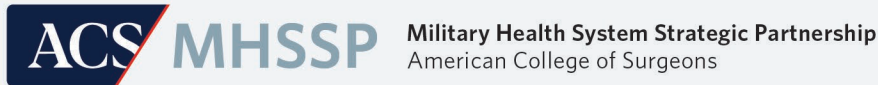


# EXCELSIOR SURGICAL SOCIETY



## **BYLAWS** **EXCELSIOR SURGICAL SOCIETY** **OF** **MILITARY SURGERY**

**Updated 11.2.23**

### **Article I: Society**

The name of this association shall be The Excelsior Surgical Society of Military Surgery. The Excelsior Surgical Society will be an internal society of the American College of Surgeons (ACS) and will provide a voice and a home for all military surgeons through educational, networking, and leadership opportunities.

### **Article II: Purpose**

All activities of the Excelsior Society will be consistent with the tax-exempt status of the American College of Surgeons. The purposes of the society shall be to:

- A. Support the objectives of the Military Health System Strategic Partnership American College of Surgeons (MHSSPACS), which include improving surgical education, optimizing systems-based practices, and fostering research.
- B. Serve as a specialty society providing a forum for exchanging surgical knowledge as it relates to the practice of military surgery.
- C. Provide a forum for military tri-service (Army, Navy, and Air Force) exchange of information related to optimizing wartime and peacetime care of military personnel.

### **Article III: Membership**

Membership is a privilege accorded to persons who meet the qualifications mentioned hereinafter.

#### **Section I:**

The Excelsior Society shall have four classes of members.

- (a) **Active Members** shall be Fellows, International Fellows, Associate Fellows, Residents, or Medical Students of the College who satisfy one of the following requirements:
  - a. Currently serving on active duty in any Uniformed Medical Service;
  - b. Currently active or inactive United States Armed Forces Reserve or National Guard;

- c. Retired or discharged under honorable conditions from a United States Uniformed Medical Service after at least one year of service.
- d. International equivalent of one of the above requirements from a country with a formal agreement with any element of the U.S. Department of Defense.

After verifying good standing with the American College of Surgeons (ACS) and verification of military service (current orders or a form DD 214, or international equivalent from a country with a formal agreement with any element of the U.S. Department of Defense), eligible members will automatically become **Active** members upon application. **Active** members have voting rights and will pay annual dues to remain in good standing. Active members on active duty or active Armed Forces Reserve or National Guard as well as retired or discharged Active members may hold elected office.

- (b) **Affiliate Members** shall be **Members** of the College who do not otherwise meet the requirements for Active membership in the Society. After verifying good standing with the ACS, eligible members will automatically become **Affiliate** members upon application. **Affiliates** will pay annual dues to remain in good standing. **Affiliate members do not have voting rights and may not hold elected office.**
- (c) **Distinguished Members** shall be nominated by an Active or Distinguished Member and approved by a majority of the Executive Council.
  - a. **Distinguished** Members will meet the same requirements and have the same privileges as Active Members.
  - b. **Distinguished** Members will be a physician or scientist who has gained professional prominence by contributing to the advancement of military surgery in general or the Excelsior Society in particular.
  - c. Annual dues will be waived for **Distinguished** Members.
  - d. **Distinguished** Members will have voting rights.
  - e. **Distinguished** Members cannot hold office.
- (d) **Honorary** Members shall be nominated by an Active or Distinguished Member and approved by a majority of the Executive Council. Acceptable candidates for Honorary membership include:
  - a. A surgeon not eligible for Active Membership, e.g., these candidates have never served on duty in the United States armed forces.
  - b. **Honorary** members will be a physician or scientist who has gained professional prominence by contributing to the advancement of military surgery in general or the Excelsior Society in particular.
  - c. A community member who has shown particular interest in military surgery and supported the Excelsior Society.
  - d. Annual dues will be waived for **Honorary** Members.
  - e. **Honorary** members will not have voting rights.
  - f. **Honorary** members cannot hold office.

## Section II: Voting

Each **Active** and **Distinguished** member present at the meeting shall be entitled to one (1) vote.

## Section III: Termination of Membership

Membership in the Excelsior Society of Military Surgery will be terminated:

- (a) Upon the receipt by the executive council of the written resignation of a member;
- (b) Upon the failure of a member to pay dues for one year after having been notified in writing of such delinquency;
- (c) When such member shall cease to be a member in good standing of the College;

- (d) In the case of an Active or Distinguished member, when such member is discharged from active duty service with an “other than honorable”; bad conduct; or dishonorable rating.

#### Section IV - Reinstatement of Membership

A person whose membership in the Excelsior Society has been terminated due to nonpayment of dues may be reinstated upon payment in full of such dues owing to the Society. Reinstatement shall be by action of the executive council.

#### **Article IV: Annual Meeting**

The annual meeting of the members of this Society shall be held in conjunction with the ACS Clinical Congress or at a place and time to be determined by the resolution of the Executive Council. Notice of the time and place of the annual meeting shall be given to members at least thirty (30) days in advance of the meeting.

#### **Article V: Special Meetings**

Special meetings of the members of the Excelsior Surgical Society for any purpose(s) may be called by the Officers. Written notice with time and place of special meetings of the members shall be given thirty (30) days in advance of the meeting.

#### **Article VI: Quorum**

A quorum for any meeting shall be defined as the voting members present at the meeting.

#### **Article VII: Election of Officers**

The members shall elect the officers of the Society at the annual meeting in accordance with Article X, Section II of these rules and regulations.

#### **Article VIII: Programs and Meetings**

The President shall prepare the program and agenda for each meeting of the members in collaboration with the officers of the Society before holding such meetings. The members may and are requested to make suggestions of relevant matters for consideration by contacting the Secretary.

#### Section I: Order of Business

The President shall determine the order of conducting business and the manner of its conduct; however, if there is any difference of opinion, Robert’s Rules of Order shall prevail.

#### Section II. Army Major John P. Pryor Lecture

- (a) Rules & Eligibility. The primary consideration in making the award is the nominee's career contribution to the fundamental understanding of surgical knowledge related to the practice of military surgery through their research, writing, and/or lecturing. The Executive Council will select the Pryor Lecturer during the Annual Meeting of the Society; the decision of the Council is final. The Lectureship will not be awarded in absentia. The lecture must be given within 12 months of the selection. Nominees need not be members of the Society, and nominees of any nationality are eligible. Current officers of the Society and previous Pryor Lecturers are not eligible.
- (b) Nominations.  
Nominations for the Army Major John P. Pryor Lecture will be accepted from any Society member and may be made for surgeons in all areas of military surgery. Nominations may be submitted in writing in advance of the

annual meeting of the Society. Floor nominations are also accepted during the annual meeting of the Society. Nominations shall include the full name, organization, mailing address, email address, and telephone number of both the Nominee and Nominator. The proposed citation must be less than 100 words and should summarize the achievements upon which the nomination is based. Floor nominations shall be accepted at the annual business meeting. The nominating member of received floor nominations shall submit a written citation for consideration by the Executive Council per the criteria outlined above before the end of the Annual Meeting of the Society.

Section III. Edward D. Churchill Lecture

- (a) Rules & Eligibility. The primary consideration in making the award is the nominee's career contribution to the fundamental understanding of surgical knowledge related to the practice of military surgery through their research, writing, and/or lecturing. The Executive Council will select the Churchill Lecturer during the Annual Meeting ; the decision of the Council is subject to review by the Executive Director, ACS, and to the terms and conditions that govern the ACS Clinical Congress Named Lecture Series. The Lectureship will not be awarded in absentia. The lecture must be given within 12 months of the selection. Nominees need not be members of the Society, and nominees of any nationality are eligible. Current officers of the Society and previous Churchill Lecturers are not eligible.
  
- (b) Nominations.  
Nominations for the Edward D. Churchill Lecture will be accepted from any Society member and may be made for surgeons in all areas of military surgery. Nominations may be submitted in writing in advance of the annual meeting of the Society. Floor nominations shall be accepted during the annual meeting of the Society. Nominations shall include the full name, organization, mailing address, e-mail address, and telephone number of both the Nominee and Nominator. The proposed citation must be less than 100 words and should summarize the achievements upon which the nomination is based. Floor nominations shall be accepted at the annual business meeting. The nominating member of received floor nominations shall submit a written citation for consideration by the Executive Council per the criteria outlined above before the end of the Annual Meeting of the Society.

**Article IX: Liabilities of Members**

No person who now or later becomes a member of this Society shall be personally liable to its creditors for any indebtedness or liability. Any and all creditors of this Society shall look only to the Society's assets for payment.

Management and control of the business and affairs of the American College of Surgeons are vested in the Board of Regents. As a program of the ACS, the budget and activities of the Excelsior Society are subject to approval by the Board of Regents. All Excelsior Society activities are subject to the ACS policies and procedures. The Excelsior Society will not hire personnel or obligate the ACS in any way.

**Article X: Officers**

Section I: The officers of this Society shall be the President, Vice President (who shall be designated the President-Elect), Immediate Past President, Secretary, Treasurer, U.S. Air Force Councilperson at Large, U.S. Army Councilperson at Large, U.S. Navy Councilperson at Large, Reserve and National Guard Councilperson at Large, Civilian Councilperson at Large, and Resident & Fellow Councilperson at Large. Trainees may not hold an elected officer position other than Resident/Fellow Councilperson at Large. Officers must be in active military status at the beginning of their time in office, except for the Immediate Past President and the Civilian Councilperson at Large.

Section II: Election

The members at the annual meeting, duly held upon regular call and notice, shall elect:

- (a) The President and Vice-President for a one-year term or until their successors are elected and qualified. There shall be a progression of the Vice President (President-Elect) who shall become the President at the end of a one-year term as Vice President (President-Elect). The current President will then transition to Immediate Past President for a 1-year term.
- (b) Secretary, Treasurer, and Councilpersons at Large for terms of two years or until their successors are elected and qualified.
- (c) Voting shall commence with the election of the Vice-President (President-Elect) and shall then proceed consecutively in the following order: Secretary, Treasurer; U.S. Air Force Councilperson at Large; U.S. Army Councilperson at Large; U.S. Navy Councilperson at Large; Reserve and National Guard Councilperson at Large; Civilian Councilperson at Large; Resident & Fellow Councilperson at Large.
- (d) We will stagger the elections to avoid the possibility that every office will turn over every two years.

As such:

- a. At every Annual Meeting of the Society: elections will be held for Vice-President (President-Elect).
- b. At the Annual Meeting of the Society on even years elections will be held for Treasurer, Air Force Councilperson at Large, Reserve/National Guard Councilperson at Large, and Civilian Councilperson at Large.
- c. At the Annual Meeting of the Society on odd years elections will be held for Secretary, U.S. Army Councilperson at Large, U.S. Navy Councilperson at Large, and Resident/Fellow Councilperson at Large.

Officers may be nominated for elected office by Active or Distinguished members of the Society. Nominations will be accepted in writing prior to the annual meeting. Additional nominations from the floor at the annual meeting are permitted. Each Active and Distinguished member present at the meeting shall be entitled to one vote. Balloting will be conducted at the discretion of the Executive Council.

### Section III: Vacancies

A vacancy in any officer position because of death, resignation, removal, disqualification, or otherwise shall be filled by the Executive Council or by the members at a duly held meeting upon regular call and notice.

### Section IV: President

The responsibilities of the President, subject to the preceding items, shall consist of general supervision, direction, and control of the business and affairs of the Society. The President shall preside at meetings of the members and Executive Council and shall have such other powers and duties as may be prescribed from time to time by the Executive Council or the members.

### Section V: Vice President (President-Elect)

In the absence or disability of the President, the Vice President (President-Elect) shall perform all of the duties of the President and, in so acting, shall have all of the powers of the President. The Vice President (President-Elect) shall have other powers and perform such other duties as may be prescribed from time to time by the Executive Council or by the members.

### Section VI: Secretary

The Secretary shall keep a complete record of the proceedings of the members and the Executive Council, shall make service of notices as necessary or proper, and supervise the keeping of records of the society. The Secretary will also assume responsibility for moderating the online ACS Military Community and the annual Society newsletter.

### Section VII: Treasurer

The Treasurer will develop the budget for approval by the Executive Council. The budget, as approved by the Executive Council, is also subject to the ACS Board of Regents review and approval according to the ACS Bylaws. The Treasurer, with approval by the Executive Council, will monitor and supervise the funds of the Excelsior Society.

### Section VIII: Air Force Councilperson at Large, Army Councilperson at Large, Navy Councilperson at Large

Each Councilperson at Large shall be on active duty with the respective service, elected by the members, and have responsibilities as assigned by the Executive Council. In addition, these positions will serve as liaisons to their respective components.

Section IX: Reserve/National Guard Councilperson at Large

This Councilperson at Large shall be a member of the Active Reserve component or active National Guard member and will have responsibilities as assigned by the Executive Council. In addition, this position will serve as liaison to the Reserve and National Guard component.

Section IX: Civilian Councilperson at Large

This Councilperson at Large shall be a civilian physician who has shown dedication to the United States military and is willing to assist with the missions of the Excelsior Surgical Society and the MHSSPACS. They will have responsibilities as assigned by the Executive Council.

Section X: Resident/Fellow Councilperson at Large

This Councilperson at Large shall be a resident physician or surgical fellow who is a current member of the United States armed forces on active duty, reserve, or National Guard status. They will have responsibilities as assigned by the Executive Council.

Section XI: Immediate Past President

The Immediate Past President shall assist and advise the members of the Executive Council and shall make other contributions to the Society as requested by the Executive Council.

**Article XI: Executive Council**

Section I: The Executive Council will consist of the following officers (President, Vice President (President-Elect), Immediate Past President, Secretary, Treasurer, Air Force Councilperson at Large, Army Councilperson at Large, Navy Councilperson at Large, Reserve/National Guard Councilperson at Large, Civilian Councilperson at Large, and Resident/Fellow Councilperson at Large. The Executive Council reports to MHSSPACS leadership.

Section II: Quorum:

A majority of the members of the Executive Council shall constitute a quorum for the transaction of business.

Section III: Voting:

Each councilperson present at the meeting will have one vote.

Section IV: Powers of the Executive Council

All societal power shall be exercised by or under the authority of, and the business and affairs of the society shall be controlled by the Executive Council, under the authority of the ACS Board of Regents. Without limiting the general powers, the Executive Council shall have the following powers:

- (a) To select and remove agents and of the society, prescribe such powers and duties as may not be inconsistent with law.
- (b) To conduct, manage and control the affairs of the society and make rules and regulations.
- (c) The Executive Council will be the nominating committee for the Excelsior Society.
- (d) The Executive Council will select the Society Representative to the ACS Board of Governors (BOG).
  - a. The Board of Governors (BOG) Representative must be an Active member of the Society and currently active in surgical practice.
  - b. The BOG Representative is expected to participate in Society meetings and give a report at the Annual Business Meeting.

- c. The BOG Representative's terms are three years, and each BOG Representative may serve one or two terms.
- d. The selection process will proceed as follows.
  - i. The Representative to the Board of Governors will be selected by contributions to ESS in the rank of O5 or above.
  - ii. Candidates will be identified by nomination (including self-nomination) from among eligible members. A Nominating Committee consisting of the President, Vice-President, Immediate Past-President, the MHSSPACS Medical Director, and at least one ad-hoc member from the Executive Council will review candidates.
  - iii. The President will select one principal and one alternate representative for consideration by the ACS. The alternate candidate will be called to serve if the Governor nominee or approved Governor is unable to complete the position's term.
  - iv. Executive Council and MHSSPACS Medical Director present the nominations to the ACS Nominating Committee of the Fellows.

### **Article XII: Dues**

All fees and annual dues shall be recommended by the Executive Council and approved by a vote of the majority of the members of the society at the annual meeting and shall be due and payable upon presentation of invoices. The annual dues for Excelsior Surgical Society members shall be \$150 starting in 2020-2021. Annual Dues for Residents shall be \$75 starting in 2023-24. Dues are waived for Honorary & Distinguished members, medical student members, and members over 70 years of age. Excelsior Surgical Society dues are in addition to ACS membership dues. U.S. Fellows qualify for a 50 percent military discount for ACS Fellowship dues if they are either (1) Active Duty military or (2) currently deployed as a reservist or national guard. The Excelsior Surgical Society membership year coincides with the United States federal government fiscal year, operating on a fiscal calendar of October-September. Dues notices shall be emailed to members annually starting in October. Membership in the Excelsior Society of Military Surgery will be terminated upon the failure of a member to pay dues for one full year after being notified in writing of such delinquency.

### **Article XIII: Amendments**

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a **a two-thirds vote** of the voting members present at the annual business meeting of the Excelsior Society provided that written notice of the proposed change or changes shall have been given to each voting member.

### **Article XIV: Committees**

Election: The chair and co-chair of all Committees shall be nominated by the Executive Council for a two-year term, with the co-chair succeeding the chair at the end of one year and becoming the new chair for a one-year term. This staggered two-year service ensures the development and continuity of initiatives, processes, and discussions for all Committees.

#### **Section I. Research Committee**

(a) **Mission Statement:** The Research Committee moderates the Region 13 ACS Committee on Trauma (COT) paper competition and a military-specific session during the Scientific Forum portion of the Clinical Congress.

(b) **The Research Committee shall:**

- a. Coordinate the Committee of Trauma (COT) Region 13 Paper Competition in collaboration with the Chief for ACS Region 13 Committee on Trauma;
- b. Coordinate the military session of the ACS Clinical Congress *Owen H. Wangensteen Scientific Forum* in collaboration with the ACS Division of Education;
- c. Facilitate academic collaboration and advancement of members.

(c) The Committee Chair, Co-Chair, and Executive Council Liaison shall be appointed by the Society Nomination Committee per Section XI.

## **Section II. Membership Committee**

(a) **Mission Statement:** To provide financial oversight and stewardship of the legacy funds from both the James W. Humphrey's Jr. Fund for Surgical Education at the Henry M. Jackson Foundation, USUHS, and the Excelsior-USU Fund at the American College of Surgeons. The Membership Committee will ensure the financial longevity of the Society and our ability to serve our members' needs.

(b) The Membership Committee shall:

- a. Ensure financial security of our Society
- b. Focus on Membership expansion and dues remittance
- c. Develop funding sources for Membership to attend the annual Symposium and Excelsior programs; for example, the Senior Visiting Surgeon program

(c) The Committee Chair, Co-Chair, and Executive Council Liaison shall be appointed by the Executive Council per Section XI.

## **Section III. Mentorship Committee**

(a) **Mission Statement:** To provide resources for the education, residency, professional development, and CME needs of military surgeons. The Mentorship Committee has focused on building and expanding our network of military surgical providers and providing mentorship throughout their careers.

(b) **The Mentorship Committee shall:**

- a. Pair military medical students with an interest in a surgical career with military surgical mentors and;
- b. Re-establish and govern the Senior Visiting Surgeon (SVS) program.

(c) The Committee Chair, Co-Chair, and Executive Council Liaison shall be appointed by the Society Nomination Committee as outlined in Section XI.

## **Section IV. Outreach Committee**

(a) **Mission Statement:** To showcase the achievements of military surgeons, expand fellowship, and highlight opportunities for military surgeons across academic societies through multiple platforms.

(b) **The Outreach Committee shall:**

- a. Update and maintain the Society website;
- b. Generate Society outreach resources and materials for wide distribution and;
- c. Develop and maintain the Society membership directory.

(c) The Committee Chair, Co-Chair, and Executive Council Liaison shall be appointed by the Society Nomination Committee as outlined in Section XI.

## **Section V. Program Committee**

(a) **Mission Statement:** To plan the full-day Excelsior Surgical Society Symposium in conjunction with the ACS Clinical Congress. This scholarly forum will provide continuing education credit and will be attended by military and civilian surgeons, residents, and medical students. The Symposium provides the opportunity for exchanging information and networking opportunities between military tri-service (Army, Navy, and Air Force) and civilian colleagues related to optimizing wartime and peacetime care of military and civilian personnel. During the Clinical Congress, the Program Committee also organizes the Pryor Lecture, Churchill Lecture, and the Excelsior Surgical Society Reception.

(b) **The Program Committee shall:**

- a. Plan and coordinate all programmatic activities for the annual Society held during the ACS Clinical Congress;
- b. Nominate speakers for key lectures and panel sessions; the Vice President (or designee) is responsible for the development of the webinar program series in collaboration with the appropriate committee chairs and co-chairs.
- c. Assist members with options for obtaining travel to attend the annual Society Symposium.
- d. Solicit and collate membership input regarding future Symposium themes, speakers, and lectures.



(c) The Committee Chair, Co-Chair, and Executive Council Liaison shall be appointed by the Society Nomination Committee as outlined in Section XI.

**Section VI. Diversity, Equity, and Inclusion Committee**

(a) **Mission Statement:** To increase awareness, identify issues of diversity and inclusion within the military healthcare system, and foster a climate to allow the free exchange of ideas in patient care, collegial interactions, and leadership within the military surgical community. Vision: Every surgeon, regardless of race/ethnicity, gender, sexual orientation, or other underrepresented status will feel included within the Society.

(b) **The Diversity, Equity, and Inclusion Committee shall:**

- a. Develop conference content/programming to identify issues of diversity, equity, and inclusion within the military healthcare system;
- b. assess and improve diversity, equity, and inclusion of underrepresented groups in medicine in Excelsior membership and activities. This includes partnership with the research, mentorship, and program committees to ensure diversity in symposium panel members, research, and mentorship opportunities.
- c. Provide an open forum for exchanging ideas and discussing solutions.

(c) The Committee Chair, Co-Chair, and Executive Council Liaison shall be appointed by the Executive Council as outlined in Section XI.