or electronic ballot to every eligible voting member of the

Society. Eligible voting members shall vote for up to four (4) nominees to serve on the Nominating Committee. The membership will have thirty (30) days to vote. No more than one (1) elected member of the Nominating Committee or the alternate member may practice in the same institution. If more than one nominee from the same hospital or institutional center is on the ballot, the individual receiving the highest vote among the same hospital or institutional center will be considered elected. Those four (4) individuals who receive the greatest number of votes shall be considered elected, with the individual who receives the fifth (5th) greatest number of votes serving as an alternate member of the Nominating Committee. If there is a tie the precludes seating four (4) elected members and one (1) alternate, there will be a “run off” between those that tied with voting for only those tied nominees for an additional two weeks.

**Section 4. Treasurer's Committee:** The Treasurer's Committee shall consist of five (5) members: the Treasurer as Chair (three (3) year term), the Immediate Past Treasurer (two (2) year term); both the Immediate and Second Past Presidents; the Treasurer- Elect (one (1) year term following election and prior to becoming Treasurer) and one (1) member of the Society elected by the Society (for a three (3) year term) at its Annual Meeting. The Nominating Committee will provide one (1) nominee to be considered for the elected position once every three (3) years.

The Committee shall formulate all investment policies of the Society subject to the approval of the Board of Directors.

The Committee shall insure that the Treasurer implement such approved policies with regard to management, supervision, and control of all financial affairs of the Society.

The Committee shall meet at least annually as well as at the request of the President to review the financial affairs of the Society and shall submit a report of the Board of Directors.

**Section 5. Long Range Planning Committee:** The Long-Range Planning Committee shall consist of eight (8) members of the Society. These shall be the Second Past President (Chair); the Third Past President; one (1) member of the Society, nominated by the Nominating Committee once every three (3) years at the Annual Meeting and if elected by the Society, serving for a single three (3) year term; the three (3) Members-At-Large who just completed their term on the Board of Directors (Article VII, Section 2) and will serve a one (1) year). The President and the Immediate Past President shall serve as ex officio members. The Committee shall be responsible for both long- and short-range planning for the Society, for enhancing and implementing the purposes of the Society, as well as for recommending innovation and changes in the policy of the Society. The Committee shall recommend to the Board of Directors future meeting sites. Site visits and related expenses will have prior approval of the Board of Directors. The Committee shall report directly to the Board of Directors and shall be consultative and advisory to the Board of Directors at its request.

**Section 6. Other Committees:** The Board of Directors may create both Ad-hoc and Standing Committees when it is deemed necessary to attend to the affairs of the Society. The President shall appoint members to these committees as specified by the Board of Directors.

**Section 7. Vacancies:** In the event of a vacancy in any committee due to death, resignation, refusal to act, removal, disqualification, or otherwise, the President may appoint a replacement with approval of the Board of Directors, to complete the yet un-expired term of the replaced committee member.

**Section 8. Ex-Officio Members:** A member of the “Presidential Line” (President, President-Elect, Vice President) of the Board of Directors shall be members ex-officio of all committees except the Nominating and Membership Committees. The Secretary of the Board of Directors shall be an ex-officio member of the Membership and Bylaws Committees.

**Section 9. Quorum:** Unless the appointment by the Board of Directors requires a greater number, a majority of any committee shall constitute a quorum, and a majority of committee members present and voting at a meeting at which a quorum is present is necessary for committee action. A committee may act by unanimous consent in writing without a meeting and, subject to the provisions of the Bylaws or action by the Board of Directors, the committee by majority vote of its members shall determine the time and place of meetings and the notice required, therefore.

**Section 10. Vote of Committee Members:** Only committee members duly appointed by the President of the Society or elected by the membership shall be entitled to vote within said committee. Ex-officio members of a committee shall not have the right to vote on matters before said committee, unless otherwise permitted under these Bylaws or by the Board of Directors. Any consultant to a committee shall not have the right to vote unless permitted by the Board of Directors.

**Section 11. *Limitations of committees:***

A committee may not:

- (1) Adopt a plan for the distribution of the assets of the corporation, or for dissolution;
- (2) Approve or recommend to members any act these Bylaws require to be approved by members, except those committees appointed by the Board of Directors or otherwise authorized by the Bylaws relating to the election, nomination, qualification, or credentialing of Directors or other committees involved in the process of electing Directors may make recommendations to the members relating to electing Directors;
- (3) Fill vacancies on the Board of Directors or on any of its committees;
- (4) Elect, appoint or remove any Officer or Director or member of any committee, or fix the compensation of any member of a committee;
- (5) Adopt, amend, or repeal the Bylaws or the articles of incorporation;
- (6) Adopt a plan of merger or adopt a plan of consolidation with another corporation, or authorize the sale, lease, exchange or mortgage of all or substantially all the property or assets of the corporation, or;
- (7) Amend, alter, repeal or take action inconsistent with any resolution or action of the Board of Directors when the resolution or action of the Board of Directors provides by its terms that it shall not be amended, altered or repealed by action of a committee.

**ARTICLE XIII**  
***DISSOLUTION***

In the event of the termination, dissolution, or formal anticipated dissolution of the affairs of this Society in any matter or reason whatsoever, the remaining assets, if any, shall be distributed to (and only to) one (1) or more organizations described in Section 501 (c) (3) of the Internal Revenue Code.

**ARTICLE XIV**  
***CONTRACTS, CHECKS, DEPOSITS & FUNDS***

**Section 1. *Contracts:*** The Board of Directors may authorize any office or Officers, agent or agents of the Society, in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Society and such authority may be general or confined to specific instances.

**Section 2. *Checks, Drafts, etc.:*** All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Society shall be signed by such Officer or Officers, agent or agents of the Society and in such manner as shall be determined by action of the Board of Directors.

**Section 3. *Deposits:*** All funds of the Society shall be deposited to the credit of the Society in banks, trust companies, or other depositories as the Board of Directors may select.

**Section 4. *Gifts:*** The Board of Directors may accept on behalf of the Society any contributions, gift, bequest, or device for the general purposes or for any special purpose of the Society.

**ARTICLE XV**  
***BOOKS AND RECORDS***

The Society shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of any business session, Board of Directors and Committee Meetings having any of the authority of the Board of Directors and

shall keep at the registered or principal office a record giving the names and addresses of all members and their category of Membership.

## **ARTICLE XVI** *FISCAL YEAR*

The Fiscal Year of the Society shall coincide with the calendar year.

## **ARTICLE XVII** *SEAL*

The Board of Directors shall provide a corporate seal and shall have inscribed thereon the name of the Society.

## **ARTICLE XVIII** *WAIVER OF NOTICE*

Whenever any notice whatsoever is required to be given under the provisions of the General Not-For-Profit Corporation Act of Illinois or under the provisions of the Articles of Incorporation of the Bylaws of the Society, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XIX** *RULES OF ORDER*

"Robert's Rules of Order Revised" shall be parliamentary authority on all matters of procedures not specifically covered by the Bylaws of the Society or any special rules of procedures adopted by the Society.

## **ARTICLE XX** *NONPARTISANSHIP, INCLUSION AND ANTIDISCRIMINATION*

The Pediatric Orthopaedic Society of North America is nonpartisan and therefore, partisan politics, gender, race, religious affiliation, or sexual orientation shall not influence the activities of the Society. The Pediatric Orthopaedic Society of North America encourages inclusion, and does not discriminate on the basis of politics, gender, race, religious affiliation or beliefs, sexual orientation or age. Instances of discrimination may be brought before the Ethics Committee for evaluation.

## **ARTICLE XXI** *EMERGENCY AMENDMENTS*

Any change in the corporate or tax status of the Society caused by modification, repeal, or amendment of any currently existing tax or corporate legislation, whether Federal, State, or Local, which at the discretion of the Board of Directors, requires immediate compliance of the Society, shall be put in effect to ensure compliance without prior approval of the voting membership, even if this compliance is at variance with the Bylaws of the Society. This action must be communicated to the Society membership as soon as possible and the action confirmed by a three-fourths (3/4) vote of those present and voting at the Annual Meeting.

Amended March 27, 2023