



Association of Program Administrators in Vascular Surgery (APAVS)

Organization By-Laws

By-Laws Approved, May 26, 2020

Article I – Name

The name of this organization is the **Association of Program Administrators in Vascular Surgery** hereinafter referred to as the **APAVS**.

Article II – Objectives

The objectives of the APAVS are to:

1. provide a forum for the interchange of ideas and information relating to the education of vascular surgery fellows and integrated vascular residents;
2. assist in the identification and solution of educational and administrative problems that may arise in the conduct of vascular surgery residency and fellowship programs;
3. serve as the advocate of resident education in the various professional agencies, boards, councils and committees that influence the specialty of Vascular Surgery; and,
4. represent the APAVS of residencies and fellowships in Vascular Surgery that have been approved by the Accreditation Council for Graduate Medical Education (ACGME). These individuals shall hereinafter be referred to as the APAVS.

Article III – Membership, Privileges and Responsibilities

Section 1: Membership – Each Residency Program Administrator of an approved Vascular Surgery residency program is eligible to be a member of the APAVS. Members are expected to participate in its deliberations and endeavors, including a uniform Matching Program for resident selection. Membership will be activated by completion of an application located on the APAVS website. Termination of membership in the APAVS will occur if an individual ceases to be a Program Administrator.

Section 2: Voting Privileges – Each approved program is accorded one vote for transacting the business of the APAVS. This vote is executed by the Program Administrator. No proxies or substitutions are permitted without prior written notice to the Secretary by the Program Administrator. The APAVS Steering Committee may request voting via email.

Section 3: Approved Programs – For purposes of membership in the APDVS (and APAVS), an "approved program" is defined as a Vascular Surgery residency program which is recommended for approval by the Residency Review Committee (RRC) for Vascular Surgery and accredited by the Accreditation Council for Graduate Medical Education (ACGME). The Director of such an approved program is identified by the RRC as that individual authorized to sign the applications of his/her graduates for the certifying examination by the American Board of Surgery (ABS).

Section 4: Associate Members – Associate membership may be granted to persons interested in vascular surgical education who are not Program Administrators of an accredited vascular surgical fellowship/residency.

Associate members may:

1. participate fully in the discussions of the Association.
2. not hold office in the Association
3. not vote in matters brought before the Association
4. participate as committee members but cannot chair permanent or ad hoc committees of the Association

Article IV – Officers and Committees

Section 1: Steering Committee Requirements and Responsibilities – To be a member of the Steering Committee you must:

1. Be a member of APAVS
2. Have written support, including financial support, from your program director and/or chair
3. Be able to attend spring APDVS/APAVS conference and periodic conference calls throughout the year
4. Abide by the following responsibilities:
 - Officers: The officers of the Association will be elected by the membership at the annual meeting and consist of the following:
 - President (Two-year term)
 - President-Elect (Two-year term)
 - Secretary (Two-year term with the ability to be voted in for a second two-year term)
 - Councilors-at-Large: There will be five (5) Councilors-at-Large of the Association, approved by the APAVS Steering Committee, who will serve a two-year term with ability to be voted in for a second two-year term by the APAVS Steering Committee.
 - Past-President (One-year term): The Past President shall assist the President and Steering Committee as needed.
 - Terms of Office:
 - The President and President-Elect shall hold office for two years and may not succeed himself/herself.
 - The President-Elect, at the end of the two-year term, shall automatically become President.
 - The Secretary shall hold office for two years with the ability to be elected for a second two-year term and may not succeed himself/herself.
 - The five Councilors-at-Large shall each hold office for two years with the ability to be elected for a second 2-year term and may not succeed themselves.
 - The immediate Past-President shall serve a one-year term.
 - If the office of the President becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the President-Elect shall become President, fill the remainder of the unexpired term, and then complete his/her two-year term of office. Such unexpected progression of the President-Elect to the office of President shall result in an election of a new President-Elect by the Program Administrators at the next meeting of the APAVS. The term of the new President-Elect shall coincide with the term of office of the then President. Should the office of the Secretary or Councilors-at-Large become vacant, the Steering Committee then in office may, by majority vote, choose a successor(s). Such successor(s) shall hold office for the unexpired term with respect to the vacancy occurring. A board member may be removed, with or without cause, by vote of a two-thirds present majority of the board members.

- **Duties of Officers**
 - **President:** The President shall preside at all meetings of the APAVS and the APAVS Steering Committee; shall perform all other duties usually associated with the office of President, including the appointment of various committees as set forth in these articles, or as directed by the APAVS Steering Committee and/or the assembled members at regular meetings of the APAVS; with the aid and advice of the other officers, shall be responsible for developing a program for the regularly scheduled meetings; and as chief executive officer of the APAVS, shall be a member or ex-officio member without vote on all committees.
 - **President-Elect:** If the President is absent or unable to act, the President-Elect will perform the duties and exercise the powers of the President and will be a member or ex-officio member without vote on all committees.
 - **Secretary:** The Secretary shall prepare and distribute minutes of all meetings of the APAVS; shall assure the records of the APAVS, including a list of all members and their addresses, are maintained; shall initiate notices of forthcoming meetings and conduct any correspondence deemed necessary by the APAVS and/or the Steering Committee; and shall be a member, or ex-officio member without vote, of all committees.
 - **Councilors-at-Large:** Selection of the Councilors-at-Large shall include application from members-at-large. Applications will be voted on by the Steering Committee.
 - **Past President –** The Past President shall serve for one year following their term as President. The Past President shall assist the President and Steering Committee as needed.

Section 2: Committees

- **Steering Committee:** Members of the Steering Committee are the President, the President-Elect, the immediate Past President, the Secretary and Councilors-at-Large. The Steering Committee shall generally manage the affairs of the APAVS. During the interval between meetings, it shall serve as the administrative and policy making body of the APAVS. A majority of the Steering Committee shall constitute a quorum for the transaction of business. Meetings of the Steering Committee shall be held at such times and places as may be agreed upon by a majority of the Steering Committee, or in the event of disagreement, as designated by the President.
- **Ad Hoc Committees:** Ad Hoc committees may be established from time to time by the Steering Committee to accomplish specific and limited goals. They may not continue for more than two years without affirmative action by the membership of the APAVS in regular session.

Article V

The President and/or Secretary shall have the power to execute documents and binding commitments on behalf of the APAVS consistent with the policies established by the Steering Committee.

Article VI – Meetings

Section 1: Annual Membership Meeting – One APAVS meeting shall be held each year at the APDVS Annual Meeting or another meeting as voted on by the Steering Committee. A majority of the membership of the APAVS shall constitute a quorum.

Section 2 – Steering Committee Meetings – There should be at least two meetings of the Steering Committee each year. One meeting will be held immediately following the annual meeting and one as voted on by the Steering Committee.

Article VII – Newly Revised Robert's Rules of Order

Any question of order not provided by these articles shall be determined by parliamentary usage as contained in Robert's Rules of Order, Newly Revised.

Article VIII – Amendments

These articles may not be changed except by a two-thirds vote of the members present at regularly called meetings, and further provided that the proposed alteration or amendment will have been moved and seconded at the previous regular meeting, and that printed copies of the suggested alteration or amendment shall have been circulated among the members, and that the members shall have been specifically advised that such alteration or amendment will be voted upon.