



American College of Surgeons



Division of Member Services

Bylaws and Responsibilities

Approved May 2018

I. The Young Fellows Association

Section 1. Mission

The Young Fellows Association (YFA) represents the interests and concerns of the Young Fellows of the American College of Surgeons (ACS), and promotes active participation and input from Young Fellows to support ACS activities.

Section 2. Vision

The YFA exists to promote the interests and support the needs of Young Fellows within the ACS in all aspects of their professional endeavors. The YFA seeks active feedback and participation from Young Fellows to better understand their needs and concerns. In addition, the YFA will promote collaboration and cooperation with related organizations within and outside the ACS.

Section 3. Composition

The YFA is composed of Fellows of the College who are age 45 and younger. For the purposes of term limits and to aid in allowing for a smooth transition for those serving in positions on the governing council, Board of Governors, and Advisory Councils, September 1 is used as the cut-off date to determine eligibility. Thus, a Young Fellow will be allowed to continue as a Young Fellow for an additional year if he/she remain 45 on September 1.

A class of special membership may be established by the YFA with Regental approval. Special members may serve for a limited time, usually not more than two (2) years, to lend expertise to an ongoing YFA



project or to remain involved in an activity that requires their attention. Special members may serve on subcommittees, but they may not vote or hold office.

A class of liaison membership for committee members from other organizations may be established by the YFA, with approval from the Board of Regents. Liaison members will be nominated by their parent organization, approved by a vote of the YFA Executive Committee, and appointed by the Board of Regents. They may vote and hold office within the YFA Governing Council. Liaison Members may be appointed for a three-year term, and may be eligible to serve a second term, based on the same criteria of the other YFA Governing Council members. Consultant members may be proposed by the YFA. Consultant members are individuals not representing other organizations or agencies, but who possess certain special qualifications of value to the committee. Consultant members shall be selected and approved by the same procedure used for appointing active and liaison members who have the same prerogatives within the YFA that are available to liaison members.

Section 4. Diversity

The YFA strives to seek diversity in its membership by including Young Fellows from all types of practice settings, e.g., academic, community, research, and administration; from all surgical specialties; from all geographical locations, genders, and ethnic groups. Young Fellows may be active YFA members until the age of 46, as long as their Fellowship in the College remains in good standing.

II. Officers of the Young Fellows Association

Section 1. Composition

The officers of the YFA shall consist of the Chair and Vice Chair.

Section 2. Election and Appointment

The Board of Regents shall approve the appointment of the Chair and Vice-Chair. The Chair is elected for a term of one (1) year, should be 45 years of age or young on September 1st prior to the Clinical Congress he/she become chair, and may not serve a second term. The Vice-Chair shall automatically succeed to the position of Chair at the conclusion of the Chair's term or if the Chair resigns or is removed.

Section 3. Chair

The specific duties of the Chair shall include the following:

- a. provide direction and foster the ideals stated in the YFA mission statement;



- b. preside at all meetings of the YFA;
- c. preside at all YFA Governing Council meetings and the YFA Annual Meeting;
- d. serve as the key spokesperson for the group, providing a voice for the Board of Regents and College leadership;
- e. attend the Board of Regents meetings to act as a liaison between the Board of Regents and YFA;
- f. serve as a member on the Board of Regents Member Services Liaison Committee;
- g. serve as a member on the Board of Regents Bylaws Committee.



Section 4. Vice-Chair

The Vice-Chair shall assist in the performance of the duties of the Chair as assigned by the Chair, and perform the duties and exercise the powers of the Chair in the Chair's absence or inability to act, and shall succeed to the Chair if such office becomes vacant before the expiration of the term.

III. YFA Governing Council

Section 1. Composition

The 15-person YFA Governing Council (YFA GC) is composed of the YFA Executive Committee members, but not the liaisons or consultants.

Section 2. Election and Appointment

The YFA Governing Council members are appointed by the Board of Regents.

Section 3. Terms and Vacancies

Fellows who remain, during their term, 45 and younger may serve a three-year term. Active YFA GC members 45 and younger may be eligible to be re-appointed to an additional three-year term, or partial term. The partial term length is determined using the September 1 rule; if a Fellow is still 45 on September 1, he/she may remain a part of the YFA GC for another year. Governing Council members must attend at least three YFA meetings during their first term, otherwise, re-appointment to a second, three-year term will not be considered.

Section 4. Duties

The YFA Governing Council members shall (a) serve, as appropriate, as a liaison between the YFA and state and national surgical specialty societies; (b) attend the YFA Governing Council meeting held during the ACS Leadership and Advocacy Summit and the ACS Clinical Congress; (c) actively participate in a YFA workgroup with regular attendance on phone conferences and face-to-face meetings at designated national meetings; (d) attend at least three YFA meetings; and (e) be involved with their local Chapter and in contact with their local Chapter leaders at least once per year.

Section 4. Nominations

The YFA Governing Council shall have a Nominating Committee that is responsible for reviewing and interviewing potential Governing Council nominees. The Nominating Committee shall consist of the seven (7) YFA GC Executive Committee members. The Chair is responsible for formally appointing Nominating Committee members. The Nominating Committee shall (a) identify the needs of the Governing Council to ensure representation from all types of practice settings, e.g., academic, community, research, and administration; from all surgical specialties; from all geographical locations,



genders, and ethnic groups; (b) solicit nominations from the YFA membership; and (c) review and select Governing Council members for approval by the Chair and Executive Committee.

The Vice-Chair shall be nominated by a current YFA GC member or be self-nominated. Nominees should be current members of the YFA GC and have been a member of the YFA Executive Committee for a period of no less than one (1) year. The Nominating Committee shall review the nominees and present no less than two (2) candidates for election by the full YFA membership prior to Clinical Congress. The winner of the election shall be presented to the Board of Regents for approval to serve a one-year term as Vice Chair and a one-year term as Chair.

Section 4. Term Limits

A term shall not continue for Young Fellows beyond the point where they are 46 years-of-age on September 1st. In such a circumstance, a Young Fellow's exit meeting will be the General Council Meeting held at Clinical Congress. The second, three-year term may be partial based on age.

Section 5. Executive Committee

The YFA Governing Council Executive Committee consists of the Chair, Vice-Chair, and five (5) YFA Governing Council members who serve as the Chairs of the YFA Workgroups: Education, Advocacy & Issues, Communications, Membership, and Quality, Research, and Optimal Patient Care. The five (5) YFA Governing Council committee chairs may be considered for re-appointment to a second term or through the age of 45. The responsibilities of this seven-member Executive Committee shall include managing the day-to-day activities of the YFA and the workgroups, as well as managing the meetings of the YFA.

IV. YFA Workgroups

The YFA has five (5) workgroups: Advocacy & Issues, Communications, Education, Membership, and Quality, Research, and Optimal Patient Care. All Young Fellows are welcome to join one or more workgroups. Each workgroup is chaired by a YFA Governing Council Executive Committee member. The YFA Governing Council members shall serve on one of the workgroups.

The formation of YFA subcommittees, including ad-hoc committees and additional workgroups involving YFA members, may be created by the YFA with approval from the ACS Director of the Division of Member Services. When individuals other than YFA members or other Fellows of the ACS are to be appointed to the subcommittees, they must have approval from the Board of Regents.



V. Miscellaneous

Section 1. Meetings

The YFA holds an open Annual Meeting during the ACS Clinical Congress, and all Young Fellows who are 45 and younger are invited to attend. This meeting will include a business meeting, reports from the various surgical specialty societies, reports from the various workgroups, reports from the YFA members on current issues, and a panel discussion on a topic of key concern to Young Fellows. All YFA GC members are expected to attend.

Section 2. Expense Reimbursement

Travel and lodging expenses associated with attending a YFA Governing Council meetings will be reimbursed by the ACS. All expenses related to YFA business and activities must comply with the ACS policies for volunteers. Copies of these policies are available upon request.

Section 3. Minutes and Reports

Minutes of YFA meetings will be stored electronically in the ACS Division of Member Services files and included in the ACS Archives.

Section 4. Representatives to the Advisory Councils

Candidates for Advisory Council positions shall be reviewed and selected by the Executive Committee. Nominees shall be requested to submit a letter of intent, abbreviated CV, and letter of support from the applicant's program director (resident members) or division chief/departmental chair (associate fellows). Advisory Council representatives shall serve a three-year term. The appointment may be renewed for an additional second three-year term. The representative shall attend their respective Advisory Council meetings and act as liaisons between the Advisory Council and YFA. The Liaisons are to submit reports to the YFA on the activities of their Advisory Council using the YFA liaison & representative report template.

Section 5. Representatives to Standing Committees

The American College of Surgeons has requested the participation of surgeons-in-training and young surgeons to serve on various committees. The YFA feels this presents an opportunity to represent our viewpoint to the broader College as well as an opportunity for our membership to participate more actively in the College. With such an opportunity comes the obligation to serve actively and consistently. Candidates for ACS Standing Committees shall be reviewed and selected by the Executive Committee. Standing Committee representatives shall serve a three-year term. The appointment can be renewed for an additional second three-year term. Representatives to ACS committees shall be expected to actively



participate in a YFA standing workgroup as deemed appropriate by the Executive Committee. In addition, at the Clinical Congress, the committee representative shall provide to the YFA Governing Council a written summary of the committee's activities. If a Standing Committee representative is unable to complete his/her duties, the chair shall appoint a replacement to serve the remainder of the term.