

**CONSTITUTION AND BY-LAWS OF
THE HOUSTON DERMATOLOGICAL SOCIETY (HDS)**

CONSTITUTION

Article I

Name

The name of this Society shall be Houston Dermatological Society. The Houston Dermatological Society is an affiliated organization of the Houston Academy of Medicine.

Article II

Object

The object of this Society shall be the study and advancement of Dermatology.

Article III

Membership

There are five categories of membership:

- A. Active
- B. Honorary
- C. Special
- D. Inactive
- E. Life

A. Eligibility for Active Membership:

1. Candidates with the following qualifications may apply for active membership:

- a) Completion of a Houston Dermatological Society (HDS) application form (which shall include a copy of the constitution and by-laws).
- b) Certification by the American Board of Dermatology.
- c) Membership in good standing in the Texas Medical Association.
- d) Practice limited to Dermatology and Syphilology for one year in Texas prior to application for membership.

2. Upon delivery to the HDS Secretary of the application, a candidate will become a probationary applicant with all the privileges of the Society except that he or she may not hold office, vote or attend business meetings. The application fee for one year will be paid with the delivery of the application. At the end of one year from the date of delivery of the application, the candidate may become an Active Member upon the completion of each of the following:

- a) Submission of three letters of recommendation from active members each with more than three years active membership.

- b) Certification of attendance at a minimum of 50% of the HDS general meetings during the previous year.
 - c) Approval of admittance to active membership by at least, 75% of the active members at a general meeting.
 - d) Approval by the Executive Committee based on the candidate's meeting the requirements of Sec. III. A. I.
3. If for any reason an applicant is denied membership a letter from the HDS Secretary to the applicant shall be delivered and include a statement of reasons why membership was denied, and rights to a review hearing before the membership at a general meeting. If a rejected applicant so desires he or she may then request that the HDS President arrange a hearing before a meeting of the general membership at which the applicant may present his or her credentials and reasons why they should be a member of HDS. Such a hearing should be at a HDS general business meeting with the rejected applicant given at least one month notice of the meeting. An applicant will be granted Active Membership if at such a hearing at least 75% of the Active Members present approve of the applicant's membership.

B. Eligibility for Honorary Membership

Names for Honorary Membership shall be nominated by the Executive Committee and if elected by a majority vote of the entire Active Membership, they shall be excused from paying dues and assessments but shall retain other privileges of Active Membership.

C. Special Membership

A physician, who does not fulfill all the criteria for Active or Associate Membership may under special circumstances, be considered for Special Membership in the HDS. A candidate for Special Membership must be nominated by an Active Member at a regular meeting. The Executive Committee shall review each application individually and must then recommend the candidate to the Society at any stated meeting. His/her name shall be voted on at a subsequent meeting. Voting shall be by secret ballot. One adverse vote shall reject the applicant from this category of membership. A Special Member shall retain all the rights and privileges of an Active or Associate Member. Payment of dues or assessments will be required. It is the prerogative of the Executive Committee to ask the individual to apply for Active or Associate Membership at any time.

D. Inactive Membership

An Active or Associate Member of the Society may request status as an Inactive Member upon written application to the Society. Two-thirds of the members present at the next following meeting must approve the application. An Inactive Member shall retain all the rights of the Active or Associate Member but shall be excused from payment of dues or assessments. The Officers of the Society are obligated to review the status of Inactive Members each year in June. If adequate reason to remain on an Inactive status no longer exists the Executive Committee of the Society must advise the Inactive Member in July to apply for Active or Associate Membership or be dropped automatically from membership in the Society in January of the following year.

E. Life Membership

Any member of the Society in good standing who has been a .member for at least 10 years and has retired from active practice may apply for Life membership by a written application to the Society. Each application shall be considered individually by the Executive Committee. The Executive Committee shall review the application and may then recommend the candidate to the Society at any stated meeting. His name shall be voted on at the next subsequent meeting. Two-thirds of the members present at this meeting must approve the application for Life Membership. A Life Member shall retain all the rights and privileges of an Active Member but shall be excused from payment of dues and assessments. It is the prerogative of the Executive Committee to reinstate the individual to Active Membership at any time.

F. Expulsion of Members

When as many as three members appeal to the Executive committee in writing for the expulsion or suspension of any member, the Executive Committee will consider said appeal and contact the defendant member. After due consideration by the Executive Committee they shall submit their report and recommendations to the Society. It shall then require a two-thirds vote of the entire Active Membership to expel or suspend said member. All members of the Houston Dermatological Society shall be notified of such impending action and if unable to attend the meeting, may send in their vote by proxy.

G. Guests

1. Those who are bona fide graduate students in dermatological training may be invited by the Executive Committee. The expense of such graduate students at the meeting may be borne by the Society at the discretion of the Executive Committee.
2. Recognized Dermatologists and bona fide graduate students in Dermatological training, not residents of Harris County, may be invited as guests to a scientific meeting by an Active member who shall be responsible for his/her expenses.
3. A physician who has made notable contributions to the advancement of dermatology may be invited as a guest by an Active member when approved by the Executive Committee, at the expense of the inviting member.
4. New dermatologists beginning practice in Harris County, who have not yet qualified for admission to our Society, may be invited as guests to the scientific meetings at the discretion of the Executive Committee.

Article IV
Officers

The officers of this Society shall consist of: President, Vice-President and Secretary-Treasurer. The Executive Committee shall consist of the above officers plus the immediate past three presidents. These officers shall be elected at the meeting of the Society held in January and shall hold office for one year.

Article V
Duties of Officers

- A. The President shall preside over all meetings, sign such documents as require his signature, and perform such other duties as pertain to his office.
- B. The Vice-President shall assist the President in the discharge of his duties, and in the absence of the President, shall perform his duties.
- C. The Secretary-Treasurer shall keep minutes of the proceedings when deemed advisable by the presiding officer. He shall notify officers and committee members of their appointments and the duties required of them, collect dues and pay bills, keep a list of members and notify new members of their election. The Secretary-Treasurer shall perform duties of the President in the absence of the President and the Vice-President. The Secretary- Treasurer shall notify all members in advance of the monthly meetings and shall be in charge of arrangements for the place for the scientific discussion. The Secretary-Treasurer shall keep a set of books in which all of his expenses pertaining to the Society, such as stationery, etc., may be listed so that he may be reimbursed on approval of the Executive Committee.
- D. The Executive Committee shall assist the President in directing the policies of the Houston Dermatological Society and shall pass on applicants for membership.

Article VI
Meetings

- A. The Society shall hold ten monthly meetings a year, omitting July and December.
- B. At all meetings, 25% of the Active Membership shall constitute a quorum for the transaction of any official business. However, a motion and a second to notify the entire membership of the issue will postpone the vote until the next meeting.

Article VII
Dues and Assessments

- A. The amount of annual dues shall be determined by the Society by vote of a majority of members present at any regular meeting. These monies are to be under the control of the Executive Committee and are to be utilized at their discretion for the benefit of the Society. The first year's dues for an Active, Associate, or Special Member shall be for the full amount if elected to membership before July 1st. If elected on or after July 1st, the first year's dues will be one-half of the regular amount. Dues are payable on March 1st and any member who fails to pay these dues within three months after he/she has been notified shall then again be notified of such failure by the Secretary-Treasurer. If he/she fails to pay the dues within 30 days thereafter, he/she shall automatically be suspended from membership until such dues are paid.
- B. Assessments may be levied from time to time or if required. An assessment may be levied with the consent of three- fourths of the members present and voting. Any member who fails to pay an assessment within three months after he/ she has been notified of it shall then again be notified of such failure by the Secretary-Treasurer. If he/she fails to pay the assessment within 30 days thereafter, he/she shall be automatically suspended from membership until such assessment be paid.

Article VIII
Committees

- A. The Committee on Continuing Medical Education shall consist of three members who, at the first business meeting of the year, shall be appointed by the President for terms of one year each. It shall be the duty of this committee to concern itself with activities regarding Continuing Medical Education Credit. This standing committee shall elect its own chairman annually and shall report to the Society at least once a year.

Article IX
Rules of Order

Roberts Rules of Order shall be the guide in all procedures not covered by the Constitution and By-Laws.

Article X
Amendments

This Constitution may be amended at any stated meeting by a two-thirds vote of all the Active Members present, provided that the amendment was submitted to the Society at the previous stated meeting.