

**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. **Associate**
- C. Inactive
- D. **Resident**
- 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. **(or Dermatology Osteopathy Board??)**
 - ~~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 the names of 2 Active members of the Society who are willing to support the application for membership. These members will be sent an email by the Administrator to

~~verify support. 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. 1.
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.~~

B. Associate Membership

An individual who does not practice dermatology but whose field is closely aligned with dermatology or a physician who has completed a certified dermatology residency program but is not certified by the American Board of Dermatology may apply to be an Associate Member of the society. Verification of the support of 2 active members of the Society must be obtained. The application must be approved by the Executive Committee and by 75% of the Active members present at a general meeting. Annual dues will be paid by associate members. Associate members will have all the privileges of the Society except that he or she may not hold office.

~~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.~~

C, Inactive Membership

If for some reason an Active or Associate Member of the Society is unable to practice in the Houston area, he/she may request status as an Inactive Member upon written application to the Society. ~~Two-thirds of the members present at the next following meeting~~ **The Executive Committee** 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~~ **he/she must resume Active or Associate Membership** or be dropped automatically from membership in the Society in January of the following year.

D. Resident Membership

Dermatology residents in good standing at Baylor College of Medicine, the University of Texas Health Science Center Houston or the University of Texas Medical Branch shall, upon submission of an application for membership and verification of status by the applicant's program director, be eligible for membership in the Society. Resident members shall have all the privileges of the Society except that they are unable to hold office. Should any of these individuals choose to practice in the greater Houston area, upon satisfactory completion of a residency program and receiving certification by the American Board of Dermatology, he/she may request to become an active member of the Society. The first dues payment will be due the January after the completion of a residency program. For resident members who pursue a dermatology fellowship following residency, dues may be deferred for an additional 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.~~ **It is the prerogative of the Executive Committee to grant Life Membership with Honors to life members that had outstanding contributions to the Houston Dermatologic Society or to the practice or teaching of Dermatology in the Houston/Galveston area. Those individuals will receive a letter stating such a recognition.**

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.~~
- 1. A nonmember dermatologist or other physician who has made notable contributions to the advancement of dermatology may be invited to attend a scientific meeting as a guest by an Active member at the expense of the inviting member.**
2. New dermatologists beginning practice in Harris **or Galveston** Counties, 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.~~ These individuals will be responsible for their own expenses.
- 3. Anyone with a constructive interest in the society may be invited to attend a meeting of the Society by an Active member with the approval of the Executive Committee. The member is responsible for the expenses of the guest.**

Article IV
Officers

The officers of this Society shall consist of: President, ~~Vice-President Elect~~, and ~~Secretary-Treasurer~~.

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~~ President elect shall assist the President in the discharge of his duties, and in the absence of the President, shall perform his/her duties. He/she will also serve as Chair of the Continuing Education Committee and will work with the HDS administrator in planning locations for Society meetings and with the Continuing Education Committee in planning educational programs.**
- ~~C. The Secretary-Treasurer will assist the HDS administrator in overseeing the finances of the Society. He/She will serve as Chair of the Finance Committee. 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.~~

Article VI
Meetings

- A. ~~A calendar of meetings shall be devised each year by the executive committee and provided to the membership. 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 or Associate 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 by 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 HDS Administrator. 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. Executive Committee shall consist of the officers of the Society plus the immediate past ~~three~~ **two** presidents. The Executive Committee shall assist the President in directing the policies of the Houston Dermatological Society and shall pass on applicants for membership and other business of the Society as designated to the Committee.
- B. The Committee on Continuing Medical Education shall consist of three members who shall serve for 3 years and are appointed by the president with staggering terms, with one new member appointed each year and the member who has served a 3 year term rotating off the committee. The committee members will assist the President Elect in planning the educational programs for the Society.** ~~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.~~

C. The Finance Committee shall consist of 3 members appointed for 3 year staggering terms, one new member appointed each year by the President. The committee members will assist the Treasurer in overseeing the finances of the Society and assist in devising fundraising ideas/strategies for the organization.

D. Nominating Committee. The Executive Committee will serve as the Nominating Committee. This committee will select a nominee each year for the position of Treasurer to be presented to the membership for approval at the meeting in January. After serving as treasurer for one year, this individual will become the President Elect for a year and then serve as President of the Society the following year. In July of each year the Administrator for the Society will email a request for nominations for the position Treasurer to the membership. Active members may nominate themselves for the position or be nominated by other members of the Society.

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.