

# **ASA BYLAWS**

**AMERICAN SOCIETY OF ANESTHESIOLOGISTS**

**October 2008**



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# BYLAWS

## AMERICAN SOCIETY OF ANESTHESIOLOGISTS

### TITLE I ORGANIZATION

#### 1.00 PURPOSE

It shall be the purpose of this Society to associate and affiliate into one organization all of the reputable physicians in the United States, its territories and possessions, who are engaged in the practice of or otherwise especially interested in anesthesiology; to encourage specialization in this field, to raise the standards of the specialty by fostering and encouraging education, research and scientific progress in anesthesiology and by recommending standards of postgraduate education for qualifications as a specialist in anesthesiology and furthermore by recommending standards for approval of postgraduate training centers; to disseminate information in regard to anesthesiology; to protect the public against irresponsible and unqualified practitioners of anesthesiology; to edit and publish publications in the field of anesthesiology and related fields; to safeguard the professional interest of its members and in all ways to develop and further the specialty of anesthesiology for the general elevation of the standards of medical practice.

#### 1.10 HOUSE OF DELEGATES

1.11 The House of Delegates is the primary legislative and governing body of this Society. It shall exercise final authority over all matters except where final authority is specifically delegated elsewhere by these Bylaws.

#### 1.12 Composition

1.121 The House of Delegates is composed of delegates, directors, officers, all Past Presidents, Editor-in-Chief, Journals, Chairs of all Sections, the Chair of the ASA Delegation to the AMA House of Delegates and each member of the Resident Component Governing Council not to exceed five members and a non-voting member of the Medical Student Component.

1.122 The alternate directors and alternate delegates shall sit in a designated area as members of the House of Delegates, but shall be without voice

or vote except when replacing a director or delegate or as provided by the Rules of Order of the House of Delegates.

#### 1.13 Dual Membership in the House

Should a member with vote (Section 1.181) of the House of Delegates (Section 1.12) be elected to a position entitling the member to another seat with vote in the House of Delegates, the member so elected must choose one seat. The member's selection of that seat shall constitute a vacation of the other seat. Except that no officer of this Society (Section 1.53) shall hold any other position which would entitle the officer to another vote in the House of Delegates.

#### 1.14 Meetings

The House of Delegates shall meet during each Annual Meeting of this Society. Special meetings may be called by the President with the approval of the Board of Directors. Special meetings must be called by the President upon petition by two-thirds of the component societies. Written notice of a special meeting shall be mailed to each member of the House of Delegates at least 30 days prior to such special meeting.

In the event of a natural or man-made disaster involving the United States as a whole or the locality in which ASA conducts its business, the Administrative Council, after consultation with staff and the Section on Annual Meeting, may suspend or cancel the Scientific Program of the Annual Meeting and postpone the Annual Meeting of the House of Delegates until such reasonable time that a quorum of voting delegates can be convened.

#### 1.15 Presiding Officer

The Speaker of the House of Delegates shall serve as its presiding officer.

#### 1.16 Order of Business

The order of business shall be outlined in the Rules of Order. The Rules of Order shall be duly adopted annually by the House of Delegates and shall be incorporated by reference in these Bylaws.

#### 1.17 Quorum

Fifty percent (50%) of the voting members of the House of Delegates shall constitute a quorum.

### 1.18 Voting

**1.181** Each delegate, director, officer and Resident Delegate shall have one vote, except the Speaker and Vice-Speaker, who shall not hold any position which would entitle them to vote in the House of Delegates; except that the Speaker and Vice-Speaker may vote on the candidacy of the Distinguished Service Award nominee.

**1.182** All questions shall be determined by an affirmative vote of not less than a majority of those members voting, except as provided otherwise in these Bylaws.

### 1.19 Proceedings

A summary of the proceedings of each meeting of the House of Delegates shall be published and distributed as approved by the Board of Directors.

## 1.20 BOARD OF DIRECTORS

### 1.21 Composition

The Board of Directors is composed of:

- a. One director representing each component society.
- b. One alternate director representing each component society.
- c. The President, President-Elect, First Vice-President, Vice-President for Scientific Affairs, Vice-President for Professional Affairs, Immediate Past President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Speaker and Vice-Speaker of the House of Delegates, Editor-in-Chief, Journals, Chairs of all Sections and the Chair of the ASA Delegation to the AMA House of Delegates.
- d. One director and alternate director representing academic anesthesiology.
- e. One representative of the Medical Student Component without vote.
- f. In the event an individual is elected or appointed to two of the voting positions of which the Board is composed, that individual shall be required promptly to resign from one such position. Failing such resignation, the remaining members of the Board shall designate the position, held by such individual, to be deemed vacant.

### 1.22 Powers

The Board of Directors shall:

- a. Superintend and direct the publication and distribution of all official documents, journals and reports consistent with policies enunciated by the House of Delegates.
- b. Exercise the full powers of the House of Delegates in the interim between meetings of the House of Delegates, except that the Board of Directors may not:
  1. Elect honorary members of the Society.
  2. Revoke charters of component societies.
  3. Elect officers (as distinguished from filling vacancies).
  4. Give final approval of the annual budget.
  5. Change location of Executive Office.
  6. Amend these Bylaws.
- c. Report all of its activities to the House of Delegates at the Annual Meeting, which activities shall be subject to ratification, modification or revocation by the House of Delegates, except however, the Board of Directors shall exercise final authority over and shall manage the business and financial affairs of the Society, including, but not limited to, the acquisition, management, control and disposition of its property and the authorization of all contracts on its behalf; and the Board of Directors may delegate portions of such authority to the Officers, Councils, Sections or committees.
- d. Establish and oversee the Society's Reserve Funds. The funding levels and restrictions on the use of the funds will be determined by a majority vote of the voting members of the Board. (See Section 1.27 of the Bylaws).
- e. Perform such other duties as are provided for in these Bylaws.

### 1.23 Meetings of the Board of Directors

#### 1.231 Annual Meeting

The Board shall hold its Annual Meeting at least 30 days prior to the Annual Meeting of the Society.

**1.232 Additional Meetings**

The President may, with the approval of the Administrative Council, call additional meetings of the Board of Directors. The President shall, upon petition of 10 voting members of the Board, call additional meetings of the Board of Directors. The Board shall also meet, without further notice, immediately following the close of the last session of the House of Delegates at the Annual Meeting of the Society.

Written notice of the time and place of each meeting shall be sent to each member of the Board of Directors at least 72 hours prior to the proposed date of the meeting, provided that notice may be waived by unanimous written consent of the voting members of the Board.

**1.24 Committees of the Board of Directors**

The Board of Directors may create standing committees from its members to assist the Board in carrying out its duties whenever necessary. The composition and duties of these committees of the Board shall be described in the "Handbook of Administrative Procedures" in accordance with Section 10.50 of these Bylaws. The Board of Directors may also establish ad hoc committees whenever necessary.

**1.25 Presiding Officer**

The President shall serve as presiding officer of the meetings of the Board.

The First Vice-President shall preside in the absence of the President. If both the President and the First Vice-President are absent, the Board may choose its own presiding officer.

The Speaker and Vice-Speaker shall chair the presentation of review committee reports at all meetings of the Board of Directors.

**1.26 Quorum**

Fifty per cent (50%) of the voting members of the Board shall constitute a quorum.

**1.27 Voting Members**

Each member of the Board shall have one vote except:

- a. Editor-in-Chief, Journals
- b. All Section Chairs
- c. Chair of the ASA Delegation to AMA House of Delegates

d. Alternate directors not sitting as a director

e. Speaker and Vice-Speaker of the House of Delegates

**1.28 Voting**

All questions shall be determined by the affirmative vote of not less than a majority of those voting, except as otherwise provided in these Bylaws.

**1.29 Administrative Council**

The Administrative Council shall act in the interim between meetings of the Board of Directors as provided in Title IV of these Bylaws.

**1.30 COMPONENT SOCIETIES**

**1.31** Component societies are organizations of anesthesiologists that have been duly chartered as such.

No more than one component society may be chartered in any state, territory, possession or the District of Columbia, of the United States.

**1.32 Application for Charter**

**1.321** An organization desiring to become a component society shall submit an application which shall include:

- a. A copy of its proposed articles of incorporation and Bylaws.
- b. A list of its officers and members, and,
- c. A declaration of intent to abide by the aims, principles, purposes, and "Guidelines for the Ethical Practice of Anesthesiology" of this Society.

**1.322** This application shall be forwarded by the Secretary of this Society to the Director of the component society, to investigate and to determine the ability of the applicants to become a component society.

**1.323** The Director shall forward recommendations to the Board of Directors at its next meeting for its determination.

**1.324** The Secretary of this Society, after approval by the Board of Directors, shall issue a charter to the component society.

### 1.33 Revocation of Charter

Upon recommendation of the Board of Directors, the House of Delegates, by a two-thirds majority of those voting, may revoke the charter of a component society for any action in conflict with these Bylaws.

### 1.34 Membership in Component Society

Each component society shall have the following categories of membership.

#### 1.341 Active Members

Doctors of Medicine or Osteopathy who are licensed to practice medicine in the location or within the jurisdiction of the component society, or an area within their district that has no component society, and who have successfully completed a training program in anesthesiology, accredited by ACGME or equivalent organizations, or the American Osteopathic Association.

**1.3411** The requirement for licensure to practice medicine in the location of principal professional activity shall be waived for physicians on active duty in the Armed Forces.

**1.3412** A component society may choose to maintain anesthesiologists as Active members of the component society if they fulfill the criteria for ASA Active members “at large” as listed in Section 3.112 and were active members in good standing of that component society immediately prior to such status.

**1.3413** Each active member of a component society shall be an Active member of this Society but cannot be an active member in another component society.

**1.3414** The provisions stated in 1.341 shall not affect the status of any member who is already an Active member of this Society.

#### 1.342 Affiliate Members

**1.3421** A physician not in the clinical practice of anesthesiology.

**1.3422** A scientist who, while not engaged in administering clinical anesthesia to humans, is nevertheless interested in anesthesiology.

**1.3423** A physician who is in the service of the United States Government (other than those employed by the Veterans Administration).

**1.3424** At the option of the local component society, a physician employed by the Veterans Administration.

**1.3425** A physician who resides outside the United States and is not a member of any other component society.

#### 1.343 Resident Members

A physician who satisfies the requirements of Section 3.171 and is within the jurisdiction of the component society.

#### 1.344 Other Categories and Requirements

Each component society may have additional categories of membership and additional requirements for those categories in Sections 1.341, 1.342 and 1.343. However, these additional categories and requirements may not conflict with provisions in these Bylaws nor add to component society membership individuals who are not eligible for ASA membership.

### 1.35 Officers

Each component society shall have a president, secretary, and such other officers as it may desire, all of whom shall be Active members of this Society.

### 1.36 Secretary of Component Society

The Secretary of each component society shall:

- a. Serve as the official correspondent with this Society.
- b. Cause to be investigated each applicant for active, affiliate, resident or other membership in the component society and certify to this Society the names of those accepted and their respective categories of membership.
- c. Maintain a current roster of all members and officers of the component society, classified according to category of membership.

1. Report with reasonable promptness any changes in this roster to the Executive Office, and
  2. Forward to the Executive Office annually before January 15 the roster as of December 31.
- d. At least 60 days prior to the Annual Meeting, forward to the Executive Office of this Society, a list of authorized delegates and alternate delegates of the component society.
- e. On or before January 15 of each year, file with the Society a copy of the current Bylaws of the component society specifying all changes.

### **1.37 ASA Resident Component**

A special component of this Society shall consist of Resident Members of ASA to encourage resident participation, to develop young leaders with experience in organized medicine, and to improve resident awareness of the role of ASA in the evolution of the specialty of anesthesiology.

- 1.371** The Resident Component shall meet at the time of the ASA Annual Meeting.
- 1.372** The Resident Component shall have a President, Secretary and other officers as it may desire, all of whom shall be resident or fellow members.
- 1.373** The Resident Delegate and Alternate Resident Delegate shall serve to represent ASA in a manner consistent with policies and positions adopted by the ASA House of Delegates, and shall work in cooperation with the AMA Section Council on Anesthesiology. They shall serve as Delegate and Alternate Delegate to the AMA/RFS House of Delegates.
- 1.3731** Resolutions submitted to the AMA/RFS on behalf of the ASA Resident Component shall have approval of the ASA President as well as the ASA Delegation to AMA.
- 1.374** Bylaws 1.31 through 1.36 shall not apply to the ASA Resident Component.

### **1.38 ASA Student Component**

A special component of this Society shall consist of Medical Student Members of ASA to encourage student participation, to develop young leaders with experience in organized medicine, and to improve student awareness of

the role of ASA in the evolution of the specialty of anesthesiology.

- 1.381** The Medical Student Component shall meet at the time of the ASA Annual Meeting and elect its own representative.
- 1.382** Bylaws 1.21a, 1.21b, 1.31 through 1.36 and 1.40 through 1.47 shall not apply to the ASA Medical Student Component.
- 1.383** The Medical Student Component shall have one non-voting representative at the House of Delegates meeting.

### **1.40 DIRECTORS**

- 1.41** Each component society shall elect a Director and Alternate Director.
- 1.411** The Society of Academic Anesthesiology Chairs (SAAC) shall elect a Director and Alternate Director to represent academic anesthesiology.

### **1.42 Duties**

Each Director shall:

- a. Serve on the Board of Directors of this Society.
- b. Present an annual report to the House of Delegates.
- c. Report to the members of the Director's component, the actions of the Board of Directors.
- d. Perform such other duties as are provided in these Bylaws.

### **1.43 Eligibility**

All Directors and Alternates shall have been voting members of their component society for at least two years prior to their election, or for such shorter period as their component society may have existed. The Director representing academic anesthesiology shall have been an active voting member of the American Society of Anesthesiologists for at least two years prior to election. This Section does not apply to the Resident Component (see Section 1.37).

### **1.44 Elections**

Each component and SAAC may conduct its own elections for Director and Alternate Director. In the event that a component does not have a mechanism for conducting such elections or requests assistance, the Executive Office shall conduct the election in accordance with the Administrative Procedures.

#### **1.45 Failure to Elect**

If a Director or Alternate has not been elected prior to the annual meeting of the Board of Directors, the incumbents shall continue in office for one year or until successors are elected according to Section 1.44.

#### **1.46 Term of Office**

The term of office of each Director and Alternate Director shall be three years, commencing at the close of the Annual Meeting of the House of Delegates following their election and ending at the close of the third following Annual Meeting of the House of Delegates. The exception is for the Resident Component whose terms of office shall be one year.

#### **1.47 Vacancies**

Vacancies in the office of Director shall be filled automatically by an Alternate Director, who shall serve as Director for the remainder of the vacating Director's term, unless otherwise specified in the Bylaws of the component society. An election to fill the Alternate Director's office shall be held according to Section 1.44.

### **1.50 OFFICERS**

#### **1.51 Election**

Officers shall be elected by the House of Delegates at the Annual Meeting, as follows:

- a. Nominations for all offices shall be made from the floor of the House of Delegates at the first session of the House.  
  
A summary of participation in component and national society activities of each such nominee shall be submitted at the time of nomination and made available to the Delegates immediately following the first session of the House of Delegates.
- b. Each candidate for office shall have been an Active member in good standing of this Society for a period of five years.
- c. Voting shall be by secret ballot at the second session of the House of Delegates.
- d. Election to office shall require a majority of votes cast.
- e. If there are more than two candidates for an office and none receives a majority on a ballot, the candidate receiving the fewest votes shall be eliminated, and another ballot shall be taken. This process shall be repeated until a candidate receives a majority.

- f. If for any reason, all candidates nominated at the first session of the House of Delegates must decline such nomination for an office before election, nominations from the floor for this office shall be the first business in order at the second session of the House of Delegates.
- g. If at the time of the Annual Meeting, the President-Elect is unable to assume the office of President, the House of Delegates shall elect a president in the same manner as other officers are elected.

#### **1.52 Terms of Office**

**1.521** The President shall be limited to one term of office. Any time spent in serving as Acting President shall not be counted as any portion of a term of office as President of this Society.

**1.522** Officers shall be elected for a term of one year from the close of the Annual Meeting of the House of Delegates of their election and end at the close of the next Annual Meeting.

#### **1.53 Duties**

The Officers of this Society shall have the rights, duties and prerogatives customarily attached to their respective offices in professional societies, and more particularly,

##### **1.531 President**

- a. The President shall be the Chief Executive Officer and shall administer the affairs of this Society according to the policies of the Board of Directors and House of Delegates.
- b. The President shall be:  
  
Chair of the Administrative Council.  
  
Chair of the Board of Directors.  
  
*Ex Officio* Member of all committees, except as provided otherwise in these Bylaws.
- c. The President may delegate to other officers the responsibility of representing the President and the Society at meetings of component and regional societies, other medical organizations, other specialty societies, and allied health organizations and societies. The President may also delegate qualified individuals to speak on behalf of the President before

various governmental bodies, agencies, and any other group so designated by the President.

- d. The official ASA spokesperson is the current ASA President or a person officially designated by the President. No other members may speak on behalf of ASA unless the President has been notified prior to the action or endorses enduring material prior to its distribution.

#### **1.532 Acting President**

Any Acting President shall assume and execute the duties of President.

#### **1.533 President-Elect**

- a. The President-Elect shall witness the administration of the affairs of this Society in anticipation of the term of office as President, which term of office shall begin at the end of the next Annual Meeting following the election to the office of President-Elect.
- b. The President-Elect shall serve in such other positions as provided in these Bylaws and as directed by the President.
- c. The President-Elect shall select those members of this Society who will be appointed to committees, including the committee chairs, at the beginning of the Presidential term, except as provided otherwise in these Bylaws.
- d. The President-Elect shall charge the chairs of all operational entities with specific tasks consistent with the goals of the strategic plan to be accomplished during the Presidential term.

#### **1.534 First Vice-President**

The First Vice-President shall assist the President in the administration of this Society, shall preside in the absence of the President, shall be the Vice-Chair of the Administrative Council, Chair of the Division of Administrative Affairs and shall coordinate the activities of the Sections of that Division.

#### **1.535 Vice-President for Scientific Affairs**

The Vice-President for Scientific Affairs shall assist the President in

the administration of this Society, shall be the Chair of the Division of Scientific Affairs and shall coordinate the activities of the Sections of that Division.

#### **1.536 Vice-President for Professional Affairs**

The Vice-President for Professional Affairs shall assist the President in the administration of the affairs of this Society, shall be the Chair of the Division of Professional Affairs and coordinate the activities of the Sections of the Division.

#### **1.537 Immediate Past President**

The Immediate Past President shall be available for consultation to the President.

#### **1.538 Secretary**

The Secretary shall maintain and preserve the records of this Society and shall serve as Chair of the Section on Administration.

#### **1.539 Assistant Secretary**

The Assistant Secretary shall assist the Secretary and shall serve as Chair of the Section on Representation.

#### **1.540 Treasurer**

The Treasurer shall receive, disburse, manage and account for all funds of this Society, as directed by the Board of Directors.

#### **1.541 Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer.

#### **1.542 Speaker of the House**

The Speaker of the House shall preside at all meetings of the House of Delegates, shall chair the presentation of review committee reports at all meetings of the Board of Directors and shall serve as the official parliamentarian of the Society.

#### **1.543 Vice-Speaker of the House**

The Vice-Speaker of the House shall assist the Speaker.

#### **1.55 Vacancies**

If for any reason the incumbent in office becomes unable or unwilling to perform the functions of the office, or is removed from

office, such vacancy shall be filled in the following manner:

- a. President—The Administrative Council shall elect an Acting President from among the following: President-Elect, First Vice-President, or any Past President.
- b. President-Elect—The First Vice-President shall become President-Elect.
- c. First Vice-President—The Secretary shall become the First Vice-President.
- d. Vice-President for Scientific Affairs—The Administrative Council shall elect an Acting Vice-President for Scientific Affairs.
- e. Vice-President for Professional Affairs—The Administrative Council shall elect an Acting Vice-President for Professional Affairs.
- f. Secretary—The Assistant Secretary shall become Secretary.
- g. Treasurer—The Assistant Treasurer shall become Treasurer.
- h. Speaker—The Vice-Speaker shall become Speaker.
- i. Assistant Secretary, Assistant Treasurer, and Vice-Speaker—The vacancy shall remain until the next Board of Directors meeting.
- j. In the event that the Speaker or Vice-Speaker cannot serve at any particular meeting of the House of Delegates, the President may request a past Speaker to fill the position of Vice-Speaker for that meeting.
- k. Any other questions of succession shall be determined by the Board of Directors.

## **1.60 DELEGATES**

**1.61** Each component society shall elect one delegate for each one hundred (100) voting members or fraction thereof, as shown by this Society's count of the voting members of the component society as of December 31 of each year, to represent it in the House of Delegates. Each component society may also elect alternate delegates.

### **1.62 Eligibility**

Each delegate and alternate shall be a voting member of the component society represented.

## **1.63 Election**

Each delegate and alternate shall be elected by ballot of the voting members or the legislative body of the component society represented.

## **1.64 Terms**

The term of office of a delegate shall be three years and that of an alternate delegate shall be one year, and shall commence at such time following the election as the component society shall designate. If the component society makes no designation, the term shall begin at the close of the next Annual Meeting of the House of Delegates following the election and end at the close of the third following Annual Meeting of the House of Delegates for Delegates and at the end of the next Annual Meeting of the House of Delegates for Alternates following their elections.

## **1.65 Vacancies**

If for any reason a delegate becomes unable or unwilling to perform the functions of the office or is removed from office, such office shall be automatically filled by an alternate who shall serve as delegate for the remainder of the vacating delegate's term, unless otherwise specified in the Bylaws of the component society. If there is no alternate or if the alternate is unable or unwilling to serve as delegate or has been removed from office, the other delegate or delegates and directors representing that component society may elect a member as delegate to the House of Delegates and certify such member to the Credentials Committee, unless otherwise specified in the Bylaws of the component society.

## **1.70 REPRESENTATION OF ANESTHESIOLOGY SUBSPECIALTY SOCIETIES**

### **1.71 Purposes**

The purposes of this Section are:

- 1.711** To provide a mechanism for anesthesiology subspecialty organizations to participate in the deliberation of the House of Delegates;
- 1.712** To establish a system for effective communication between this Society and subspecialty organizations;
- 1.713** To provide for input and participation in this Society's activities by subspecialty organizations.

**1.72 Representation in the House of Delegates**

Each national anesthesiology subspecialty organization qualifying under the provisions of Section 1.73 shall be eligible for representation in the House of Delegates by a single delegate and a single alternate delegate.

**1.73 Eligibility of Organization**

**1.731** The organization must actively represent a subspecialty of anesthesiology that has scientific validity for which there is recognized subspecialty training defined by the Residency Review Committee for Anesthesiology as recognized by the Accreditation Council for Graduate Medical Education, and is active in its field of medicine.

**1.732** Only one organization of each recognized subspecialty may be represented in the House of Delegates.

**1.733** Each organization seated must have been in existence for at least two years, have a minimum of 400 Active members, and hold at least one meeting of its members per year.

**1.734** Each organization seated must maintain an active membership, at least two-thirds of which are Active Members of this Society.

**1.735** Each organization seated must limit active membership to physicians, provided, however, that a subspecialty organization shall not be ineligible if its active membership includes nonphysicians who become active members prior to the time this limitation was adopted by the organization or October 18, 1989, whichever is earlier.

**1.74 Procedure**

A subspecialty organization may be nominated for representation in the House of Delegates by the Committee on Anesthesia Subspecialties and recommended by the Administrative Council to the Board of Directors and the House of Delegates only after meeting the eligibility requirements set forth in Section 1.73.

**1.741** To be so nominated, the subspecialty organization must submit documentation, deemed satisfactory by the Committee on Anesthesia Subspecialties, demonstrating that it meets the eligibility requirements and that its governing board has approved

its application for such nomination and recommendation.

**1.742** The nomination and recommendation must be approved by the House of Delegates by a 3/4 affirmative vote of those voting.

**1.75 Qualifications and Terms of Delegates**

The Delegate and Alternate Delegate selected by the subspecialty organization shall have the same eligibility as other Delegates, and shall be elected in the same manner and for the same terms as provided in Sections 1.63 and 1.64 with respect to the election and terms of office of component society delegates.

**1.76 Five-Year Review Process**

Each subspecialty organization shall reconfirm its eligibility for representation in the House of Delegates by demonstrating every five years that it continues to meet the provisions of Section 1.73. Each subspecialty organization represented in the House of Delegates shall submit verification to the Committee on Anesthesia Subspecialties that it continues to meet the qualifications for representation, provided, however, that at the discretion of the Committee, the initial review may occur less than five years after initial nomination by the Committee.

**1.77 Responsibility of the Subspecialty Organizations**

Each subspecialty organization represented in the House of Delegates shall have the following responsibilities:

**1.771** To cooperate with this Society in increasing ASA membership;

**1.772** To keep its Delegate (and Alternate Delegate) fully informed on the organization's policy positions so that the Delegate (and Alternate Delegate) can properly represent the organization in the House of Delegates;

**1.773** To require its Delegate to report to the organization on the actions taken by the House of Delegates at each meeting;

**1.774** To disseminate to its membership information as to the actions taken by the House of Delegates at each meeting; and

**1.775** To provide information and data to this Society when requested.

### **1.78 Discontinuance of Representation**

Any request to discontinue representation of a subspecialty organization in the House of Delegates shall be referred to the Committee on Anesthesia Subspecialties for study and report to the House of Delegates, whereupon the House may take such action as it deems advisable except that a subspecialty society may withdraw its representation upon written notice to ASA.

**1.781** The Committee on Anesthesia Subspecialties may initiate action to discontinue the representation of a subspecialty organization in the House of Delegates by recommending such action to the Board of Directors and the House of Delegates, whereupon the House may take such action as it deems advisable.

**1.782** Discontinuance of representation by ASA shall require a vote of the House of Delegates by a 3/4 affirmative vote of those voting.

### **1.79 Subspecialty Organization Designations**

American Society of Critical Care Anesthesiologists

American Society of Regional Anesthesia and Pain Medicine

Society for Ambulatory Anesthesia

Society for Obstetric Anesthesia and Perinatology

Society for Pediatric Anesthesia

Society of Cardiovascular Anesthesiologists

Society of Neurosurgical Anesthesia and Critical Care

### **1.80 COMMITTEES**

#### **1.81 Purposes**

To accomplish the objectives of this Society, certain activities may be affected more expeditiously by delegating such activity to a committee consisting of members of this Society.

#### **1.82 Appointment**

The President, unless otherwise specified in these Bylaws, shall appoint members of committees to fill vacancies as they occur.

#### **1.83 Table of Organization**

All committees, except as provided in Section 6.06, shall be assigned to a Section of this Society and shall report to the Board of Directors and to the House of Delegates

through the Chair of the respective Sections and Divisions. The chair of each Section shall direct and coordinate the activities of the various committees included in this Section.

#### **1.84 Term of Office**

Committee members shall serve for three years, unless otherwise specified in these Bylaws, provided that the President may replace a committee member at the end of any year prior to the expiration of their term for any cause deemed sufficient, which cause shall be specified in writing. Staggered terms shall be created in the initial appointment of new committees by dividing the initial appointments as nearly equally as the numbers of members permit among three, two and one year terms. Members whose initial appointments were for terms of one or two years shall remain eligible for appointment to three full successive terms. Committee appointments shall be limited to three full successive terms unless otherwise stipulated in these Bylaws. After a lapse of one year or more in membership on a committee, a member is again eligible for appointment to that committee irrespective of the number of years of previous committee membership.

#### **1.85 Composition**

Each committee shall be composed of six members unless otherwise specified in these Bylaws. Adjunct, consultant, review and *ex officio* members may be appointed to a committee by the President for one-year terms.

**1.851** An adjunct member of a committee is a member of ASA and will have a vote on committee decisions.

**1.852** A consultant member of a committee is a nonmember of ASA and will not have a vote on committee decisions.

**1.853** A review member of a committee is an ASA member who reviews and compiles material for presentation at committee meetings and/or for analytic purposes. The appointee is not a voting member of the committee.

#### **1.854 Ex Officio Members**

An *ex officio* member shall serve by virtue of the office held and has the same rights, including a vote, as other committee members. This member shall not be obligated to attend meetings and shall not count in determining a quorum.

**1.86 Committee Chairs**

All appointments to committee chairs shall be for one year unless otherwise specified in these Bylaws. A Chair may be appointed for any number of successive one-year terms.

**1.87 Ad Hoc Committees**

The President may appoint ad hoc committees consistent with the Administrative Procedures. Such committees shall be limited to the tenure of office of the President appointing them.

**1.88 Committees of the House of Delegates**

The House of Delegates may create such committee or committees to plan, institute, and execute a program or activity of this Society. The members of such committee shall be appointed by the President and the committee shall report each year to the House of Delegates.

**TITLE II****EXECUTIVE OFFICE****2.00 ANNUAL MEETING**

**2.01** This Society shall, at a time and place to be determined by the Board of Directors, convene annually for the purpose of conducting necessary educational, scientific, fiscal and professional activities pursuant to the provisions contained in the Articles of Incorporation and these Bylaws.

**2.02** The Scientific Program shall be planned and executed by the Section on Annual Meeting which also shall cooperate in coordinating and integrating the activities of the other Sections of the Division of Scientific Affairs wishing to participate in the Annual Meeting.

**2.03 House of Delegates**

Pursuant to provisions of these Bylaws and to the Rules of Order of the House of Delegates, the House of Delegates shall convene to determine fiscal and professional policies of this Society, and to perform such other activities as provided in these Bylaws.

**2.05 EXECUTIVE OFFICE**

**2.06** An Executive Office shall be maintained by this Society for the administration of its affairs.

**2.07** The Executive Vice-President in Park Ridge and the Executive Vice-President in Washington, D.C. shall be the senior administrative officers and business managers of the Society.

**2.08** Administrative personnel and consultants shall be employed or retained as directed by the Executive Vice President in Park Ridge and/or Executive Vice President in Washington, D.C.

**2.09** The Executive Vice-President in Park Ridge and the Executive Vice-President in Washington, D.C. shall be under the director and supervision of the President.

**2.10 PRESIDENT'S COUNCIL ON EXECUTIVE OFFICE OVERSIGHT****2.11 Purpose**

The President's Council on Executive Office Oversight shall work with the President to plan, coordinate and oversee the affairs of the Society's Executive Offices subject to the directives and limitations set down by the Board of Directors or by the Administrative Council.

**2.12 Composition**

The President's Council on Executive Office Oversight shall be composed of the following:

- a. The President, President-Elect, Treasurer and Chair of the Committee on Administrative Affairs of the Board of Directors, each to serve for one year.
- b. Three Past Presidents of the Society appointed by the President-Elect in accordance with Section 1.84.
- c. The Immediate Past President and First Vice-President shall serve as adjunct members.

**2.13 Chair**

The Council shall elect its Chair and Vice-Chair annually following the Annual Meeting.

**2.14 Duties**

- a. To be responsible to the President for all matters concerning the management and operations of the Executive Offices of this Society.
- b. To recommend to the President any Administrative Procedures that should be presented to the Board of Directors to accomplish the above.

**TITLE III  
MEMBERSHIP**

**3.00 MEMBERSHIP**

Members of this Society shall recognize and comply with the “Guidelines for the Ethical Practice of Anesthesiology” of this Society and Principles of Medical Ethics of the American Medical Association. All members of this Society shall continuously meet the requirements of their particular category of membership and such other requirements as set forth in the Bylaws.

**3.10 Categories of Membership**

**3.11 Active Members**

**3.111** The active membership of this society shall consist of each Active member of a component society subject to the provisions of Section 1.341 hereof.

**3.112** Active members of this Society who, due to assignment of governmental service, practice outside the jurisdiction of any component society for two or more consecutive years may retain their Active membership as Active members at large.

**3.113** Active members of this Society who are Active members of a component society and who maintain permanent residence within said component society but who may practice *locum tenens* within the jurisdiction of other component societies during the calendar year.

**3.12 Affiliate Members**

The affiliate membership of this Society shall consist of two categories:

**A.** Members of a component society in the following categories:

**3.121** A physician not in the clinical practice of anesthesiology.

**3.122** A scientist, who, while not engaged in administering clinical anesthesia to humans, is nevertheless interested in anesthesiology.

**3.123** A physician who is in the service of the United States Government, including the Veterans Administration.

**3.124** A physician who resides outside the United States.

**B.** Physicians who are not members of a component society in the following categories:

**3.125** A physician who is in the service of the United States Government (other than those employed by the Veterans Administration).

**3.126** A physician employed by the Veterans Administration upon recommendation of the local component society.

**3.127** A physician who resides outside the United States.

**3.128 Application**

Each applicant as described in 3.125 and 3.126 shall file with the Secretary of this Society an application endorsed by (a) two Active or Affiliate members of this Society; and (b) the Secretary of the component society and/or Director in the location in which the applicant practices principally, if either exists. Each applicant as described in 3.127 shall file with the Secretary of this Society an application endorsed by two Active or Affiliate members of this Society, except that this requirement shall not apply when the applicant is a current ASA member who has relocated outside of the United States.

**3.129 Approval of Applications**

The Secretary of this Society shall present the applications to the Administrative Council for its consideration.

**3.13 Educational Members**

**3.131** An educational member shall be an anesthesiologist assistant, certified registered nurse anesthetist, a student anesthesiologist assistant or a student registered nurse anesthetist.

**3.132 Application**

Each applicant as described in 3.131 shall file with the Secretary of this Society an application endorsed by two active ASA members of this Society and signed statements subscribing to (a) the “Guidelines for the Ethical Practice of Anesthesiology” as that document relates to anesthesiologist assistants and (b) The Anesthesia Care Team statement as approved by the House of Delegates.

**3.133 Approval of Applications**

The Secretary of this Society shall present the applications to the Administrative Council for its consideration.

**3.14 Life Members**

Each Past President of this Society shall be a Life member.

**3.15 Honorary Members**

**3.151** A physician or a scientist who has attained outstanding eminence in anesthesiology or related fields.

**3.152** Nominations of Honorary members may be submitted by component societies or by members of ASA to the Chair of the Committee on Distinguished Service Award on approved forms, together with a current *curriculum vitae*, at least sixty (60) days prior to the August Board of Directors meeting. This committee shall review the names of nominees submitted and may make recommendations of candidates to the Board of Directors and House of Delegates.

**3.153** The nomination shall be submitted to the Board of Directors and the House of Delegates for approval.

**3.16 Retired Members**

**3.161** An individual who has been an Active and/or Affiliate member for 20 or more years and has retired from practice.

**3.162** An individual who has been an Active and/or Affiliate member for 20 or more years and has reached the age of 70 years.

**3.163** Active members of this society who are disabled and therefore unable to engage in the practice of their profession for one year or more, shall at their request be placed in retired membership status. When they resume active practice they must so notify the Executive Office and shall thereupon be reinstated as active members.

**3.164 Application**

The application shall be submitted to the Secretary of the local component society, who shall forward it to the Secretary of this Society.

**3.165 Approval of Applications**

The Secretary of this Society shall present the application to the Administrative Council for its consideration.

**3.17 Resident Members**

**3.171** A resident member shall be a physician in full-time training in an anesthesiology department whose core residency program is accredited by the Accreditation Council for Graduate Medical Education (ACGME) or The American Osteopathic Association.

**3.172** Each applicant shall file with the Secretary of this Society an application endorsed by the Director of the Training Program certifying compliance with Section 3.171. Following the receipt of such, the applicant shall be approved for Resident membership. A copy of the application shall be forwarded to the Secretary of the appropriate component society.

**3.173 Duration of Membership**

Membership in this category shall comply with Section 3.171. If the resident does not become a member of the component society within one year of the date of approval of the original application for such membership, that individual will be dropped from ASA membership.

**3.18 Medical Student Members**

**3.181** A medical student member shall be an individual in full-time training in a medical school approved by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association.

**3.182** Each applicant shall file with the Secretary of this Society an application endorsed by the chair of the department of anesthesiology certifying compliance with Section 3.181. In situations when there is no anesthesiology department at the applicant's Medical or Osteopathic School, an application can be endorsed by a representative of the student's College of Medicine or the ASA Secretary.

### **3.19 Privileges of Membership**

**3.191** Active members and Life members only shall have the right of voting and of holding office in this Society, except as otherwise provided by these Bylaws.

**3.192** Educational members shall be entitled to such educational benefits as approved by the House of Delegates. At the invitation of the President, educational members may (a) serve on ASA committees, or (b) attend Reference Committee hearings or meetings of the House of Delegates.

### **3.20 Dues**

**3.21** The amount of annual dues and application fees shall be determined by the Board of Directors subject to the approval of the House of Delegates and such earned fees or dues shall not be refundable.

**3.22** There shall be no annual dues or assessments required of Life, Honorary or Retired members.

**3.23** Annual dues are payable on January 1 of each year.

A member shall be deemed delinquent if the dues are unpaid by March 31; and, after notification, and if delinquent on May 1, the member shall be dropped from membership in this Society.

**3.24** A delinquent member may be reinstated by:

- Reapplying in the same category and same manner as an original application.
- Paying all dues and assessments (if any) in arrears.

### **3.30 Transfer of Members**

**3.31** Membership in one component society shall not be construed as a presumptive right to membership in another component society when a member transfers from one jurisdiction to another.

**3.32** Membership in this Society shall not be compromised in any manner by virtue of loss of component membership due to transfer from one component society to the jurisdiction of another, subject, however, to the limitations hereinafter contained in these Bylaws.

**3.321** After the expiration of one year from the date of original transfer, membership in this Society shall cease, unless transferee has been granted membership to a local component society.

**3.33** When a member of this Society transfers from one component society to the jurisdiction of another, the member shall, within a period of 180 days, apply for membership in the new component society.

**3.34** Membership in this Society shall continue for a maximum period of two years (as provided in Section 3.30 et seq.) unless the component society notifies this Society:

- That the transferee has failed to file application for membership in the new component society in the 180-day period as in Section 3.33.
- That the application for membership has been disapproved by the local component society.

### **3.35 Membership Discipline**

A member of this Society may be subjected to censure, suspension or expulsion on the grounds and pursuant to the procedures set forth in Title VIII of these Bylaws. The Society shall not accept the purported resignation of a member against whom a complaint has been filed under such Title until the proceedings resulting from the complaint shall have been finally completed.

## **TITLE IV**

### **THE ADMINISTRATION OF THE SOCIETY**

#### **4.00 ADMINISTRATIVE COUNCIL**

##### **4.01 General**

Subject to the direction of the Board of Directors, the Administrative Council and the Executive Committee thereof shall exercise those powers specified in Section 4.05 in the interim between meetings of the Board.

##### **4.02 Composition**

The Administrative Council shall be composed of the officers of the Society. There shall also be an Executive Committee of the Administrative Council, consisting of the President, President-Elect and First Vice-President.

##### **4.03 Chair**

The President shall serve as Chair of the Council and of the Executive Committee. The First Vice-President shall serve as Vice-Chair of the Council.

**4.04 Meetings**

Meetings of the Council shall be held no less than four times per year. Meetings of the Executive Committee shall be held upon call of the President. A majority of the voting members of each respective body shall constitute a quorum.

**4.05 Powers**

**4.051** The Council and Executive Committee shall expedite, execute and administer the policies adopted by the House of Delegates and the previous actions and directions of the Board.

**4.052** The Council shall prepare a financial budget for each fiscal year and present such budget to the Board of Directors.

**4.053** The Council shall be the planning body of the Society and shall:

- a. Direct, administer and coordinate the activities of the Divisions of the Society.
- b. Study and make recommendations concerning the long-range objectives of the Society and the resources, programs and organizational structure by which the Society attempts to reach them.
- c. Serve as a focal point for the planning activities of the Society and stimulate and coordinate planning activities throughout the Society.
- d. Study, or cause to be studied, medicine and the environment in which the Society must function and transmit the conclusion of these studies, in the form of recommendations, to the Board of Directors for distribution to appropriate decision-making centers throughout the Society, particularly the House of Delegates.

**4.054** To the extent not inconsistent with Society policies adopted by the House of Delegates or with actions or directions of the Board, the Council shall exercise the full powers of the Board of Directors in the interim between meetings of the Board of Directors, including but not limited to the expenditure of funds for

emergency purposes, with all such actions reported to the Board of Directors. The Administrative Council shall not:

- a. Fill an elected office vacancy or determine any other question of succession to an elected office.
- b. Appoint members of the Judicial Council or take any action regarding cases referred for disposition by the Judicial Council.

**4.055** To the extent not inconsistent with Society policies adopted by the House of Delegates or with actions or directions of the Board, at the discretion of the President, the Executive Committee shall, when necessary, determine, adopt, publish and implement positions or statements on behalf of the Society deemed by it to be in the best interest of the members of the Society. All such actions should be reported to the Board of Directors.

**4.056** The Council (or, at the discretion of the President, the Executive Committee) shall retain professional consultants when it determines such action to be necessary.

**4.06 Reports**

Through the President or other appropriate officer of the Society, the Council and Executive Committee shall report their actions to the Board of Directors at the Board's next meeting.

**4.10 SECTION ON FISCAL AFFAIRS****4.11 Purpose**

The Section on Fiscal Affairs shall plan and coordinate the financial affairs of the Society.

**4.12 Composition**

The Section on Fiscal Affairs shall be composed of the following:

- a. Treasurer
- b. Assistant Treasurer
- c. Members of the Committee on Finance of the Board of Directors

**4.13 Chair**

The Treasurer shall act as Chair and the Assistant Treasurer shall act as Vice-Chair of this Section.

#### 4.14 Duties

The Section on Fiscal Affairs shall be responsible to the Administrative Council and the Board of Directors for all matters concerning the fiscal affairs of this Society.

### TITLE V

## ADMINISTRATIVE AFFAIRS OF THE SOCIETY

### 5.00 DIVISION OF ADMINISTRATIVE AFFAIRS

#### 5.01 Purpose

The Division of Administrative Affairs shall plan, direct and coordinate the administrative and representational activities of the Society, subject, however, to the directives and limitations set down by the Board of Directors or by the Administrative Council.

#### 5.02 Composition

The Division of Administrative Affairs shall be composed of the First Vice-President and the Chairs of the following Sections:

- a. Section on Administration
- b. Section on Representation

#### 5.03 Powers and Limitations

The Division shall function under the direction of the Administrative Council and the Board of Directors and its actions shall be subject to review by the Administrative Council and by the Board at their next meetings. The Division shall have no policymaking power. The Division shall expedite, execute and administer the Board's previous actions and directions.

#### 5.04 Meetings

Meetings of the Division of Administrative Affairs are to be held upon the call of the President or the First Vice-President.

#### 5.05 Chair

The First Vice-President shall serve as Chair of the Division.

### 5.10 SECTION ON ADMINISTRATION

#### 5.11 Purpose

The Section on Administration shall plan, direct and coordinate the administrative functions of the Society.

### 5.12 Composition

The Section on Administration shall be composed of the Chairs of the following:

- a. Committee on Bylaws
- b. Committee on Communications
- c. Committee on Distinguished Service Award
- d. Committee on Electronic Media and Information Technology
- e. Committee on Information Management
- f. Committee on Membership
- g. Committee on *NEWSLETTER*

#### 5.13 Chair

The Secretary shall serve as Chair of the Section on Administration.

### 5.20 Committee on Bylaws

#### 5.201 Composition

The Speaker and Vice-Speaker of the House of Delegates shall be *ex officio* members. (See Section 1.85).

#### 5.202 Duties

- a. To review annually the Bylaws of this Society.
- b. To interpret these Bylaws as requested by Committees, Officers, Delegates or Directors of this Society.
- c. To recommend amendments to the Bylaws according to needs suggested to the Committee by Officers, Committees, Directors and official action of the House of Delegates.
- d. To review the current Bylaws of the component societies and in concert with the component societies and the President, to assure conformity with these Bylaws.

### 5.21 Committee on Communications

#### 5.211 Composition

See Section 1.85.

The Editor of the *NEWSLETTER* shall be an adjunct member.

**5.212 Duties**

This committee shall provide avenues of communication among members of this Society and the public according to the policies of the Board of Directors, including, but not limited to:

- a. Editing and publishing pamphlets and brochures of the Society.
- b. Conducting a Journalism Award Program at the discretion of the committee.

**5.22 Committee on Distinguished Service Award****5.221 Composition**

The committee shall consist of the past two recipients of the Distinguished Service Award, the Immediate Past President, the individual who most recently served as the Immediate Past President, the Vice-President for Professional Affairs and the Vice-President for Scientific Affairs.

The Chair shall be the individual who most recently has served as Immediate Past President.

**5.222 Duties**

The Distinguished Service Award may be given to an ASA member for outstanding clinical, educational or scientific achievement or contributions to the specialty and/or exemplary service to the Society. Nominations for the Award may be submitted by component societies or by members of ASA to the Chair of the Distinguished Service Award Committee on approved forms, together with a current *curriculum vitae*, no less than sixty (60) days prior to the Annual Meeting of the Board of Directors of this Society. This committee shall meet at the Annual Meeting of the ASA Board of Directors to discuss and to review the names of nominees submitted and to recommend to the House of Delegates the name of no more than one candidate. No officer of this Society shall be eligible for selection. Selection of a candidate shall require a 2/3 vote of the full committee.

Should the committee select a candidate to enter into nomination in the House of Delegates such name

shall not be disclosed until placed in nomination before the House of Delegates.

Final selection of the recipient of the Distinguished Service Award shall be made by the House of Delegates by secret ballot and shall require a 2/3 vote of those seated in the House.

See Section 3.152, Honorary Members. This committee shall review the names of nominees for Honorary membership submitted and may make recommendations of candidates to the Board of Directors and House of Delegates.

**5.223**

In the event of the death or resignation of a member of this committee, the President of this Society shall appoint a replacement to fill out the unexpired term. If possible, a Past President shall be appointed to fill a vacancy among Past President members and a Distinguished Service Award recipient appointed to fill a vacancy among DSA members.

**5.23 Committee on Electronic Media and Information Technology****5.231 Composition**

See Section 1.85.

**5.232 Duties**

- a. To make ASA a leader in information resources.
- b. To examine issues such as intellectual property and copyright law, content rating and privacy, to formulate recommendations or specify actions that the Society can take to protect itself and its publications under copyright law, and to educate the membership through white papers and articles.
- c. To provide technical expertise to committees that need help with a specific problem related to computing, and to launch pilot projects in cooperation with other committees.
- d. To work with other committees to introduce the membership to computers by developing educational material and through Refresher Course lectures,

Regional Refresher Courses and workshop sessions, and to give ASA members a skill that will help them not only at work and at meetings, but also in many other facets of their lives.

## **5.24 Committee on Information Management**

### **5.241 Composition**

One member of the Committee on Economics, one member of the Committee on Electronic Media and Information Technology, one member of the Committee on Physician Resources, one member of the Committee on Practice Management and one member of the Committee on Quality Management and Departmental Administration shall serve as adjunct members of this committee.

### **5.242 Duties**

- a. To assure the confidentiality and security of data collection, analyses and reports.
- b. To control the access to data analyses and reports.
- c. To develop mechanisms to provide quality control for data collection, analysis and reporting.
- d. To coordinate and prioritize data collection, analyses and reports.
- e. To assess the financial impact of data collection requests and make recommendations to the Board of Directors and House of Delegates.

## **5.25 Committee on Membership**

### **5.251 Composition**

See Section 1.85.

The Secretary shall be a member and shall be Chair. The Assistant Secretary and the Chair of the Committee on Residents and Medical Students shall serve as adjunct members.

### **5.252 Duties**

- a. To encourage qualified persons to apply for membership in this Society.
- b. To cause to be maintained an accurate roster of the membership of this Society.

- c. To investigate why former member anesthesiologists fail to renew membership in this Society and why other eligible anesthesiologists do not belong to this Society.
- d. To study the needs of members and determine how the Society can better serve those needs.

## **5.26 Committee on NEWSLETTER**

### **Editorial Board, NEWSLETTER**

#### **5.261 Composition**

An Editor and five Associate Editors. The Chair of the Committee on Communications shall be an adjunct member. The Editor shall be Chair of the Editorial Board, *NEWSLETTER*. See Section 1.85.

#### **5.262 Duties**

- a. Plan, organize and publish a newsletter that shall be an official publication of this Society.
- b. The Editor shall edit and oversee the compilation, publication and distribution of the *NEWSLETTER*.

## **5.30 SECTION ON REPRESENTATION**

### **5.31 Purpose**

The Section on Representation shall plan and coordinate the internal and external representational affairs of the Society.

### **5.32 Composition**

The Section on Representation shall be composed of the Chairs of the following:

- a. Committee on Representation to the American Medical Association
- b. Committee on Anesthesia Care Team
- c. Committee on Anesthesia Subspecialties
- d. Committee on Professional Diversity
- e. Committee on Residents and Medical Students
- f. Committee on Uniformed Services and Veterans' Affairs
- g. Committee on Representation to the World Federation of Societies of Anaesthesiologists
- h. Committee on Young Physicians
- i. Committee on Anesthesiologist Assistant Education and Practice
- j. Global Humanitarian Outreach

**5.33 Chair**

The Assistant Secretary shall serve as Chair of the Section on Representation.

**5.34 Committee on Representation to the American Medical Association****5.341 Composition**

The members of this committee shall be the same members representing this Society on the AMA Delegation on Anesthesiology.

**5.342 Duties**

This committee shall maintain liaison with AMA and participate as necessary in AMA activities, including appropriate nominations to AMA-sponsored organizations.

**5.343 Term of Office**

Committee appointments shall be for terms of two years each.

**5.344** The AMA Delegation will elect the Chair of the Section Council and the Chair of the Delegation at two-year intervals.

**5.345** The Delegation Chair will represent the Section Council and the Delegation at the ASA Board of Directors.

**5.35 Committee on Anesthesia Care Team****5.351 Composition**

See Section 1.85.

**5.352 Duties**

- a. To maintain liaison with the organizations representing other members of the anesthesia care team.
- b. To make recommendations concerning the development of policies relating to other members of the anesthesia care team.
- c. To advise and assist in the development of educational programs of value to members of the anesthesia care team.

**5.36 Committee on Anesthesia Subspecialties****5.361 Composition**

See Section 1.85.

Each subspecialty organization with a delegate in the House of Delegates shall be represented on the Committee with either a regular or

adjunct member. The Committee subspecialty representatives shall be appointed by the President after consultation with the proposed representative's parent organization.

**5.362 Duties**

- a. To maintain liaison between ASA and the various societies of anesthesiology.
- b. To promote input from the various subspecialty societies to the committees and in the program of the ASA Annual Meeting and other ASA educational activities.
- c. To nominate subspecialty organizations to the House of Delegates for delegate (alternate delegate) representation (Section 1.74).
- d. To review periodically the appropriateness of the subspecialty organization representation in the House of Delegates (Section 1.73).

**5.37 Committee on Professional Diversity****5.371 Composition**

See Section 1.85.

**5.372 Duties**

- a. To facilitate more equitable participation and diverse leadership in ASA activities.
- b. To address issues that affect members' professional development and career satisfaction.
- c. To promote an environment that encourages personal well-being and contentment as caring physicians, productive professionals and responsible family members.

**5.38 Committee on Residents and Medical Students****5.381 Composition**

See Section 1.85.

**5.382 Duties**

This committee shall act as liaison with academic anesthesiology organizations and other organizations concerned with graduate and undergraduate education.

**5.39 Committee on Uniformed Services and Veterans' Affairs**

**5.391 Composition**

See Section 1.85.

**5.392 Duties**

- a. To serve as an avenue of communication between its members and with the Society and the civilian community.
- b. To serve as a focal point for planning the future welfare of the anesthesiologist in the employ of the government.
- c. To coordinate and plan an educational forum with the Section on Annual Meeting for the benefit of the Uniformed Services and Veterans' Administration anesthesiologists.

**5.40 Committee on Representation to the World Federation of Societies of Anaesthesiologists**

**5.401 Composition**

The committee shall consist of the delegates and alternate delegates of WFSA.

**5.402 Delegation to the General Assembly of the WFSA**

**5.402.1 Delegates**

- a. ASA President
- b. ASA President-Elect
- c. WFSA Delegation Secretary
- d. Chair of ASA Committee on Representation to WFSA
- e. Chair of ASA Committee on Global Humanitarian Outreach [GHO]
- f. WFSA Officers
- g. Members of Committees of WFSA

**5.402.2 Alternate Delegates**

ASA Members who have expressed an interest in WFSA activities to the Committee Chair and who expect to attend the World Congress.

**5.402.3 Delegation Officers**

- a. Chair – ASA President
- b. Vice-Chair – ASA President-Elect
- c. Secretary – Member of the ASA Committee on Representation to WFSA who is appointed by the ASA President-Elect

**5.402.4 Nominations for Alternate Delegates to the WFSA General Assembly**

- a. Nominations will be made by the nominating committee which consists of the President-Elect, WFSA Committee Chair and GHO Committee Chair.
- b. Nominations for as many alternates as are required will be submitted to a Board of Directors meeting no less than two years prior to the meeting of the World Congress.

**5.402.5 Additional Delegates**

Any ASA member present at the World Congress may be appointed as a delegate by the Delegation Chair should a vacancy occur and elected if an alternate delegate is not available to fill it.

**5.402.6 Delegates Seated in the General Assembly**

- a. The maximum number of seated delegates in the General Assembly session is as determined by the WFSA

- b. The seating of the alternate delegates will be at the discretion of the Delegation Chair.

#### 5.403 Term of Office

- a. Delegates serve as *ex officio* and are limited to their respective terms of office.
- b. Alternate delegates shall be for four years

#### 5.404 Duties

- a. The delegates shall be the ASA representatives to WFSA and at the World Congress.
- b. The Chair will serve as the official liaison to WFSA between World Congresses.
- c. ASA members serving as WFSA officers and/or on WFSA committees will report to the Chair.
- d. The Chair will work closely with the GH0 Committee Chair to coordinate global education, training and support services by the ASA and WFSA.
- e. The Chair will be responsible for identifying and mentoring ASA members who may eventually serve in WFSA leadership positions.
- f. The Chair or designee will submit an annual report to the House of Delegates, a report to the Board of Directors meeting following the World Congress, *NEWSLETTER* articles and other reports as requested by ASA.

#### 5.41 Committee on Young Physicians

##### 5.411 Composition

See Section 1.85.

Committee members shall be less than 40 years of age or within the first eight years of practice. Two of these members shall be the ASA Delegate and Alternate Delegate to the AMA Young Physicians Section.

##### 5.412 Duties

- a. To promote young physician membership and involvement in this Society and encourage

involvement in the component and subspecialty societies.

- b. To promote and assist in the development of educational programs to address the needs of young physicians.
- c. To serve as a focus for the discussion of young physician issues, and to keep young physician members informed of the issues.
- d. To maintain liaison with the AMA Young Physicians Section.

#### 5.42 Committee on Anesthesiologist Assistant Education and Practice

##### 5.421 Composition

The committee shall be composed of two (2) physician co-directors of Anesthesiologist Assistant Education Programs, two (2) Anesthesiologist Assistant co-directors of Anesthesiologist Assistant Education Programs and two (2) ASA members with interest and expertise in the education and practice of AAs.

In addition, the president of the Association for Anesthesiologist Assistant Education (AAAE), one ASA representative to the Accreditation Review Committee on Education for the Anesthesiologist Assistant (ARC-AA), the president of the American Academy of Anesthesiologist Assistants (AAAA) shall serve as adjunct members. One member or adjunct member of the committee shall also be a Commissioner for the National Commission for the Certification of Anesthesiologist Assistants (NCCAA).

#### 5.43 Committee on Global Humanitarian Outreach

##### 5.431 Composition

See Section 1.85.

- a. Members experienced in the ASA's Overseas Anesthesia Teaching Program [OTP] and other global humanitarian healthcare organizations.

- b. Members serving in leadership positions of the World Federation of Societies of Anaesthesiologists [WFSA] in consultation with the Committee Chair and the WFSA Committee Chair.

#### **5.432 Duties**

- a. To assist in coordinating activities by ASA members to provide anesthesia training and education to select areas in need throughout the world through OTP and other programs.
- b. To maintain and coordinate the OTP.
- c. To facilitate ASA's collaboration with global humanitarian outreach activities of WFSA and other organizations including the American College of Surgeons.
- d. To encourage and provide opportunities for ASA members to teach in underserved areas of the world.

### **TITLE VI**

## **SCIENTIFIC ACTIVITIES OF THE SOCIETY**

### **6.00 DIVISION OF SCIENTIFIC AFFAIRS**

#### **6.01 Purpose**

The Division of Scientific Affairs shall plan, direct and administer the educational and scientific activities of the Society, subject, however, to the directives and limitations set down by the Board of Directors or by the Administrative Council.

#### **6.02 Composition**

The Division of Scientific Affairs shall be composed of the Vice-President for Scientific Affairs and the Chairs of the following Sections:

- a. Section on Education and Research
- b. Section on Journals
- c. Section on Annual Meeting
- d. Section on Clinical Care
- e. Section on Society Subspecialties

#### **6.03 Powers and Limitations**

The Division shall function under the direction of the Administrative Council and the Board of Directors and its actions shall be subject to

review by the Administrative Council and by the Board at their next meetings. The Division shall have no policymaking power. The Division shall expedite, execute and administer the Board's previous actions and directions.

#### **6.04 Meetings**

Meetings of the Division of Scientific Affairs are to be held upon the call of the President or the Vice-President for Scientific Affairs.

#### **6.05 Chair**

The Vice-President for Scientific Affairs shall serve as Chair of the Division.

#### **6.06 Committee on Professional Education Oversight**

##### **6.061 Composition**

The committee shall be composed of the:

- a. Vice-President for Scientific Affairs, who shall serve as Chair
- b. Chair, Section on Journals (i.e., Editor-in-Chief)
- c. Chair, Section on Annual Meeting
- d. Chair, Section on Clinical Care
- e. Chair, Section on Education and Research
- f. Chair, Section on Society Subspecialties
- g. Chair, Section on Fiscal Affairs
- h. Chair, Section on Professional Practice
- i. Chair, Committee on Outreach Education
- j. Chair, Web Site Editorial Board

##### **6.062 Duties**

- a. To evaluate the goals and objectives of ASA educational activities as articulated in the Educational Mission Statement to ensure they are consistent with ASA's overall Mission, Strategic Plan, needs of the membership and external influences.
- b. To assess and evaluate the educational needs of membership that underlie professional practice gaps.

- c. To coordinate ASA's CME activities, ensuring compliance, including documentation, with the Accreditation Council for Continuing Medical Education's Essentials and Guidelines.
- d. To periodically review and evaluate ASA's CME activities and programs to ensure they are consistent with member's needs and the Educational Mission.
- e. To develop, review and approve new CME activities as needed to fill identified member educational needs.
- f. To ensure that documentation of compliance with Accreditation Council for Continuing Medical Education's Essentials and Guidelines is maintained for all jointly sponsored educational activities.

## 6.10 SECTION ON EDUCATION AND RESEARCH

### 6.11 Purpose

The Section on Education and Research shall plan, direct, administer and evaluate specific educational activities of this Society, subject, however, to the directives and limitations set down by the Division of Scientific Affairs.

### 6.12 Composition

The Section on Education and Research shall be:

- a. Committee on Excellence in Research
- b. Committee on Outreach Education
- c. Committee on Research
- d. Editorial Board for Refresher Course Publication
- e. Editorial Board for the Self-Education and Evaluation Program
- f. Web Site Editorial Board
- g. Editorial Board for the Anesthesiology Continuing Education Program
- h. Committee on Simulation Education
- i. Editorial Board for the Anesthesia Patient Safety Continuing Education Program

### 6.13 Chair

The President shall appoint a Chair of the Section on Education and Research annually.

## 6.14 Committee on Excellence in Research

### 6.141 Composition

- a. The committee shall be composed of nine members. Each member must have an active faculty appointment in an academic department of anesthesiology.
- b. The chair shall be the current Editor-in-Chief of the journal *Anesthesiology*.
- c. If the criteria in 6.141.a are met, members of the committee shall include the two most recent former Editors-in-Chief of the journal *Anesthesiology*, the three most recent recipients of the Award for Excellence in Research in Anesthesiology and three additional members of the academic anesthesia community.
- d. Committee members, including the chair, shall not participate in the discussion or selection process if there is any conflict of interest relative to any active candidate. The determination of whether a conflict exists will be made by the committee chair or, in the event of a conflict involving the chair, by the committee as a whole.
- e. If the current Editor-in-Chief is excluded in any given year due to a conflict of interest, the most recent past Editor-in-Chief will temporarily serve as the committee chair.

### 6.142 Duties

- a. To and maintain guidelines and criteria:
  - i. for an Award for Excellence in Research to be awarded to a career scientist with major contributions to anesthesiology.
  - ii. for a Presidential Scholar Award to be awarded to a young scientist with significant contributions to anesthesiology.

- b. To identify individuals with significant contributions to scientific and anesthesia-related research as candidates for these awards and to submit to ASA Headquarters annually the names of individuals selected for these awards.

#### **6.15 Committee on Outreach Education**

##### **6.151 Composition**

See Section 1.85.

##### **6.152 Duties**

- a. To investigate the wishes and needs of the membership for educational offerings by ASA.
- b. To plan and supervise the format, development, presentation and evaluation of these educational outreach programs.

#### **6.17 Committee on Research**

##### **6.171 Composition**

See Section 1.85.

##### **6.172 Duties**

- a. This committee shall encourage residents in anesthesiology to conduct research and to submit formal papers, thereon, and shall judge papers and present awards in a manner consistent with Administrative Procedures 12.10.10.
- b. This committee shall endeavor to extend and improve anesthesiology, by improving and extending facilities for research and by encouraging institutions and individuals to pursue research in anesthesiology and related fields.
- c. This committee shall act as a liaison committee with the various other research institutions, committees or agencies.

#### **6.18 Editorial Board for Refresher Course Publication**

##### **6.181 Composition**

The Editorial Board for the Refresher Course Publication shall be composed of an Editor-in-Chief and two Editors who shall be active members of this Society.

##### **6.182 Duties**

The Editorial Board for the Refresher Course Publication shall produce and edit the Refresher Course Publication for this Society.

##### **6.183 Terms of Office—Editorial Boards**

The terms of office of each member of the Editorial Board for the Self-Education and Evaluation Program, the Editorial Board for Refresher Course Publication, the Editorial Board for the Anesthesiology Continuing Education Program and the Web Site Editorial Board shall be for three years (except for Resident members who shall serve a one-year term) and shall commence at the close of the Annual Meeting of this Society in the year in which the member was elected.

##### **6.184 Election—Editorial Boards** (See Sections 6.181 and 6.191.)

**6.185** An Editorial Board shall select the names of one or more active members of this Society as nominees to fill each vacancy on the Editorial Board.

**6.186** Such list of nominees shall be submitted to the Secretary of this Society at least thirty (30) days prior to the Annual Meeting of the Board of Directors.

**6.187** The Board of Directors shall at its Annual Meeting elect members of an Editorial Board from such list of nominees.

**6.188** Provided, however, that the Board of Directors may at its discretion, add the names of additional nominees to those names submitted by an Editorial Board.

#### **6.19 Editorial Board for the Self-Education and Evaluation Program (SEE)**

##### **6.191 Composition**

The Editorial Board for the SEE Program shall be composed of an Editor-in-Chief and eleven (11) Editors, all of whom shall be active members of this Society.

##### **6.192 Duties**

The Editorial Board for the SEE Program shall plan, produce and evaluate self-examination and evaluation programs for this Society.

**6.20 Web Site Editorial Board****6.201 Composition**

The Web Site Editorial Board shall be composed of an Editor-in-Chief and five Editors, all of whom shall be active members of this Society (except the Resident Component Governing Council Editor). The Editorial Board shall include one member from the Committee on Electronic Media and Information Technology, the Committee on Communications, the Committee on Outreach Education, the Resident Component Governing Council and the Committee on Information Management.

**6.202 Duties**

The Web Site Editorial Board shall plan, recommend and evaluate content for the ASA Web Site.

**6.21 Editorial Board for the Anesthesiology Continuing Education Program (ACE)****6.211 Composition**

The Editorial Board for the ACE Program shall be composed of an Editor-in-Chief and a maximum equivalent of 10 full-time editors at any one time during the year, all of whom shall be active members of this Society.

**6.211.1** The Editor-in-Chief, in consultation with the Chair of the Section on Education and Research and the Vice-President for Scientific Affairs, may appoint two half-time editors to fill one editor's position.

**6.211.2** Appointments of full-time and half-time editors shall be subject to approval by the Board of Directors at the Board's Annual meeting.

**6.212 Duties**

The Editorial Board for the ACE Program shall plan, produce and evaluate self-educational tools for maintenance of certification and lifelong learning.

**6.213 Term of Office**

The terms of office of the members of this Editorial Board shall vary from six months to three years, depending upon their editorial responsibilities.

**6.22 Committee on Simulation Education****6.221 Purpose**

To define, identify and promote quality simulation education opportunities for continuing education for its membership.

**6.222 Composition**

See section 1.85

The committee should be composed of individuals with simulation expertise and diversified backgrounds from military, private practice and government entities, as well as nonphysician ASA members who are simulation educators.

**6.223 Duties**

- a. To facilitate the use of simulation continuing medical education.
- b. To oversee the ASA Simulation Registry.
- c. To maintain the Simulation Education Web site as an official subset of the ASA Web site.
- d. To establish and revise criteria and processes for Simulation Program Approval.
- e. To review and approve Simulation Programs.
- f. To conduct an educational needs assessment regarding the development of Endorsed Courses.
- g. To seek evidence-based validation of simulation education.
- h. To promote interdisciplinary efforts to improve patient safety.

**6.23 Editorial Board for the Anesthesia Patient Safety Continuing Education (APSCE) Program****6.231 Composition**

The Editorial Board for the APSCE Program shall be composed of an Editor-in-Chief and a maximum of six editors at any one time during the

year, all of whom shall be active members of this Society.

**6.232 Duties**

The Editorial Board for the APSCE Program shall plan, produce and evaluate continuing education modules that address patient safety issues that that can be used to fulfill the patient safety education requirements established by the American Board of Anesthesiology for its Maintenance of Certification in Anesthesiology (MOCA) program.

**6.233 Terms of Office**

The term of office of the members of this Editorial Board shall vary from one to three years, depending upon their editorial responsibilities.

**6.30 SECTION ON JOURNALS**

This Society shall sponsor and cause to be published by the Editorial Board, Journals, scientific journals and other publications which shall contain articles concerning the study and practice of anesthesiology, subject, however, to the provisions of Section 1.22.a.

**6.31 Composition and Duties—Editorial Board, Journals**

**6.311** Unless otherwise determined by the Board of Directors, the Editorial Board, Journals, shall be composed of the Editor-in-Chief and 13 Editors of the journal, *Anesthesiology*.

**6.312** The Editorial Board, Journals, shall edit, supervise and cause to be published and distributed to all members of this Society the journal, *Anesthesiology*, and other journals and publications approved by the Board of Directors.

**6.32 Annual Report**

**6.321** The Editorial Board, Journals, shall submit an annual report to the Board of Directors, which shall contain a detailed summary of all activities and affairs of the Editorial Board, Journals, including the journal, *Anesthesiology*, and any publications under its responsibilities.

**6.322** In addition, the Editorial Board, Journals, shall furnish to the Board of Directors upon demand any other information requested by this Society.

**6.40 SECTION ON ANNUAL MEETING**

**6.41 Purpose**

The Section on Annual Meeting shall plan, direct, administer and evaluate the annual scientific meeting of this Society, subject, however, to the directives and limitations set down by the Division of Scientific Affairs.

**6.42 Composition**

The Section on Annual Meeting shall be composed of the Chairs of the following committees and one member of the Editorial Board, Journals, who shall serve *ex officio*:

- a. Committee on Annual Meeting Oversight
- b. Educational Track Subcommittees
- c. Committee on Annual Meeting Sites
- d. Committee on Art Exhibits
- e. Committee on Local Arrangements
- f. Committee on Problem-Based Learning Discussions
- g. Committee on Scientific and Educational Exhibits
- h. Scientific Advisory Committee
- i. Exhibitor Advisory Committee

**6.43 Chair**

The President shall appoint a Chair, First Vice-Chair and Second Vice-Chair of the Section on Annual Meeting annually. The Chair shall report to the Board of Directors at its meeting and upon request of the President.

**6.44 Committees of the Annual Meeting**

Members of Annual Meeting committees shall serve for a term of one year to coincide with the term of office of the President. No member of Annual Meeting committees shall serve as an adjunct member unless otherwise specified. The number of members of Annual Meeting committees shall be determined by the President-Elect.

**6.45 Committee on Annual Meeting Oversight**

**6.451 Composition**

The committee shall be composed of:

- a. Chair of the Section on Annual Meeting, who shall serve as Chair.

- b. First Vice-Chair of the Section on Annual Meeting.

The First Vice-Chair will have the specific duty of communication with other ASA Committees and the anesthesiology subspecialty societies for nominations to the Educational Track Subcommittees.

- c. Second Vice-Chair of the Section on Annual Meeting
- d. Immediate Past Chair of the Section on Annual Meeting
- e. Vice-President for Scientific Affairs
- f. Chair, Scientific Advisory Committee
- g. Chair, Committee on Problem-Based Learning Discussions
- h. Chairs of the Educational Track Subcommittees
- i. Assistant Treasurer
- j. Chair, Committee on Scientific and Educational Exhibits

#### **6.452 Duties**

The duties of the Committee on Annual Meeting Oversight include but are not limited to the following:

- a. To determine and develop policies for implementing a three-year Annual Meeting curriculum that includes subject matter from all anesthesiology subspecialties.
- b. To assure that educational sessions address the six Core Competencies for physicians as defined by the American Board of Medical Specialties (ABMS) and the Accreditation Council for Graduate Medical Education (ACGME).
- c. To review and refine the Annual Meeting curriculum content based on expert opinion and meeting attendee evaluations.
- d. To integrate current scientific and clinical information into the Annual Meeting.

- e. To allocate subject matter to the Educational Track Subcommittees for inclusion in learning tracks.

- f. To coordinate interdisciplinary educational sessions with the Chairs of the Educational Track Subcommittees.

- g. To monitor the effectiveness of the Educational Track Subcommittees.

- h. To communicate with other ASA committees for potential subjects for educational sessions.

- i. Provide fiscal oversight of the Annual Meeting.

#### **6.46 Executive Committee of Annual Meeting Oversight Committee**

##### **6.461 Composition**

The Executive Committee shall consist of the following members:

- a. Chair of the Section on Annual Meeting who will serve as Chair of the Executive Committee
- b. First Vice-Chair of the Section on Annual Meeting
- c. Second Vice-Chair of the Section on Annual Meeting
- d. Immediate Past Chair of the Section on Annual Meeting

##### **6.462 Duties**

In consultation with Educational Track Subcommittees, this committee shall:

- a. Determine curriculum for the Annual Meeting.
- b. Determine policy.
- c. Assign meeting space and time for educational activities including learning tracks.

#### **6.47 Educational Track Subcommittees**

##### **6.471 Number**

The number of Educational Track Subcommittees shall be determined by the Committee on Annual Meeting Oversight in adequate time for selections to be made by the President-Elect.

**6.472 Content**

The Committee on Annual Meeting Oversight shall identify specific scientific and/or clinical content areas for each Educational Track Subcommittee to include learning tracks.

**6.473 Composition**

- a. Chair selected by the President-Elect.
- b. Four regular members.
- c. Chair(s) of relevant Scientific Paper Subcommittee(s) who shall serve *ex officio*.

**6.474 Term of Office**

The term of office shall be three years except that the initial appointments to each newly formed Educational Track Subcommittee shall be as described in Bylaws 1.84.

**6.475 Duties**

- a. Planning a cohesive, integrated learning track for the scientific and/or clinical content assigned by the Committee on Annual Meeting Oversight.
- b. Planning and organizing the educational content and format of all sessions of the learning track.

**6.48 Committee on Annual Meeting Sites**

**6.481 Composition**

This committee shall be composed of three members, one of whom shall be the First Vice-President who shall serve as Chair. The two other members shall each serve for two years.

**6.482 Duties**

It shall be the function of this committee to receive, by the first day of January of each year, proposals from members of the Board of Directors of cities for consideration as Annual Meeting sites. This committee will recommend to the Board of Directors, at its next meeting, the names of cities to be surveyed. Upon approval of the Board of Directors this committee will conduct its survey and report to the Annual Meeting of the Board of Directors.

**6.49 Committee on Art Exhibits**

**6.491 Composition**

See Section 6.44.

**6.492 Duties**

This committee shall approve and select for exhibition at the Annual Meeting works of art by members of this Society or members of their immediate family.

**6.50 Committee on Local Arrangements**

**6.501 Composition**

This committee shall be composed of members of the local component society in the state in which the meeting is held. (See Section 6.44.)

**6.502 Duties**

This committee shall assist in planning, arranging, and supervising local arrangements for the Annual Meeting.

**6.51 Committee on Problem-Based Learning Discussions**

**6.511 Composition**

See Section 6.44.

**6.512 Duties**

This committee shall plan and supervise the format, development, presentation and evaluation of the Problem-Based Learning Discussions program and shall foster the recruitment and training of problem case discussion faculty members.

**6.52 Committee on Scientific and Educational Exhibits**

**6.521 Composition**

See Section 6.44.

**6.522 Duties**

This committee shall select and approve scientific exhibits for presentation at the Annual Meeting.

**6.53 Scientific Advisory Committee**

**6.531 Composition**

The Scientific Advisory Committee shall be composed of the Chairs of each of the Scientific Paper subcommittees.

**6.532 Chair**

The President shall appoint the Chair of the Scientific Advisory Committee.

**6.533 Duties**

This committee shall plan, direct and supervise the original scientific research presented at the Annual Meeting, advise the Committee on Annual Meeting Oversight on the scientific content of the Annual Meeting and advise the President-Elect on appointments for membership to the Scientific Papers subcommittees.

**6.54 Exhibitor Advisory Committee****6.541 Composition**

The Exhibitor Advisory Committee shall be composed of the following members:

- a. Chair of the Exhibitors Advisory Committee who shall be a representative from a technical exhibitor
- b. Chair, Section on Annual Meeting
- c. First Vice-Chair, Section on Annual Meeting
- d. Second Vice-Chair, Section on Annual Meeting
- e. Past Chair, Section on Annual Meeting
- f. Vice-President for Scientific Affairs, *ex officio*
- g. Two members representing the larger technical exhibitors
- h. Two members representing the smaller technical exhibitors
- i. Other representatives of technical exhibitors as the President-Elect may deem appropriate.

**6.542 Duties**

This committee shall evaluate the Technical Exhibit Program of the Annual Meeting.

**6.60 SECTION ON CLINICAL CARE****6.61 Purpose**

The Section on Clinical Care shall plan, direct and administer specific clinical care activities

of this Society, subject, however, to the directives and limitations set down by the Division of Scientific Affairs.

**6.62 Composition**

The Section on Clinical Care shall be composed of the Chair of each of the following committees:

- a. Committee on Equipment and Facilities
- b. Committee on Occupational Health
- c. Committee on Respiratory Care
- d. Committee on Surgical Anesthesia
- e. Committee on Blood Management
- f. Committee on Trauma and Emergency Preparedness

**6.63 Chair**

The President shall appoint a Chair of the Section on Clinical Care annually.

**6.64 Committee on Equipment and Facilities****6.641 Composition**

See Section 1.85.

The Committee shall be composed of members who have a special interest in the equipment used to administer anesthetics or to monitor anesthetized patients, as well as in the design of anesthetizing locations.

Committee members shall represent diverse types and venues of anesthetic practice, such as pediatric, cardiovascular, ambulatory and office-based anesthesia, and shall participate in standards organizations and organizations promoting safety in the patient care environment.

**6.642 Duties**

- a. To determine the need for developing, evaluating and updating standards and guidelines in addition to recommendations regarding facilities, anesthetic, monitoring equipment, and the fluid and drug administration equipment used in the diverse locations where anesthesiologists practice.
- b. To participate in the drafting and subsequent evaluation of any such standards, guidelines, and recommendations written by other organizations.

- c. To promote or conduct education in the use of anesthetizing equipment, monitors and medications.

**6.65 Committee on Occupational Health**

**6.651 Composition**

See Section 1.85.

**6.652 Duties**

The duties of this committee shall include, but not be limited to, the following areas as they relate to the health and safety of operating room and recovery room personnel:

- a. Waste anesthetic gases
- b. Problems related to drug control in the operating room and recovery room
- c. Problems related to radiation and electrical hazards, infection control and any other appropriate matters.

**6.66 Committee on Respiratory Care**

**6.661 Composition**

See Section 1.85.

One member each from the liaison representative delegations to the American Association for Respiratory Care, the Joint Review Committee for Respiratory Therapy Education and the National Board for Respiratory Care shall be appointed as adjunct members.

**6.662 Duties**

This committee shall:

- a. Promote study and investigation in the field of respiratory therapy.
- b. Encourage, aid, and assist the respiratory therapy technician program, and
- c. Act as liaison representative to the various respiratory therapy organizations.

**6.67 Committee on Surgical Anesthesia**

**6.671 Composition**

See Section 1.85.

**6.672 Duties**

This committee shall:

- a. Promote study and investigation in the field of surgical anesthesia,

- b. Determine methods to provide good clinical anesthesia for all patients, and

- c. Act as liaison representative to the various surgical organizations, including the American College of Surgeons.

**6.68 Committee on Blood Management**

**6.681 Composition**

See Section 1.85.

**6.682 Duties**

This committee shall:

- a. Promote study and investigation in the use of blood and blood products;
- b. Recommend methods in the safe use and handling of blood and blood products; and
- c. Act as liaison representative with various other organizations concerned with blood and blood products, including the American Association of Blood Banks.

**6.69 Committee on Trauma and Emergency Preparedness**

**6.691 Composition**

See Section 1.85.

**6.692 Duties**

- a. To define the role of anesthesiology in trauma and emergency medicine, particularly as it relates to victims of natural disasters, terrorism and mass casualties resulting from attacks using conventional, biochemical or nuclear weapons.
- b. To develop training protocols and educational systems for anesthesiologists and critical care providers to care for mass casualty victims.
- c. To coordinate anesthesiology training for disasters and support with the other organizations and agencies that provide medical care during mass casualty and disaster situations.

- d. To collaborate with the Department of Defense and local, state and national agencies as applicable to develop educational programs for disaster preparedness specifically geared toward anesthesiologists.
- e. To proactively reach out across specialties and national organizations to establish educational plans and standardized preparation algorithms.

## **6.70 SECTION ON SOCIETY SUBSPECIALTIES**

### **6.71 Purpose**

The Section on Society Subspecialties shall plan, direct and administer subspecialty activities within this Society, subject, however, to the directives and limitations set down by the Division of Scientific Affairs.

### **6.72 Composition**

The Section on Society Subspecialties shall be composed of the Chair of each of the following committees:

- a. Committee on Ambulatory Surgical Care
- b. Committee on Critical Care Medicine
- c. Committee on Geriatric Anesthesia
- d. Committee on Obstetrical Anesthesia
- e. Committee on Pain Medicine
- f. Committee on Pediatric Anesthesia
- g. Committee on Regional Anesthesia
- h. Committee on Transplant Anesthesia

### **6.73 Chair**

The President shall appoint a Chair of the Section on Society Subspecialties annually.

## **6.74 Committee on Ambulatory Surgical Care**

### **6.741 Composition**

See Section 1.85.

### **6.742 Duties**

- a. Devise and review standards for ambulatory surgical facilities as they pertain to anesthesiology.
- b. Develop and periodically review guidelines for the practice of anesthesiology in ambulatory surgical facilities.

- c. Keep the membership informed of developments in this field that are of significance to anesthesiologists.

- d. Maintain liaison with other organizations in this field.

## **6.75 Committee on Critical Care Medicine**

### **6.751 Composition**

See Section 1.85.

### **6.752 Duties**

This committee shall:

- a. Study, plan and supervise methods concerning the role of anesthesiologists in the care of the critically ill patient.
- b. Further the growth of critical care within anesthesiology.
- c. Act as liaison representative to the various organizations in these fields of medicine.

## **6.76 Committee on Geriatric Anesthesia**

### **6.761 Composition**

See Section 1.85.

### **6.762 Duties**

- a. Promote interest and investigation in the field of geriatric anesthesia.
- b. Review all significant developments in the field of geriatric anesthesia and devise and implement programs to present them to the membership.
- c. Maintain liaison with the American Association of Retired Persons and such other external organizations as may be concerned with geriatric anesthesia.

## **6.77 Committee on Obstetrical Anesthesia**

### **6.771 Composition**

See Section 1.85.

### **6.772 Duties**

This committee shall:

- a. Encourage and develop the interest of the anesthesiologist in the clinical practice of obstetrical anesthesia and the care of the newborn;
- b. Promote study and investigation in the field of obstetrical anesthesia; and

- c. Act as liaison representative to the various obstetrical organizations, including the American College of Obstetricians and Gynecologists.

**6.78 Committee on Pain Medicine**

**6.781 Composition**

See Section 1.85.

**6.782 Duties**

- a. Promote study and investigation in the field of pain mechanisms and management.
- b. Review developments in all fields of pain medicine and devise and implement programs to inform the membership of significant developments.
- c. To study delivery patterns of anesthesiologists in pain medicine.

**6.79 Committee on Pediatric Anesthesia**

**6.791 Composition**

See Section 1.85.

**6.792 Duties**

- a. Promote study and investigation in the field of pediatric anesthesia.
- b. Encourage and develop the interest of the membership in pediatric anesthesia.
- c. Review all significant developments in the field of pediatric anesthesia and devise and implement programs to present them to the membership.
- d. Maintain liaison with the American Academy of Pediatrics and such other external organizations as may be concerned with pediatric anesthesia.

**6.80 Committee on Regional Anesthesia**

**6.801 Composition**

See Section 1.85.

**6.802 Duties**

This committee shall:

- a. Promote study and investigation in the field of regional anesthesia.

- b. Review development in all areas of regional anesthesia and devise and implement programs to present them to the membership.
- c. Maintain liaison with the American Society of Regional Anesthesia and Pain Medicine and such other external organizations as may be concerned with regional anesthesia.

**6.81 Committee on Transplant Anesthesia**

**6.811 Composition**

See Section 1.85.

One member of the committee should act as liaison to the United Network for Organ Sharing (UNOS) and petition the President of UNOS for membership in the Membership and Professional Standards Committee of the OPTN/UNOS Board of Directors.

**6.812 Duties**

- a. Develop guidelines for qualifications of transplantation directors.
- b. Develop transplantation anesthesiology practice guidelines (consensus statements) for organ donors and recipients.
- c. Develop educational activities.
- d. Encourage and promote outcomes research.
- e. Create cooperative relationships with professional transplantation societies and organizations.

**TITLE VII**

**PROFESSIONAL ACTIVITIES OF THE SOCIETY**

**7.00 DIVISION OF PROFESSIONAL AFFAIRS**

**7.01 Purpose**

The Division of Professional Affairs shall plan, direct and coordinate the activities of the Society associated with professional standards and clinical practice, subject, however, to the directives and limitations set down by the Board of Directors or by the Administrative Council.

**7.02 Composition**

The Division of Professional Affairs shall be composed of the Vice-President for Professional Affairs and the Chairs of the following Sections:

- a. Section on Professional Standards
- b. Section on Professional Practice

**7.03 Powers and Limitations**

The Division shall function under the direction of the Administrative Council and the Board of Directors and its actions shall be subject to review by the Council and Board at their next meetings. The Division shall have no policymaking powers. The Division shall expedite, execute and administer the Board's previous actions and directions.

**7.04 Meetings**

Meetings of the Division of Professional Affairs are to be held upon the call of the President or the Vice-President for Professional Affairs.

**7.05 Chair**

The Vice-President for Professional Affairs shall serve as Chair of the Division.

**7.10 SECTION ON PROFESSIONAL STANDARDS****7.11 Purpose**

The Section on Professional Standards shall plan, direct and coordinate the activities of the Society relating to professional standards, performance and outcome, risk management and ethics, subject, however, to the directives and limitations set down by the Division of Professional Affairs.

**7.12 Composition**

The Section on Professional Standards shall be composed of the Chairs of the following:

- a. Committee on Ethics
- b. Committee on Patient Safety and Education
- c. Committee on Performance and Outcomes Measurements
- d. Committee on Standards and Practice Parameters
- e. Committee on Professional Liability
- f. Committee on Quality Management and Departmental Administration
- g. Expert Witness Testimony Review

**7.13 Chair**

The President shall appoint a Chair of the Section on Professional Standards annually.

**7.14 Committee on Ethics****7.141 Composition**

See Section 1.85.

**7.142 Duties**

To investigate general ethical conditions and all matters pertaining to the relations of anesthesiologists to one another, to health care institutions or to the public and make recommendations to the House of Delegates.

The committee shall review from time to time the methods by which the Society develops and enforces its ethical standards, and shall make recommendations to the House of Delegates concerning possible changes in ASA's Bylaws as may be appropriate to this end.

**7.15 Committee on Patient Safety and Education****7.151 Composition**

See Section 1.85.

One member of the Committee on Quality Management and Departmental Administration, one member of the Committee on Professional Liability and one member of the Committee on Equipment and Facilities shall serve as a regular or adjunct member of this committee.

**7.152 Duties**

- a. To develop, initiate and evaluate studies designed to enhance the safety of anesthetized patients.
- b. To serve as a source for distribution of information concerning patient safety and risk management to members of this Society.
- c. To serve as liaison between this Society and those private organizations and government agencies that share the concerns of this Society with regard to the safety of the anesthetized patient.
- d. To advise all concerned individuals and agencies on methods of minimizing risk in the event of an adverse reaction.

**7.16 Committee on Performance and Outcomes Measurement**

**7.161 Composition**

See Section 1.85.

**7.162 Duties**

This committee shall have broad responsibility for overseeing the initiatives of this Society that pertain to the measurement of clinical performance and outcomes.

**7.17 Committee on Standards and Practice Parameters**

**7.171 Composition**

- a. See Section 1.85.
- b. Regular members shall be six members who shall represent geographically diverse areas.
- c. *Ex officio* members shall be one representative from each of the following committees:
  - (i) Committee on Quality Management and Departmental Administration
  - (ii) Committee on Professional Liability
  - (iii) Committee on Patient Safety and Education
  - (iv) Committee on Equipment and Facilities
  - (v) Committee on Performance and Outcomes Measurement

**7.172 Duties**

The duties of this committee shall include:

- a. Recommendations for future practice guidelines.
- b. Oversight for the development of practice guidelines by various task forces.
- c. Approval of the drafts of practice guidelines prior to presentation to the Board of Directors and the House of Delegates.
- d. To establish comprehensive standards of patient care in areas normally considered the purview of the anesthesiologist.

- e. To interact with appropriate committees of ASA and solicit broad-based physician input from ASA members, as new standards are proposed and debated.
- f. To disseminate the established standards to members of this Society and to individuals, private organizations and government agencies.
- g. To monitor the activities of other organizations of physicians which adopt and/or publish standards of care that may affect the practice of anesthesiology.

**7.18 Committee on Professional Liability**

**7.181 Composition**

See Section 1.85.

- a. At least one regular or adjunct member of the committee shall, when possible, possess the degree of Bachelor of Laws or Juris Doctor.
- b. The President (after consultation with the committee chair) shall appoint no more than 20 review members to the Committee specifically to support the Closed Claims Project.

**7.182 Duties**

The duties of this committee shall include, but not be limited to, the planning and implementation of programs and activities designed to improve the teaching and understanding of medicolegal affairs of pertinence to anesthesiologists, and prevention of medical malpractice claims.

**7.19 Committee on Quality Management and Departmental Administration**

**7.191 Composition**

See Section 1.85.

The ASA Representatives to the Joint Commission's Ambulatory Health Care PTAC and Hospital Accreditation Program PTAC shall be adjunct members.

**7.192 Duties**

- a. To review continuously all matters pertaining to peer review, Quality Management and Departmental Administration and medical staff issues that come to its attention from all sources including governmental agencies, third-party insurers and voluntary agencies such as the Joint Commission on Accreditation of Healthcare Organizations.
- b. To initiate, develop and continuously review methods of peer review quality improvement and medical staff issues that affect the specialty of anesthesiology.
- c. To serve as a source for distribution of information concerning peer review, quality improvement and medical staff issues to members of the Society. Members of the Committee on Quality Management and Departmental Administration should be available to consult with hospital departments of anesthesiology and anesthesia organizations.
- d. To serve as liaison between the Joint Commission on Accreditation of Healthcare Organizations and ASA on matters pertaining to peer review, quality improvement and medical staff issues.

- b. The committee shall investigate such complaints, hold hearings, if necessary, issue a written decision on whether the complaint is valid and recommend to the Board of Directors what, if any, sanction should be imposed.
- c. The committee may dismiss the complaint or recommend that the Board of Directors sanction a member of this Society in accordance with these Bylaws. The Board of Directors shall exercise final authority in the disposition of all complaints in which the committee, or the Judicial Council if there is an appeal, recommends a sanction, including dismissal or imposing a sanction different than that recommended.
- d. The committee shall review from time to time the Administrative Procedures regarding the investigation and disposition of such complaints and recommend to the Board of Directors possible changes to ensure that the process is efficient and fair to all parties involved.
- e. The committee shall review from time to time the methods by which the Society develops and enforces its ethical standards with respect to the Guidelines for Expert Witness Qualifications and Testimony and shall make recommendations to the House of Delegates concerning possible changes in ASA's Bylaws as may be appropriate to this end.

**7.20 Committee on Expert Witness Testimony Review****7.201 Composition**

The committee shall have at least nine members, appointed as set forth in sections 1.82 and 1.84 of these Bylaws with additional members appointed as deemed necessary by the President.

**7.202 Duties**

- a. The committee shall have original jurisdiction over complaints alleging failure to abide by the provisions of the Guidelines for Expert Witness Qualifications and Testimony, in effect at the time of the testimony.

**7.30 SECTION ON PROFESSIONAL PRACTICE****7.31 Purpose**

The Section on Professional Practice shall plan, direct and coordinate the activities of the Society relating to the clinical practice of anesthesiology, subject, however, to the directives and limitations set down by the Division of Professional Affairs.

**7.32 Composition**

The Section on Professional Practice shall be composed of the Chairs of the following:

- a. Committee on Academic Anesthesiology
- b. Committee on Economics

- c. Committee on Governmental Affairs
- d. Committee on Physician Resources
- e. Committee on Practice Management
- f. Committee on Rural Access to Anesthesia Care

**7.33 Chair**

The President shall appoint a Chair of the Section on Professional Practice annually.

**7.34 Committee on Academic Anesthesiology**

**7.341 Composition**

The committee should be made up of ASA members, appointed by the President (after consultation with the President of each of the following organizations), one of each being a member from the: American Board of Anesthesiology, Association of Anesthesiology Program Directors, Association of University Anesthesiologists, Foundation for Anesthesia Education and Research, Residency Review Committee for Anesthesiology, Society of Academic Anesthesiology Chairs and Society for Education in Anesthesia, in addition to four adjunct members, one who shall be a resident or fellow. The Chairs of the Committees on Research and Residents and Medical Students and the Vice-President for Scientific Affairs shall serve as members of this committee as *ex officio* members.

**7.342 Duties**

- a. Maintain a liaison between academic anesthesiology and the Society.
- b. Represent the interests of academic anesthesiology to the Society.
- c. Study and make recommendations pertaining to present and future challenges to academic anesthesiology and to the specialty in general.
- d. Interact with other committees to ensure that issues confronting academic anesthesiology are resolved in a strategic fashion.
- e. Carry out other activities relative to academic anesthesiology as may be requested.

**7.35 Committee on Economics**

**7.351 Composition**

No officer of this Society shall be a member of this committee. The Academic Anesthesiology Director shall be an *ex officio* member.

See Section 1.85.

**7.352 Duties**

To review and disseminate information concerning the economics of the practice of anesthesiology; to review private and governmental medical care payment and reimbursement plans, to make recommendations to officers, other committees, the Board of Directors, and the House of Delegates concerning its findings; and to assist component societies upon request, in matters involving the economics of anesthesiology.

**7.36 Committee on Governmental Affairs**

**7.361 Composition**

See Section 1.85.

The Chair of the Political Action Committee shall be a regular or adjunct member.

**7.362 Duties**

- a. To obtain, evaluate and review as far as possible all matters of substance pertaining to proposed Federal and State laws, regulations and administrative actions that may affect the specialty and practice of anesthesiology.
- b. To immediately inform the President, and other officers and the Board Committee on Legislative Review of potential developments and actions that may require ASA response.
- c. To carry out such other activities in regard to governmental bodies and their actions as may be requested by the President, the Board of Directors, or the House of Delegates.

**7.37 Committee on Physician Resources**

**7.371 Composition**

See Section 1.85.

**7.372 Duties**

- a. To explore matters related to anesthesia personnel and service patterns of such personnel.
- b. To study and make recommendations pertaining to physician anesthesia needs in the future.
- c. To work with other entities (e.g., government, quasi-government, etc.) concerning anesthesia resources.
- d. To report to the Annual Meeting of the House of Delegates, membership data of the Society, including active member changes, anesthesiology resident numbers, and the status of members vis-a-vis certification by the American Board of Anesthesiology and/or the American College of Anesthesiologists.
- e. To solicit and provide information to those anesthesiologists, groups of anesthesiologists or Departments of Anesthesiology which currently are seeking additional professional personnel.
- f. Make available to members of this Society a list of such reported vacancies.

**7.38 Committee on Practice Management****7.381 Composition**

See Section 1.85.

**7.382 Duties**

- a. To provide assistance to ASA members who are engaged in matters involving organizations such as governmental agencies, third-party insurers and voluntary agencies including the Joint Commission on Accreditation of Healthcare Organizations.
- b. To serve as a source for distribution of information to ASA members regarding such issues as contracting, management of billing and collection services and compliance with applicable federal and state laws including fraud and abuse regulations.

- c. To advise and assist in the planning and preparation for the annual Conference on Practice Management.

**7.39 Committee on Rural Access to Anesthesia Care****7.391 Composition**

See Section 1.85.

The committee should be made up of members who practice in rural settings and selected academicians with interest and ability to send practitioners into rural areas.

**7.392 Duties**

- a. To be concerned with the recruitment and retention of rural practitioners, families and spouses.
- b. To pursue a relationship with the Association of Anesthesiology Program Directors and the Society of Academic Anesthesiology Chairs to develop interest within training programs to recruit, place and nurture rural practitioners.
- c. To develop a membership roster and have scheduled meetings to foster communication between practitioners and develop fellowship.

**TITLE VIII****DISCIPLINARY PROCEDURES****8.00 JUDICIAL COUNCIL****8.10 Composition**

**8.101** The Judicial Council shall be composed of five Active or Life Members of this Society.

**8.102** The Chair shall be named by the President each year.

**8.103** One member of the Judicial Council shall be nominated each year by the President, appointed by the Board of Directors and serve for a term of five years.

**8.104** A member selected by the President to fill an unexpired term shall serve to complete the unexpired term.

## 8.20 Jurisdiction

**8.201** The Judicial Council shall have original jurisdiction over complaints which may result in expulsion or sanction of a member of this Society based upon the following grounds:

- a. Failure to abide by the provisions of these Bylaws.
- b. Theft or dishonesty in connection with the affairs of the Society.
- c. Failure to cure a conflict of interest.
- d. Conviction in a court of law of a felony or an offense involving moral turpitude.
- e. Revocation or suspension of a license to practice medicine.
- f. Conduct which holds the Society or the specialty of anesthesiology in disrepute.

**8.202** The Judicial Council shall have appellate jurisdiction over any action of a component society that may jeopardize an individual's membership in this Society.

**8.203** The Judicial Council shall have appellate jurisdiction over any action of the Committee on Expert Witness Testimony Review that may result in a sanction of a member of the Society.

**8.204** The Judicial Council shall have original jurisdiction over impeachment proceedings which may result in removal of an Officer of this Society based upon malfeasance or misconduct in office.

## 8.30 Procedures for Processing Complaints

**8.301** Any member (the "Complainant") may bring a complaint based upon conduct proscribed by 8.201 against another member (the "Respondent") to the attention of the Administrative Council. Such complaint shall be in writing, and shall specify the basis therefore.

**8.302** Upon receipt of a complaint, the Administrative Council shall forward a copy to the Respondent, give the Respondent an opportunity to respond in writing within 30 days, and conduct such investigation as

may be necessary to determine whether a hearing is warranted.

**8.303** If the Administrative Council determines that a hearing is not warranted, it shall so notify the Complainant and the Respondent in writing. Any such decision shall be final.

**8.304** If the Administrative Council determines that a hearing is warranted, it shall so notify the Complainant and the Respondent in writing and forward the complaint record to the Judicial Council. The notice also shall advise the Respondent that the Respondent has thirty (30) days in which to submit any further written response and/or a request for an oral evidentiary hearing under 8.80.

**8.305** The Administrative Council shall be a party to any proceedings before the Judicial Council and shall be represented by the Society's legal counsel. The Respondent shall be entitled to representation by counsel at Respondent's expense.

**8.306** If the Respondent does not request an oral evidentiary hearing, the Judicial Council shall decide the matter on the basis of the complaint record and any written submissions.

**8.307** The Judicial Council shall issue a written decision whether the complaint is valid. If the Judicial Council determines that the complaint is not valid, it shall notify the Complainant and the Respondent, and its decision will be final. If the Judicial Council determines that the complaint is valid, it shall recommend the sanction it deems appropriate, in accordance with this Title, against the Respondent, shall make written findings of fact, and shall submit to the Board of Directors those findings and a resolution imposing the recommended sanction.

**8.308** Judicial Council findings of fact shall be final, provided, however, that the Board of Directors shall exercise final authority in the disposition of all cases in which the Judicial Council recommends a sanction against the member, including dismissing the complaint or imposing a sanction different than that recommended.

**8.40 Appeals From Component Society Actions**

**8.401** An appeal under Section 8.202 may be brought within twenty (20) days of the component society action from which an appeal is taken. Upon such timely appeal, the component society shall stay implementation of its action pending resolution of the appeal.

**8.402** The component society shall be a party to the appeal and shall be entitled to representation by counsel at its own expense.

**8.403** The Judicial Council shall resolve an appeal brought pursuant to Section 8.202 upon the record compiled by the component society or, upon request of the Appellant, after a hearing pursuant to Section 8.80.

**8.404** The Judicial Council's decision on appeal brought pursuant to Section 8.202 shall be final in all respects.

**8.50 Appeals From Committee on Expert Witness Testimony Review Actions**

**8.501** An appeal under Section 8.203 may be requested by a Respondent within thirty (30) days of the Notice of Action informing Respondent of the action taken by the Committee on Expert Witness Testimony Review.

**8.502** The Committee on Expert Witness Testimony Review shall be a party to the appeal and shall be represented by the Society's legal counsel. The Respondent shall be entitled to representation by counsel at the Respondent's expense.

**8.503** The Judicial Council shall resolve an appeal brought pursuant to Section 8.203 based upon the record compiled by the Committee on Expert Witness Testimony Review and shall only consider additional information if the Judicial Council deems it necessary to conduct its appeal.

**8.504** The Judicial Council's decision on appeal brought pursuant to Section 8.203 shall be final, provided, however, that the Board of Directors shall exercise final authority in the disposition of all cases in which the Judicial Council recommends a sanction against the member.

**8.505** Actions of the Judicial Council contrary to the interests of a member or Officer shall require the vote of a majority of all its members.

**8.60 Impeachment of Officers****8.61 Petition Procedures**

**8.611** Charges of impeachable conduct by Officers of this Society shall be brought to the Judicial Council in a written petition setting forth the particulars and signed by at least ten (10) Active Members of this Society.

**8.612** Upon receipt of a petition, the Judicial Council shall forward a copy to the Officer, give the Officer an opportunity to respond in writing within thirty (30) days, and conduct such investigation as may be necessary to determine whether a hearing is warranted.

**8.613** If the Judicial Council determines that a hearing is not warranted, it shall so notify the Petitioners and the Officer in writing. Any such decision shall be final.

**8.614** If the Judicial Council determines that a hearing is warranted, it shall so notify the Petitioners and the Officer in writing.

**8.615** The Judicial Council shall conduct impeachment hearings in accordance with the hearing procedures set forth in Section 8.80. The Petitioners shall be parties for purposes of the hearing and shall present evidence and arguments in support of the charges. Petitioners and the Officer may be represented by counsel, at their own cost.

**8.62 Decision of the Judicial Council**

**8.621** The Judicial Council shall issue a written decision whether impeachment is warranted. If the Judicial Council determines that impeachment is not warranted, it shall notify the Petitioners and the Respondents, and its decision will be final. If the Judicial Council decides that impeachment is warranted, it shall make written findings of fact and submit a resolution for removal of the Officer to the Board of Directors.

**8.622** Judicial Council findings of fact shall be final provided, however, the Board of Directors shall exercise final authority in the disposition of all cases in which the Judicial Council recommends removal of an Officer.

#### **8.70 Action by the Board of Directors**

**8.701** The Speaker shall convene a meeting of the Board of Directors to act upon all resolutions for sanction of a member or removal of an Officer submitted by the Judicial Council.

**8.702** The Chair of the Judicial Council shall present the Judicial Council's findings of fact and argument in favor of the resolution for sanction or removal.

**8.703** The member or Officer, personally or through counsel, may present argument against the resolution for sanction or removal.

**8.704** Following presentations on behalf of the Judicial Council and the member or Officer, the resolution of sanction or impeachment shall be subject to debate in accordance with the rules of the Board of Directors.

**8.705** Voting shall be by secret ballot. A three-fourths (3/4) majority of those present and voting shall be required to pass a resolution for sanction of a member or removal of an Officer. The decision of the Board of Directors shall be final.

#### **8.80 Hearings**

**8.801** The Judicial Council shall provide at least 30 days' notice of the date, time and location of the hearing.

**8.802** Upon request of any party, the Judicial Council may order production of relevant evidence that is within the possession of this Society.

**8.803** The hearing shall be conducted on the record by the Chair of the Judicial Council sitting with at least two other members of the Judicial Council.

**8.804** In any matter brought pursuant to Section 8.201 or Section 8.202 that is expected to require more than one day for the presentation of evidence, the Chair may appoint one member of the Judicial or another qualified individual to serve as a hearing

examiner and make recommended factual findings to the Judicial Council based upon the evidence presented.

**8.805** Actions of the Judicial Council contrary to the interests of a member or Officer shall require the vote of a majority of all its members.

#### **8.90 Sanctions**

**8.901** The sanction recommended in any matter brought pursuant to 8.201, 8.202, or 8.203 shall be one of the following:

- a. Censure—which will result in a written reprimand to the member from the Society with no loss of the benefits of membership.
- b. Suspension—which shall cause the member to lose the benefits of membership in the Society 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.
- c. Expulsion—which shall cause the member to lose the benefits of membership in the Society. Reapplication from an expelled member may be considered after a prescribed period as determined by the Board of Directors.

### **TITLE IX**

#### **SOCIETY FUNDS AND ASSETS FINANCE**

#### **9.00 GENERAL AUTHORITY**

**9.01** The Treasurer shall act as official custodian of the funds of this Society, shall supervise the deposit of such funds into banking institutions and shall invest and reinvest them upon the direction of the Board of Directors.

#### **9.10 Budget**

**9.11** The proposed Budget for the forthcoming fiscal year shall be prepared by the Administrative Council, shall anticipate all necessary expenses of this Society, and shall be submitted for approval at the Annual Meeting of the Board of Directors.

**9.12** The Budget also shall be submitted to the House of Delegates for amendment and for

final approval. The Administrative Council shall meet immediately following the Annual Meeting of the Society to implement the recommendations of the House of Delegates and to consider other matters.

**9.13 Changes in Budget**—The Board of Directors may change the Budget during the interval between meetings of the House of Delegates.

**9.20 Expenditures**

**9.21** All expenditures must be for purposes authorized by the Board of Directors, or be for purposes authorized by these Bylaws, and must be within the annual budget.

**9.22** Checks issued by this Society must bear the signature of two of the following officers: The Secretary, the Assistant Secretary, the Treasurer, and the Assistant Treasurer; provided, however, that the Board of Directors may authorize the establishment of special bank accounts and authorize the person or persons who may sign checks.

**9.30 Audit**

**9.31** An audit of the financial records and accounts shall be made annually.

**9.40 Bond**

**9.41** The Board of Directors shall determine which officers, employees or other persons in this Society shall be bonded, and the extent and amount of the bonds.

**9.50 Travel and Per Diem Allowances**

**9.51** The Board of Directors shall establish a formula for reimbursement for travel expenses and *per diem* allowance.

**9.60 Indemnification**

**9.61 Circumstances**

If not covered by liability insurance maintained by the Society, the Society shall indemnify any person made or threatened to be made a party to an action or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that such person is or was a director, officer, committee member, employee or agent of the Society, to the maximum extent permitted by the Not-For-Profit Corporation Law of the State of New York. To qualify for indemnification, such a person must have acted with due diligence and in good faith for a purpose which such person reasonably believed to be in the best interests of the Society, and such person must have had no reasonable cause to believe that such action was unlawful. To the extent permitted by law, the Society shall indemnify such persons against judgments, fines, amounts paid in

settlement, and reasonable expenses, including attorneys' fees, actually and necessarily incurred as a result of such action or proceeding, including any appeal thereof.

**9.62 Procedure**

Unless ordered by a court, indemnification shall be made as authorized in a specific case upon a determination that indemnification of the Director, Officer, Committee member, employee or agent is proper in the circumstances because such person has met the standard of conduct set forth in Section 9.61. Such determination shall be made by the Executive Committee, except that if the indemnification determination involves one of the Executive Committee members, the Administrative Council would make such determination. Expenses incurred in defending a civil or criminal action or proceeding may be paid by the Society in advance of the final disposition of such action or proceeding if authorized pursuant to the provisions of this Section 9.62.

**9.63 Continuation of Right**

The right of indemnification set forth in Section 9.61 shall continue as to a person who has ceased to be a Director, Officer, committee member employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

**9.64 Notice**

If any expenses or other amounts are paid by way of indemnification pursuant to Section 9.61 other than by court order, the Administrative Council shall notify the Board of Directors specifying the persons paid, the amounts paid, and the nature and status at the time of such payment of the litigation or threatened litigation.

**TITLE X**

**MISCELLANEOUS PROVISIONS**

**10.00 SEAL**

This Society shall have an official Seal, which shall contain the words "THE AMERICAN SOCIETY OF ANESTHESIOLOGISTS, INC.—Established 1936" and such other wording as may be required by law or approved by the Board of Directors.

The Seal shall be kept in the custody of the Secretary of this Society.

### 10.10 Ethics

The Principles of Medical Ethics of the American Medical Association and the “Guidelines for the Ethical Practice of Anesthesiology” of this Society are accepted as the governing code of ethics for members of this Society.

### 10.20 Parliamentary and Procedural Authority

The official parliamentary authority of this Society shall be the latest edition of Sturgis Standard Code of Parliamentary Procedure.

### 10.30 Bylaws Amendments

The Bylaws or the Articles of Incorporation may be amended by the House of Delegates in either of two ways:

**10.301** By a 2/3 majority of those voting, provided that,

- a. The proposed change was accepted by a majority of those voting in the immediate preceding Annual or Special Meeting of the House of Delegates; or
- b. The proposed Bylaw change has been approved by a 2/3 majority of those voting in the Board of Directors.

**10.302** By a 3/4 majority of those voting.

**10.303** Bylaws changes shall take effect at the close of the meeting of the House of Delegates at which they are approved unless otherwise specified at the time of approval.

### 10.40 Dissolution

If a component society disaffiliates from this Society, the component society shall have no right nor interest in this Society’s assets.

If this Society should be dissolved its assets shall be given to a medical society with purposes similar to those of this Society, as the Board of Directors shall direct.

### 10.50 Administrative Procedure

The Board of Directors shall determine and prescribe procedural detail relative to any provision contained in these Bylaws, which prescription shall be recorded in a “Handbook of Administrative Procedures.”

### 10.60 Referendum

Any matters or questions that affect this Society may be referred to the voting members of this Society for a general vote.

### 10.601 Requirements

Such questions shall be submitted to the voting members of this Society upon:

- a. A two-thirds vote of the total membership of the Board of Directors, or
- b. A written request signed by a majority of the members of the House of Delegates, or
- c. A written request signed by 10 percent of the voting members of this Society.

### 10.602 Voting Procedure

**10.6021** Voting on the question shall proceed in the following manner:

- a. **Submission.** The question shall be submitted to the entire voting membership of this Society by mail.
- b. **Completion.** Voting shall be considered completed at midnight at the end of 30 days from the date the question for referendum was mailed.
- c. **Votes Necessary.** The vote shall be effective only if the members voting comprise a majority of all voting members of this Society.

### 10.70 Determination

If the requirements of Section 10.621.c above has been met, the majority vote of the members shall determine the question.

### 10.74 Resubmission

**10.741** No question may be submitted to referendum to referendum which has been voted upon within the preceding year.

- a. By the House of Delegates;
- b. By the Board of Directors or
- c. On referendum

**10.80 Attendance by Conference Telephone or Similar Equipment**

With the President's approval, any one or more members of the Board of Directors, or of any committee thereof, or of the Administrative Council, or of any committee thereof, or of any ASA committee, may participate in a meeting of such Board, Council or committee, by means of a conference telephone or similar equipment which allows all persons participating in the meeting to speak and hear each other at the same time. Participation by such means shall constitute presence in person at such a meeting.

# 2009 TABLE OF ORGANIZATION

## Foundations

Anesthesia Foundation  
 Anesthesia Patient Safety Foundation  
 Foundation for Anesthesia Education and Research  
 Wood Library-Museum of Anesthesiology

