International Association of Endocrine Surgeons

IAES BYLAWS

Updated and Approved on Sept 8th 2024

ARTICLE I - ELECTION OF MEMBERS

1. Application forms for **Active** membership shall be available through the IAES website or the office of the Secretary Treasurer. Completed application forms signed by the candidate and two sponsors letter from active members in good standing with the IAES, shall be delivered to the Secretary-Treasurer. An up-to-date bibliography, curriculum vitae, and a six-month operative log shall accompany the application form. Completed applications shall be reviewed by the Membership Committee who have the right to accept or reject any application for membership in the association.

2. Application for **Associate** membership shall be available through the IAES website or the office of the Secretary Treasurer. Completed application forms must be signed by the candidate with a, a curriculum vitae and a letter from an IAES sponsor confirming the candidate is currently a surgical resident, fellow or surgeon who has recently graduated from training and is currently within the first three years of practice.

This membership category is also appropriate for surgeons who due to geographic location cannot meet the obligations of Active membership. Application requires a letter of support from an IAES member, an up-to-date bibliography, a curriculum vitae, and, a six-month operative log shall accompany the application form.

Completed applications shall be reviewed by the Membership Committee who has the right to accept or reject any application for membership in the association. This membership will be limited to three years after which the Associate member is required to transition into full Active membership by providing an updated application and a six-month operative log, or resign from the IAES in writing, or request an extension of their Associate membership status in writing to the Secretary Treasurer, due to their local circumstances.

3. Candidates for **Honorary** membership shall be proposed in writing to the Council through the Secretary-Treasurer. Candidates approved by the Council will be elected honorary members in accord with the same procedure regarding active membership.

ARTICLE II - OFFICERS/COUNCILORS

1. **The President** shall be elected by the membership for a two year term, preceded by a two-year term as President-Elect. The terms of the Council-Coordinator and the Secretary-Treasurer shall be four years. Officers will be installed as the last formal act at the Business Meeting during the biennial assembly thus

beginning their terms. If the President cannot complete their term, then the term will be filled by the President-Elect, who will then also continue their own term.

2. **The Secretary-Treasurer** shall keep minutes of the meetings of the association and the Council, receive and care for all records belonging to the association, and conduct the correspondence of the association. This office will issue to all members a written report, distributed electronically, of the preceding year's transactions to be read to the Council and membership at the biennial assembly. The Secretary- Treasurer shall receive all monies and funds belonging to the association, pay all bills, file appropriate tax and legal documents. The Secretary-Treasurer will report to the Council at the biennial assembly meeting and on the alternate year, a council meeting and report will be conducted on a virtual platform. The Secretary-Treasurer will prepare a financial report for audit, update the membership list, at the biennial assembly

3. **The Council-Coordinator** shall assist in the function of the Council as the formal liaison to all external educational efforts associated with the association, in addition to duties on standing committees. When a Secretary-Treasurer has completed their term of office, they should be suggested to become Council Coordinator for a four year term to provide continuity within the Council.

4. There will be eight **Council members** each elected to a four-year term. These elected Council members will reflect the geographic diversity of the membership.

In addition, there will be two **Early-Career Council members** elected for a four year term. Early-career is defined as those in practice for less than 10 years. Early-career council members are eligible for election on council in the future. Council members will be elected at the biennial congress business meeting, in such a number as needed to maintain the number of councilors at ten.

5. The **Associate-editor** of our chosen journal will sit on the council for their 8 year term with the journal. Council will provide to the journal, up to three names of individuals for the position of Associate-editor when the previous Associate-editor term has expired or they have chosen to set down.

6. In addition, the **local organizer** designated for organization of a meeting by the Secretary-Treasurer shall be co-opted to the council for the two year period prior to and including the biennial meeting.

ARTICLE III - COMMITTEES There shall be six standing committees of the association. The President is a member of each committee. The President may create additional ad hoc committees at their discretion:

1. Nominating Committee: President, President-Elect, Past-President, Secretary-Treasurer, Council-Coordinator, and two council members selected by the in-coming President to serve for 2 cycles. The Past-President chairs the committee. The Nominating Committee will solicit the membership for people to be considered for the various positions that are to be filled at the next biennial meeting, beginning at least 6 months prior to the meeting. In addition, the Secretary-Treasurer office will invite, electronically, the entire membership to provide nominations (including self-nominations) for the slated positions in advance of the nominating committee's meeting. This list of potential candidates will be reviewed by the committee during their deliberations. The Nominating Committee will propose a slate of nominees consisting of one person for each open Officer position, and at least one person for each open Councilor position. The responsibility for ensuring diversity on the Council that is representative of the current membership lies with the Nominating Committee.

2. Membership Committee: President, Council Coordinator, Secretary-Treasurer, and two councilors selected by the President. The Membership Committee will be responsible for soliciting new members, reviewing the membership applications, and determining admission. The Membership Committee will also bring forward to the Council the nominees for Honorary Membership.

3. Program Committee: President, Six Members-at-large each selected for a 4 year term and the Secretary-Treasurer. Each President appoints two Members to the Program Committee; these appointments must be approved by the Council. One of the members in their final two years of Program Committee service will be designated as the Abstract Program Committee Chair by the presiding President for the upcoming meeting. This committee is responsible for reviewing the abstracts submitted, and for working with the President to plan the invited lectures and curriculum for the biennial meeting. The Abstract Program Committee Chair is responsible for the final selection of the submitted abstracts for oral or poster presentation. The Secretary-Treasurer is responsible for soliciting the abstracts and implementing the plans of the committee. The President is responsible for the overall layout of the meeting, and for the invited presentations.

4. Education Committee: Council-Coordinator, Secretary-Treasurer, INTEREST Chair and two Council members appointed by the President for two year terms. The Education Committee mission is to use the resources of the association to disseminate Endocrine Surgery education throughout the world. The Education Committee is responsible for evaluating proposals for the use of association financial or human resources by groups that wish to conduct courses under the auspices of the association. These proposals will then be presented to the Council for consideration and approval. This committee will also evaluate any proposals for fellowship support, travel awards, workshops or clinical guidelines endorsement.

5. Audit Committee: Two members of the Council appointed by the President will serve as the Audit Committee. They will review the transactions of the association prior to the biennial meeting, and will report to the membership at the executive session of the membership.

6. INTEREST (International Endocrine Surgical Teams) established 2008. INTEREST is the outreach educational program of the IAES providing support for Endocrine Surgical teaching, operative supervision and equipment provision to developing countries and communities. It consists of a Chairperson and other volunteer IAES members available for such programs already established or developed and supported by the IAES. The criteria to be considered by the INTEREST Subcommittee in assessing whether a certain activity will be undertaken and supported as part of “INTEREST” are outlined in The Policy Guidelines for INTEREST. (Appendix 1)

The Chair of INTEREST shall be appointed by the IAES Executive to serve six years. This person shall sit on the IAES Executive Council as an ex officio officer and serve on the ISS Foundation Board as the IAES representee. The retiring Chair will be retained for two years in a consultatory role and provide continuity of the ongoing programs.

ARTICLE IV - MEETINGS

1. A biennial assembly of the association shall be held at the time and place -to be determined by Council.

2. During the biennial assembly, there shall be an executive session of the membership. The business of the association shall be conducted at this time. The report of the Nominating Committee shall be presented to the members during the executive session. Nominations may be made from the floor. Officers of the association and council members shall be elected by majority vote of active and senior membership during the executive session.

3. Any member of the association may invite one or more guests to attend the biennial assembly.

ARTICLE V - FEES/DUES

1. Dues and assessments shall be levied by the Council of the IAES.

2. Any member whose dues remain unpaid for a period of one year shall be so informed by the IAES.

3. Nonpayment of dues for three successive years shall be constituted as grounds for dismissal from the association.

ARTICLE VI - RESIGNATIONS, EXPULSIONS

1. Resignations of members in otherwise good standing shall be accepted by Council.

2. Charges of unprofessional or unethical conduct against any member of the association must be submitted in writing to the Council. The Council's concurrence or disallowance of the charges shall be presented to the membership at the biennial assembly executive session. A three-fourths affirmative vote of the members present shall be required for expulsion.

ARTICLE VII - QUORUM

1. A minimum of 30 members shall constitute a quorum at the biennial assembly, (or by electronic voting if the assembly must be postponed), to effect changes in the constitution and bylaws of the association, to authorize appropriations or expenditures of money other than those required in the routine business of the association, to elect officers and members, and to expel members. In the event that a biennial meeting cannot be held, or if circumstances prevent delay of a vote until the next biennial meeting, then electronic voting by a secure internet proxy system that includes at least one half of the Active membership will constitute a quorum.

2. For the transaction of other business, the members present at any biennial assembly shall constitute a quorum.

ARTICLE VIII - ALTERATIONS/REPEAL Bylaws may be altered or repealed at the biennial assembly by a two-thirds affirmative vote of the members present.

ARTICLE IX - PROCEDURE Proceedings of the association shall be conducted under Robert's "Rules of Order