



## The Cincinnati Society of Otolaryngology & Head and Neck Surgery

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Keith Wilson, MD, President

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### CONSTITUTION

(As amended through 08/1981)

#### ARTICLE I – NAME

This organization shall be known as the Cincinnati Society of Otolaryngology and Head and Neck Surgery.

#### ARTICLE II – PURPOSE

The purpose of this Society shall be to maintain high professional and ethical standards, to develop medical knowledge in the field of Otorhinolaryngology and Maxillo-Facial Plastic Surgery, and to cultivate social and fraternal relationships among its members.

#### ARTICLE III – MEMBERSHIP

- A. Members of the Society shall be composed of five classes: (1) Active; (2) Associate; (3) Emeritus; (4) Honorary; (5) Inactive.
- B. Membership shall be by invitation or application. Any two members may submit a recommendation, in writing, to the Board of Governors with the name of the candidate, who shall be a licensed physician, practicing Otolaryngology and/or Maxillo-Facial Plastic Surgery. The Board shall evaluate the qualifications of the candidate, and report its findings at a subsequent regular meeting.

Voting on the candidate shall be by secret ballot within sixty (60) days following presentation of the candidate for membership. A dissenting vote by one fourth of the membership shall disqualify a candidate for membership. Reconsideration of the application can be made after one year.

#### C. Classification

- (1) Active – An active member shall be a physician who has practiced Otolaryngology and/or Maxillo-Facial Plastic Surgery in this area for over two consecutive years and has fulfilled his obligations as an Associate member. He shall hold rights in the funds and property of the Society, shall be eligible to vote, to hold office and to endorse candidates for membership.
- (2) Associate – An associate member shall be a physician who has practiced Otolaryngology and/or Maxillo-Facial Plastic Surgery in this area less than two consecutive years. He may then be entitled to active membership after due consideration by the Board of Governors and favorable ballot of the active members at a regular meeting. He shall be encouraged to participate in the activities of the Society, but he shall hold no rights in the property or funds of the Society, nor shall he be eligible to vote for officers and new members. Associate membership shall be limited to three years.

- (3) Emeritus – An emeritus member shall be one who has long and faithfully participated in the activities of the Society, and one whom the Society wishes to honor. He shall have all the rights and privileges of active membership. Nominations for this status shall be made to the Board of Governors by an active member, who shall report to the Society, and the Society shall then act upon this proposal.
- (4) Honorary – An honorary member shall be a medical or non-medical person of renowned or outstanding reputation, upon whom the Society wishes to confer special distinction. He shall be encouraged to participate in the activities of the Society, but he shall hold no rights in the property or funds of the Society, nor shall he be eligible to vote, to hold office, nor to endorse candidates for membership. Nominations for this status shall be made to the Board of Governors by an active member, who shall report to the Society, and the Society shall then act upon this proposal.
- (5) Inactive – An inactive member shall be one who because of prolonged illness, retirement, temporary change of address, or other good reasons, is unable to participate in the activities of the Society. This should be initiated by the member, or his representative, in writing to the Board of Governors. The Board of Governors shall then act on the information available.

#### ARTICLE IV - MEETINGS

Meetings shall be held monthly from October to June (with the exception of December) of each year, at a location designated by the Program Committee. Cocktail hour shall be from 6:00 to 6:30 p.m., dinner from 6:30 to 7:30 p.m., and then followed by an arranged program.

#### ARTICLE V – OFFICERS

The officers for the Society shall be a President, President-Elect, Secretary, and Treasurer.

Nominations for President-Elect, Secretary, and Treasurer shall be by a Nominating Committee appointed by the President in April, and from the floor in May.

Elections shall be by voice vote at the annual meeting in May. In the event that an officer is unable to serve during the year, appointment for the office shall be made by the Board of Governors.

The President-Elect shall assume the Presidency at the regular meeting of the Society in May.

#### ARTICLE VI – BOARD OF GOVERNORS

The Board of Governors shall be constituted of the President, the President-Elect, the immediate past President, the Secretary, the Treasurer, and the Chairman of the Program Committee. The Board shall meet one month prior to the annual meeting and receive reports from all officers and chairmen of committees. The President shall summarize all reports for the annual meeting in May.

#### ARTICLE VII – FUNDS AND EXPENSES

Funds for meeting expenses of the Society shall be by dues, voluntary contributions and assessment.

ARTICLE VIII – QUORUM

For transaction of all business of the Society, one-third of the membership shall constitute a quorum for a regular meeting.

ARTICLE IX – AMENDMENTS

This constitution may be revised, altered or amended by two-thirds of the members present at a regular meeting. The proposed change must have been read at a previous regular meeting, and notice of the proposed change must have been sent by mail to each member at least ten days in advance of a regular meeting at which final action has to be taken.

ARTICLE X – DUES AND ASSESSMENTS

- A. Dues shall be set annually by the Board of Governors and shall be payable on October 1<sup>st</sup> of each year. Associate and active membership shall pay dues.
- B. Honorary members, emeritus members, inactive members, and guests of members may be assessed for the cost of the meal. Those who are guests of the Society shall not be assessed.
- C. Special assessments may be levied by the Board of Governors.