



# The Alliance for Surgery and Anesthesia Presence *.... Today*

an Integrated Society of the International Society of Surgery ISS/SIC



## **Alliance for Surgery and Anesthesia Presence**

### **CONSTITUTION**

**(Ratified August 13, 2019)**

#### **ARTICLE 1 - NAME and SEAT**

1.1 The Alliance for Surgery and Anesthesia Presence (“ASAP” or “the Alliance”) shall function as an Integrated Society of the International Society of Surgery/Societe Internationale de Chirurgie (“ISS” or “the Society”).

1.2 ISS/SIC is a non-profit entity under Swiss Civil Code and was founded in Brussels, Belgium in 1902. The Seat of ISS/SIC, and therefore ASAP, is in Switzerland as determined by the ISS/SIC Council.

1.3 ASAP was established in 2007 as a non-profit entity under US law. In 2013, ASAP became the sixth Integrated Society of ISS in Helsinki, Finland. As an Integrated Society, all members of ASAP are required to be members of the ISS.

1.4 As an Integrated Society of the ISS/SIC, ASAP is an independent legal entity bound to the ISS/SIC by an individual contract approved by the ASAP Executive Council.

1.5 ISS shall be responsible for the central administrative duties of ASAP, including maintenance of membership rosters and all records belonging to ASAP. The ISS shall collect annual ASAP dues and other forms of revenue, while the allocation of ASAP funds shall be determined by ASAP’s Executive Committee.

1.6 As an Integrated Society, ASAP shall have representation on the Executive Committee of ISS, as well as on the Editorial Board of the World Journal of Surgery (“WJS” or “the Journal”).

## **ARTICLE 2 – PURPOSE and OBJECTIVES**

2.1 Consistent with the ISS/SIC’s purpose of advancing the science and art of surgery, anaesthesiology and care of the surgical patient, ASAP’s purpose is to do so with a specific focus on advancing surgical care in low- and middle-income countries and other low resource regions, with a goal of universal access to safe, quality, timely and affordable emergency and essential surgical care globally. “Surgical care” is inclusive of the multiple disciplines dedicated to optimal outcomes for the surgical patient, from pre-operative evaluation through post-operative recovery.

2.2 The objectives of ASAP are:

2.2.1 Development, exchange and dissemination of knowledge and skills in support of advancing access, quality, and cost-effectiveness of surgical care in low- and middle-income countries. The value of such knowledge has impact both within as well as widely beyond low resource settings and shall be disseminated accordingly.

2.2.2 Active collegial / professional support of colleagues in low- and middle-income countries, inclusive of (but not limited to) surgeons and surgical providers, anaesthesiologists and anaesthesia providers, nurses, and students of these disciplines.

2.2.3 Biennial participation in International Surgical Week (ISW), also known as the World’s Congress of Surgery (the “Congress”), the showcase meeting of the ISS/SIC held in odd numbered years. ASAP participation in the Congress shall encompass: a) a scientific program; b) an official meeting of the members; c) related side events and meetings; d) a formal dinner (which may be held in conjunction with other ISS/SIC Integrated Societies.

2.2.4 A separate scientific conference as possible in even numbered years, maintaining ASAP’s tradition of an annual meeting. ASAP historically considers this event an opportunity to strategically partner with other influential organizations and institutions devoted to advancing global surgical care. In determining the location for this biennial event, attention will be given to geographic diversity as well as costs and available logistical support.

2.2.5 Promotion and support of research on topics related to the advancement of global surgery and anaesthesia.

2.2.6 Active participation in advocacy efforts at the local, national and global level in support of a goal of universal access to safe, quality, timely and affordable emergency and essential surgical care globally.

2.2.7 To regularly disseminate knowledge of the science and art of global surgery, anaesthesia, and associated disciplines through publications in the World Journal of Surgery, the official publication of the ISS/SIC, as well as through the publication of books, manuscripts, manuals, newsletters, speeches and other presentations, and via social media and other channels as appropriate.

### **ARTICLE 3 – MEMBERSHIP**

3.1 All persons and entities who identify themselves with the purpose and the objectives of the Alliance and the ISS/SIC may apply for membership to ISS and designate an interest in membership of ASAP.

Members of the Integrated Society ASAP enjoy full membership privileges and are subject to all membership duties of ISS/SIC. Categories of membership, membership criteria, and members' rights, responsibilities and privileges are set forth in the ASAP Constitution and Internal Rules (sections 1-3).

3.2 Individual ASAP members may include medical doctors, medical professionals, and non-medical scientists dedicated to global surgical care, including surgery, anaesthesia, obstetrics, nursing, perioperative care, public health and related fields, including those who are retired and/or involved in non-clinical practice. Members must be of good professional standing. A history or interest in surgery in low and middle-income countries and contributions to the scientific literature pertinent to these topics will be factors in consideration of an application for membership.

3.3 Active Members: All those whose applications for membership have been vetted and accepted by the membership committee shall be known as active members. Active members must pay the annual dues established by the General Assembly of ISS/SIC. They may vote, serve as officers of ASAP, on the ASAP Council and on Committees. They shall receive the digital World Journal of Surgery. The number of active members shall not be limited.

3.4 Trainees and student in the disciplines described in 3.2 are eligible for membership in ASAP and shall be considered Active Members with the privileges described in 3.3.

3.5 Senior members: After 15 years of "Active" membership, or retirement from practice, a member may apply in writing to ISS/SIC for "Senior" membership status. Senior members of ISS are not required to pay annual dues and shall be classified automatically as Senior members of ASAP. Senior members shall have voting privileges and are eligible for election to office and enjoy all other responsibilities and privileges of active membership.

3.6 Honorary members: Individuals who have made outstanding contributions to global surgery, anaesthesia, obstetrics, and related public health fields may be proposed for honorary membership. If approved, they shall have no voting privileges, nor be eligible for election to office, nor be subject to assessment of

dues. If members are designated “Honorary” by ASAP but remain regular “Active” members of ISS/SIC, ISS/SIC dues shall still be assessed.

3.7 As an Integrated Society of ISS/SIC, ASAP is entitled to delegate one representative (ASAP President or proxy) with voting rights to the ISS/SIC Council; one representative to the ISS /SIC Program Committee (ASAP Vice-President or proxy); and to be represented on the Editorial Board of the World Journal of Surgery.

3.8 Both ISS/SIC and ASAP membership shall be terminated by the ISS/SIC Administrative Office for members who after three reminders during the calendar year, remain in arrears with annual dues.

3.9 Any member who fails to maintain good professional standing may have their membership rescinded, following review by the ASAP Executive Committee and approval of their recommendation to terminate by the ASAP General Assembly.

## **ARTICLE 4 – ORGANIZATION**

The Alliance’s internal governance shall be organized into:

- 4.1 The ASAP General Assembly
- 4.2 The ASAP Executive Committee
- 4.3 The ASAP Council
- 4.4 ASAP Permanent and Ad-hoc Committees
- 4.5 National and/or Regional ASAP Chapters
- 4.6 ASAP Student Section

4.1 The ASAP General Assembly consists of all Individual Members of the Alliance. The ASAP General Assembly shall meet biennially in ordinary session during the ISS/SIC World Congress of Surgery. Extraordinary sessions of the General Assembly may be held when convened by the ASAP Executive Committee or at the request of at least one fifth (1/5) of the ASAP Individual Members.

During alternate years, an independent ASAP scientific conference may be held at the discretion of the Executive Committee (see 2.2.4). When this occurs, a General Assembly of the members may be held during the annual scientific conference.

4.1.1 Formal notice regarding the scheduled time and place for the ordinary General Assembly shall be posted by the ISS/SIC within the official program for the World Congress of Surgery, as well as in a Newsletter and on the Alliance’s website. An agenda shall be distributed in advance of the meeting.

4.1.2 The ordinary ASAP General Assembly shall hear the report of the President and approve the accounts for the preceding financial period. As indicated, elections and/or appointments shall take place for open seats within ASAP’s governance and representation on WJS Editorial Board.

4.1.3 A minimum of ten (10) members of the Alliance shall be entitled to request the President include specific items on the agenda by providing written notice to the President at least one (1) month in advance of the date of the meeting of the General Assembly. Of note, items requiring an amendment to the Constitution must be proposed in accordance with Section 11 of the ISS/SIC Constitution.)

4.1.4 Debates in the General Assembly shall be validly heard, regardless of the number of members present. Decisions and elections shall be made by the affirmative vote of a simple majority of the members present. Each member present has one vote. Exceptions to decision by simple majority occur in the circumstance of a vote on changes to the ASAP Constitution/Internal Rules, removal of an officer, or dissolution of the Alliance – each of which requires an affirmative vote of a two-thirds majority of the members present.

4.1.5 The Secretary-Treasurer of the Alliance is responsible for the minutes of the meetings and shall jointly sign them with the President.

4.2 The ASAP Executive Committee shall consist of the Officers: President, Vice-President, Secretary-Treasurer, and Immediate Past President, and shall have the authority to address all urgent matters and such matters as arrive between scheduled meetings of the General Assembly and Council.

4.2.1 The Executive Committee shall meet no less than two (2) times per year.

4.2.2 The Executive Committee may, by simple majority, invite other members of the Council for its meetings as appropriate.

4.3 The ASAP Council is the executive organ of the Alliance and decides on all matters not expressly assigned to the General Assembly or the Executive Committee. The Council shall consist of the Officers plus Chairs of permanent or ad hoc committees, the ASAP representatives to the World Journal of Surgery editorial board, representatives of National/Regional ASAP Chapters, and a representative of the Student Section of ASAP.

4.3.1 The Council shall meet no less than one (1) time per year, at the request of the President or at the request of two of its members.

4.3.2 Each member of the Council shall have one (1) vote.

4.3.3 The deliberations of the Council are valid if more than half its voting members are present (in person or virtually). Decisions shall be made by the affirmative vote of a simple majority; if the votes are equal, the President casts the deciding vote.

4.4 ASAP Committees

4.4.1 In order to fulfil specific tasks, the General Assembly or Council may establish permanent as well as ad-hoc committees, and their structure and organization shall be defined as described in the Internal Rules of the ISS/SIC (Sections 4 + 5).

4.4.2 ASAP Permanent Committees shall consist of the following:  
Executive Committee  
Nominating Committee  
Program Committee  
International Committee  
Membership Committee

4.4.3 ASAP Ad-Hoc Committees may be assembled and disassembled as needed to address temporary needs of the Alliance, such as, but not limited to: Communications, Fundraising, Special Events, and other committees and subcommittees as decided by the Council.

#### 4.5 ASAP Chapters

4.5.1 Provisions are made within this Constitution to allow for the formation of National or Regional Chapters of ASAP, should the local numbers justify local coordination of activities.

4.5.2 Each ASAP Chapter will elect its own leader who shall have representation to the ASAP Council.

4.5.3 ASAP Chapters shall have no independent legal identity, but shall represent the Alliance, and shall act as ambassadors for the Alliance in their corresponding country or region. ASAP Chapters shall be coordinated with ISS/SIC National or Regional Chapters where those local ISS/SIC Chapters exist.

#### 4.6 ASAP Student Section

4.6.1 Provisions are made within this Constitution to allow for the formation of a Student Section of ASAP.

4.5.2 The ASAP Student Section shall elect its own leader who shall have representation to the ASAP Council.

4.6.3 The ASAP Student Section shall have no independent legal identity, but shall represent the Alliance, and shall act as ambassadors for the Alliance. The ASAP Student Section shall be coordinated with official student activities of ISS/SIC.

### **ARTICLE 5 – ADMINISTRATION**

5.1 As an Integrated Society of ISS/SIC, ASAP shall entrust the professional administrative office of the ISS/SIC with the day-to-day administration of the Alliance, under the supervision of the ASAP President. This shall include (but not be limited to) overseeing the finances of the Alliance; coordinating inclusion of ASAP communications within the official digital and print communications vehicles of the ISS/SIC; approval of reimbursement for official travel (when indicated); and payment of approved invoices.

5.2 The ISS/SIC Administrative Office shall serve as the official address of ASAP. All communications received by the Administrative Office on behalf of the Alliance shall be forwarded to the appropriate officers.

## **ARTICLE 6 – TERMS OF OFFICE**

6.1 The officers of ASAP shall be as set forth in this Constitution, the Internal Rules, or as otherwise determined by the Council from time to time. A term of office begins at the end of one ordinary General Assembly held during a World Congress and lasts until the end of the next ordinary General Assembly held during a World Congress, which usually corresponds to a two-year period.

6.2 Within ASAP, there shall be an expected succession of officers from Vice-President to President to Immediate Past President, with each office being held for a period of two (2) years.

For the positions of Vice-President and Secretary-Treasurer, elections shall be held every two (2) years during the ASAP General Assembly, held during the ISS World Congress of Surgery.

6.2.1 In the circumstance that an Officer leaves a post mid-term, early succession may occur as approved by the ASAP Council. If needed, a special election may be held to fill the vacated post, or else that post vacated from the early succession.

6.2.2 In the case of the absence or temporary incapacity of the President, the Vice-President shall perform his or her duties.

6.2.3 A member who has served as President shall not be eligible for re-election as an Officer.

## **ARTICLE 7 – FINANCES**

7.1 Revenues of the Alliance shall be derived from the profit sharing in the proceeds of the World Congress of Surgery as determined by the ISS/SIC Council. Additional revenues may be obtained through the additional scientific conferences sponsored by ASAP, publications in the World Journal of Surgery, other educational events and publications, fundraising or donations.

7.2 A separate dues assessment shall be made by ISS/SIC for membership within ASAP as an Integrated Society.

7.3 A designated account shall exist within the ISS Foundation allowing donated funds to be held in reserve for ASAP's educational endeavours.

7.4 The members of the Alliance shall be exonerated from personal liability with respect to the financial commitments of the Alliance, which shall be guaranteed solely by the Alliance's assets.

7.5 The business of the Alliance shall correspond to the calendar year. The Alliances' accounting books shall be closed annually in accordance with the usual practices of the ISS/SIC.

## **ARTICLE 8 – INTERNAL RULES**

8.1 The "Internal Rules" shall supplement this Constitution.

## **ARTICLE 9 – COMMUNICATION**

9.1 The ASAP website shall be the official communications vehicle for the Alliance.

9.2 The Alliance shall publish no less than two (2) Newsletters annually to be distributed to all members of the organization.

9.3 In addition, ASAP members will find relevant information about the Alliance, the ISS/SIC, and other Integrated Societies on the ISS/SIC website and through its published newsletters.

9.4 The World Journal of Surgery is the official Journal of the Alliance. Digital subscription to the Journal is included in the ISS/SIC membership fee.

## **ARTICLE 10 – AMENDMENTS TO THE CONSTITUTION**

10.1 Amendments to the ASAP Constitution may be proposed to the General Assembly by the Council, or by at least twenty (20) members, subject to the terms and procedures in this Article.

10.2 Such proposals by the membership must be addressed to the President in writing at least three (3) months in advance of the General Assembly and shall include a copy of the proposed amendment and a brief explanatory statement of grounds for amendment.

10.3 Except to the extent otherwise provided in this Constitution, amendments to the Constitution require the affirmative vote of a majority two thirds (2/3) of the members present at the General Assembly.



## **ARTICLE 11 – DISSOLUTION OF THE SOCIETY**

11.1 A decision to dissolve the Alliance shall be taken by an extraordinary ASAP General Assembly specially convened for the purpose and by the affirmative vote of at least a two-thirds (2/3) majority of the members present at such General Assembly.

11.2 In case of dissolution of the Alliance, all its remaining assets shall be transferred to an organization aspiring to the same or to a similar purpose. Distribution of assets to the members of the Alliance is excluded.

# **Alliance for Surgery and Anesthesia Presence**

## **INTERNAL RULES**

The following Internal Rules of the Alliance for Surgery and Anaesthesia Presence (ASAP; “the Alliance”) have been established in keeping with the Internal Rules of the International Society of Surgery (ISS; “the Society”) ratified by the General Assembly on 24 October 2018.

- Section 1 – Application for Membership
- Section 2 – Membership Rights, Duties and Categories
- Section 3 – Termination of Membership
- Section 4 – Committees of the Alliance
- Section 5 – Subcommittees of the Alliance
- Section 6 – ASAP Representation to ISS Institutions
- Section 7 – Recognized Partnerships and Endorsements
- Section 8 – The Officers
- Section 9 – Impeachment of Officers
- Section 10 – Removal of Members for the Alliance
- Section 11 – Amendments and Construction

### **1 – Application for Membership**

- 1.1 The ISS Administrative Office shall provide an on-line application for individual ISS membership, which can be submitted electronically or downloaded and submitted by post. This form shall contain the guidelines and application for membership. Within such application will be an opportunity to indicate an intent to join the ISS Integrated Society of ASAP.
- 1.2 The ISS Administrative Office shall process the application and direct all those who have indicated an intent to join ASAP to the Society.
- 1.3 The Membership Committee of ASAP (chaired by the Secretary-Treasurer of the Society) shall consider all applications with input from the National Delegate from the applicant’s country or other ISS / ASAP members as deemed necessary.
- 1.4 In the circumstance of a denial of application, the candidate has the right to appeal the decision, which will then be referred to the Executive Committee of the Alliance.

### **2 – Membership Rights, Duties and Categories**

#### **2.1 Active Members**

2.1.1 Each Active Member shall have the right to attend the events organized by the Alliance and to participate in the deliberations and cast their vote in the General Assembly.

2.1.2 Each Active Member shall receive the World Journal of Surgery and the Newsletters of the Society and the Alliance in digital form, and have

access to sections of the Society's and the Alliance's website that may be restricted to members. (Print copies of the Journal available at additional cost.)

2.1.3 All Active Members shall adopt and support the purpose and objectives of the Alliance and aspire to the highest standards of the profession.

2.1.4 All Active Members shall pay annual dues to the Society along with a surcharge for ASAP membership in the amounts determined by the ISS General Assembly.

2.1.5 All Active Members who are up to date in payment of annual dues are eligible to serve as officers of the Alliance, as are Honorary members.

2.1.6 Student / trainee members of ASAP shall be considered "Active Members."

2.2 - Senior Members - Active Members who have retired from practice and who have been Active Members of ISS for at least 15 years are eligible for Senior Membership in ISS and ASAP. If such status is approved from the ISS Council, this status shall also transfer automatically to Senior Membership within ASAP. Senior Members are exempt from annual dues, and also exempt from eligibility for officer status.

2.3 - Honorary Members – Upon recommendation of the ASAP Nominating Committee, the Council may grant Honorary Membership to individuals of undoubted international reputation who have rendered distinguished service to the Society or to global surgery. Honorary Members shall enjoy all the privileges of Individual Membership. Unless Honorary Member status has also been bestowed by the ISS, these members shall be considered Active Members of ISS and assessed the associated annual dues.

Any active ASAP Member, Officer or Board Member may propose candidates for honorary membership in writing to the Nominating Committee through the Vice-President. The Executive Committee will also review these nominations and if deemed suitable, Honorary members will be invited to apply through the usual application process.

### **3 - Termination of Membership**

3.1 By Resignation. Resignations must be submitted in writing to the ISS Administrative Office. Annual dues for that year shall not be refunded.

3.2 By Cancellation. Membership shall be terminated by the ISS Administrative Office for members who after three (3) reminders in a calendar year are still in arrears with annual dues.

3.3 By Demise. Individual Members who have passed away shall be removed from the membership roster by the ISS Administrative Office.

3.4 By Expulsion. Members who have violated the standards of the Society and / or Alliance may, upon a motion presented by the ISS Secretary General to the ISS Council, be expelled.

## **4 – Committees of the Alliance**

ASAP Committees will seek to include diverse input into deliberations, and when possible, committee composition will represent specialty, gender, geographic and age diversity. Chairs of standing and ad hoc committees shall report their activity to the Executive Committee regularly during the course of their business, to the Council during official meetings, and to the ASAP membership at the biennial General Assembly meeting.

### **4.1 Executive Committee**

4.1.1 The Officers shall constitute the Executive Committee of ASAP. The Executive Committee conducts the affairs of the Society and decides on all matters not expressly assigned to the General Assembly, the Council, or another specific body. The President shall serve as Chair.

4.1.2 The Executive Committee shall have the authority to call and convene its own meetings, delegate changes, responsibilities, and duties among its members, and is authorized to assign or otherwise act on behalf of the Society. As a rule, the Executive Committee convenes once per year in person. All other deliberations may be held and decisions validly made by telephone, video-conference or electronic means.

4.1.3 The deliberations of the Executive Committee are valid if more than half of its members are present at a meeting held in person, video, phone, or participating by written resolution. Decisions shall be made by the affirmative vote of a simple majority of the members present. If the votes are equal, the President casts the deciding vote.

### **4.2 Nominating Committee**

4.2.1 The Nominating Committee is chaired by the Vice President of the Alliance and other members as invited, with attention to representation of the ASAP mission and membership.

4.2.2 The Nominating Committee prepares and presents qualified nominations of Officers, Committee Chairs, and WJS Editorial Board Representatives to the General Assembly of the Alliance. It also considers proposals for Honorary Membership.

### **4.3 Program Committee**

4.3.1 The Program Committee is chaired by the Vice President. The Chair committee can propose up to three (3) other active ASAP members as committee

members to the Executive Committee for approval, with attention to representation of the ASAP mission and membership.

4.3.2 The program committee has oversight with regard to the scientific program of the biennial World Congress of Surgery held in conjunction with ISS, as well as the ASAP program held in alternating years as a stand-alone function or in affiliation with other aligned organizations.

#### 4.4 International Committee

4.4.1 The International Committee is chaired by the Secretary-Treasurer and is comprised of up to three (3) other active ASAP members.

4.4.2 The International Committee shall ensure appropriate representation and participation of ASAP members from geographically and economically diverse regions at ASAP meetings and related events, as well as in ASAP governance. This Committee will play a role in directing funds towards travel subsidies and awards to accomplish these goals. This committee's chair shall provide regular input to the ISS Global Surgery Subcommittee (either directly or via the ASAP President).

#### 4.5 Membership Committee

4.5.1 The Membership Committee is chaired by the Secretary-Treasurer, and comprised of other members as the chair may invite to join.

4.5.2 The Membership Committee develops strategies to increase, retain and diversify membership of the Alliance. The Membership Committee is the first point of contact for the ISS Administrative Office with regard to ISS applicants who have expressed an intent to become ASAP members. As per 1.1.3 of the Internal Rules, the Membership Committee of ASAP shall consider all applications with input from the National Delegate from the applicant's country or other ISS / ASAP members as deemed necessary.

### **5 - Subcommittees of the Alliance**

#### 5.1 Social Media Subcommittee

5.1.1 The Social Media Subcommittee develops strategies and content for dissemination of information related to the mission, activities and concerns of the Alliance via social media channels. The Social Media Chair shall collaborate with the ASAP President and Secretary as well as the ISS Administrative Office.

5.1.2 The Social Media Subcommittee provides oversight of the ASAP website in collaboration with the Alliance President and Secretary (or Secretary/Treasurer) and in coordination with the ISS Administrative Office.

#### 5.2 Ad Hoc Subcommittees

5.2.1 Ad Hoc Subcommittees may be established by the ASAP Council as strategically indicated. Consideration of the longevity of such subcommittees should be taken at their outset and re-evaluated on an annual basis.

## **6 - ASAP Representation to ISS Institutions**

6.1 World Journal of Surgery - ASAP shall have representation on the Editorial Board of the Journal. The representative will be nominated by the Executive Committee in consultation with the Nominating Committee and approved by the General Assembly. The WJS Representative shall serve a term of four (4) years.

6.2 As an Integrated Society, ASAP shall have representation on future ISS institutions that may be developed.

## **7 Recognized Partnerships and Endorsements**

Recognizing the collaborative history and nature of ASAP and importance of such to its mission, from time to time the leadership of ASAP may establish partnerships and strategic alliances with like-minded organizations, institutions and programs. Review of such proposed affiliations will be completed on an ad hoc basis and require a majority vote by the Council to affirm the relationship. Once approved, these relationships will be deemed official and therefore recognized by the Society. Relationships will be reviewed on an annual basis (by the General Assembly at biennial WCS meetings and by the Executive Committee in alternate years) and is subject to cancellation without explanation if the Executive Committee and/or Council deem necessary and confirm by majority vote.

## **8 - The Officers**

### **8.1 Elections**

8.1.1 Candidates for office may be proposed by the Nominating Committee for election by the General Assembly. Nominations will be accepted in three ways: self-nomination, from an active member responding to a call for nominations, or from an ASAP Officer. Proposals should include a brief explanatory statement of the specific qualifications of the candidate and a declaration by the candidate of willingness to accept the office.

8.1.2 New Officers shall assume their duty from the day after the General Assembly. In the case of filling a vacancy, the designated officer takes office immediately.

8.1.3 As a rule, Officers serve in an honorary position and shall not have the authority to bind the Society nor the Alliance and shall not be compensated except as set forth in these Internal Rules.

## 8.2 ASAP's Officers

8.2.1 The President of the Alliance is responsible for leading the affairs of the Society and presides over meetings of the General Assembly, the Executive Committee, and the ASAP Council. The President represents the Alliance within the proceedings of the ISS Executive Council and in all matters not specifically attributed to other officers and will release official statements and responses of ASAP. At the end of his or her term, the President becomes Immediate Past President for a period of two years. A member who serves in this office is not eligible for re-election.

8.2.2 The President-elect performs the duties of the President in the absence or incapacity of the former, and serves as chair of the ASAP Program Committee and the Nominating Committee. The President-elect works in close conjunction with the President. Following a term of two (2) years, the President-elect shall proceed to the office of President.

8.2.3 The Secretary-Treasurer keeps the minutes of all meetings and proceedings of the Alliance and oversees all communications, including the activities of the Social Media Subcommittee when such exists. In the absence of a dedicated Social Media Subcommittee, the Secretary-Treasurer shall oversee and maintain the ASAP website and social media posts. The Secretary shall be the primary holder of all related accounts and passwords related to the website, newsletters and all social media channels.

The Secretary-Treasurer shall monitor and maintain all accounts, transactions and funds belonging to the Alliance and provide oversight of spending, in collaboration with the President. The Secretary-Treasurer will prepare a financial report, inclusive of the budget and overall financial status of the Alliance for presentation to the General Assembly at annual and biennial meetings.

The Secretary-Treasurer chairs the Membership and International Committees.

The Secretary-Treasurer shall be elected every two years, not to exceed a total term of six (6) years.

8.2.4 The Immediate Past President shall serve to advise the President and other officers.

8.2.5 The Vice-President and President shall advance to the next station when his or her term expires, unless an officer resigns. Elections shall be held every two years for the offices of Secretary-Treasurer and Vice-President. Vacancies occurring in an office shall be filled by appointment of the ASAP Executive Committee until the next ordinary General Assembly at the biannual meeting at which time a vote will occur.

## **9 Impeachment of Officers**

9.1 Should an elected officer repeatedly neglect his or her duties and/or prove to be seriously harming the interests of the Alliance or Society, the ASAP has the right and duty to consider impeachment.

9.2 Before presenting a consideration for impeachment, the President (or another member of the Executive Committee in the case of the President being under consideration for impeachment) must have informed the Officer in question about such intention, giving him or her an opportunity or provide explanation.

9.3 The Secretary-Treasurer shall bring any request for impeachment before the ASAP Executive Council. The President shall draft such a request, unless he/she is the officer in question. The Council will assess the request and confirmation will be made with affirmative vote of two-thirds of the Executive Council. The Officer in question shall be barred from voting.

9.4 Should the ASAP Executive Council approve impeachment by the required two-thirds majority vote, the Officer in question will immediately cease to hold office, cease to be a member of the Council, though may remain a member of the Alliance, unless in violation of Section 3.8 – 3.9 of the Constitution.

## **10 Removal of Members from the Alliance**

Any member of the Society, irrespective of category or status, should it be felt that their actions have brought the Alliance and/or Society into disrepute, and on receipt of a complaint to the ISS Secretary-General, may have their membership terminated by a decision of the ISS Council, by a simple majority vote.

## **11 Amendments and Construction**

11.1 These Internal Rules shall govern only to the extent they are not inconsistent or in conflict with the Constitution of the Alliance or ISS.

11.2 These Internal Rules may be amended at any time by the affirmative vote of a majority of the members of the Executive Committee at a meeting at which a majority of its members is present. Such amendments shall be presented to the membership at the next General Assembly for ratification.

11.3 The members present at the biennial ASAP General Assembly shall constitute a quorum. A simple majority vote is required to elect Officers and Council members, Committee Chairs and Editorial Representation to the WJS. A simple majority vote is also required to authorise appropriations or expenditures of money other than those required in routine business of ASAP, to transact other business that may come forward, or to expel members. In order to effect changes in the constitution and bylaws, to impeach officers, or to dissolve ASAP as a legal entity, a two-thirds majority vote of the membership is required.



Signed this 13<sup>th</sup> of August, 2019:

Kathleen M. Casey, MD, President

Russell Gruen, MD, President-Elect

Miliard Derbew, MD, Treasurer

Elizabeth Drum, MD, Secretary

Stephen Bickler, Past-President