

Constitution

To be Amended at Annual Meeting – November 1, 2018

Article I

Name:

This Society shall be known as the “Chicago Laryngological and Otological Society.”

Article II

Objective:

The objective of the Society is to promote the science and art of medicine as it applies to the field of Otolaryngology-Head and Neck Surgery. It shall endeavor to bring together those physicians and colleagues in this locality who work in this field, and who otherwise qualify for membership as detailed below, in order to:

- a Obtain the benefits of interchange of views,
- b Stimulate research,
- c Enhance knowledge and training in the field,
- d Promote the social and scientific interests of its members,
- e Strengthen ethical relations among members, and
- f Further the interests of medicine in general.

Article III

Membership:

1. The membership of this Society shall be composed of four classes:
 - a. Member
 - b. Associate
 - c. Honorary
 - d. Emeritus

Definition of a Member:

A member is any physician who holds a degree of Doctor of Medicine, Doctor of Osteopathy, or equivalent medical degree, as determined by the Council of the Chicago Laryngological & Otological Society. The member must hold a valid license to practice medicine in Illinois and be certified by a medical specialty board acceptable to the Council.

The Council may waive the requirement that a candidate for membership be licensed to practice medicine or be certified by an acceptable board, if such a physician has aided significantly in the progress of medicine as relates to diseases of the ear, nose, and throat, and related structures of the head and neck.

The candidate for membership shall file an application with the Secretary of the Society in a format issued by the Council.

The candidate for membership shall be proposed to the Society through the Secretary by two members. An initiation fee, formerly \$100, is now waived. The Secretary, or his or her designee, shall then present the candidate to the Council together with a brief statement of his or her qualifications for membership. The Council has the sole right to review a candidate's qualifications and the sole right to nominate for membership, or refuse/defer consideration of such membership.

Nomination of the candidate by the Council shall be announced to the Society by the Secretary (or designee) at a monthly meeting if approval of the candidate by the Council has been given previously, provided at least 10 members are present.

The Society will then vote on Council-approved candidates. This election will be by voice vote, with the Secretary (or designee) counting the votes. Five negative votes disqualify a candidate for membership for that year. Successful candidates will be notified and invited to attend subsequent Society events. Members pay dues each year (see below)

Associate Member:

An associate member is any person who is engaged or has been engaged in a field which is in the view of the Council allied to Otolaryngology-Head & Neck Surgery and is not eligible for any other class of membership in the Society. These candidates can then become eligible for associate membership. Election to associate membership shall be proposed by the Council and approved by a majority of votes of members present at any regular meeting. This candidate's application must be proposed by two members, approved by the Council, and election must then proceed in an analogous fashion to "Members" as outlined in Article III. Associate members will not be eligible to hold office or be members of the Council and have no voting rights. Associate members pay dues each year (see below).

Honorary Member:

Election to honorary membership shall be proposed by the Council and approved by majority vote of members present at relevant Society meetings. This class of membership shall be limited to guests from other cities or foreign countries who have outstanding reputations for productive research, exemplary teaching, or for extraordinary clinical experience and judgment in the field of Otolaryngology-Head and Neck Surgery. Honorary members do not hold office, are not members of the Council, do not vote, and do not pay dues.

Emeritus Member:

The Council may designate emeritus members who shall be relieved of further payment of dues. See By Laws Article X, 3.

Guests:

Members may bring guests to the Society meetings with notification to and approval from the President. Guests may attend meetings at the discretion of the President, in consultation as needed with the Council, so as to not interfere with functioning of the Society. Such guests may include but are not limited to allied practitioner, corporate scientific advisors, and others with a professional interest in the field of Otolaryngology. A suggested donation of \$25 to the society is recommended for one time guest attendance

In concordance with the educational goals of the Society, students pursuing careers in Otolaryngology-Head and Neck Surgery may attend Society meetings freely, with notification from a member from their program to the President, again at the discretion of the President, in consultation as needed with the Council, so as to not interfere with functioning of the Society

Article IV**Officers:**

The officers of the Society shall be made up of the President, Past President, President Elect, Secretary, Treasurer, and two Council of Seven members. The Secretary and Treasurer may not serve more than 5 consecutive years.

Additional members may be appointed by the President, in consultation with the Council, for specialized projects.

Article V**Committees**

1. The Nominating Committee shall be made up of members to be named by the Council. Members of the Council may not serve on this committee. Other nominations for officers may be made by petition by any other active members of this Society.
2. The Program Committee for the annual meetings shall consist of the Council itself.
3. An Audit Committee may be appointed by the President for the purpose of examining the Treasurer's statement as needed on the Society finances and submitting recommendations regarding said report to the Council.
4. Ad hoc committees and other positions will be appointed by the Council as deemed necessary (*i.e.*, By Laws Committee, Board of Governors representatives, etc.).

Article VI**Amendments:**

1. This Constitution may be amended by 75% vote of all the members present at a meeting, provided that previous notice of the proposed amendment has been given via standard means.

By Laws

Amended at Annual Meeting – November 1, 2018.

Article I

President:

The President shall discharge the duties belonging to this office according to Robert's Manual. S/he shall be ex-officio chairman of the Council.

Article II President Elect:

The President Elect shall discharge duties of the office of the President in his/her absence or in case of death. S/he shall be an ex-officio member of the Council.

Article III

Secretary/Treasurer:

1. As Secretary s/he shall attend and keep record of all the meetings of the Society and of the Council, of which the latter shall be ex-officio clerk.
2. S/he shall superintend the publication of the transactions under the direction of the Council.
3. S/he shall notify candidates of their election to membership.
4. S/he shall assemble the programs and send notifications to the Society prior to the date of each meeting (via designee). S/he shall also notify the members of the Council of the meetings of the Council.
5. As Treasurer, s/he shall receive all money due and pay all debts.
6. S/he shall render an account thereof to the Council; the President may direct such reports be shared with the Society as needed at meetings.

Article IV

1. Four members shall constitute a quorum.
2. The Council shall consider the application of any candidate whose qualifications are met for membership and shall have entire and final decision in determining the candidate's nomination for membership.
3. The authority for the expenditure of all funds shall reside in the Council.
4. The Council shall have entire control of any publications of the Society with the power to reject a publication as it deems necessary.

Article V

Meetings:

1. Meetings shall usually be held whenever possible at a schedule and frequency to be determined by the Council, from approximately October to June, inclusive.

2. A special meeting of the Society may be called at the discretion of the Council, or upon the written request of 10 members. Notification of such meeting shall be given by the Secretary.

Article VI

Order of Business:

At a Society meeting, the order of business shall be:

1. Approval of any relevant minutes of the year, as needed.
2. Address of the President
3. Annual reports of the Secretary, Treasurer and of committees, as needed
4. Election of Officers, at the final meeting of the year
5. Lederer-Pierce resident competition (at that particular meeting)
6. Election of new members, as needed.
7. Miscellaneous business, as needed.

This order may be adjusted by the Council.

At regular meetings, the order of business shall be:

1. Reading of minutes, where necessary
2. Election of members, where necessary
3. Guest speakers, etc.
4. Report of committees, where necessary
5. Unfinished and new business, where necessary
6. Adjournment

This order may be adjusted by the Council.

This order of business for either the annual or regular meeting may be changed at the discretion of the President with the concurrence of the Council.

Article VII

Papers and discussion (Lederer-Pierce Competition)

1. The titles of all presentations to be read at any meeting shall be forwarded to the Secretary not later than 2 weeks before the date of the meeting.
2. The requirements for presentations will be determined by the Council and disseminated to the chairs of the local universities and any other relevant members approximately 2 weeks before the meeting.

Article VIII

Quorum:

A quorum for the transaction of business shall be 5 members.

Article IX

Initiation Fee:

The initiation fee for members and associates shall be waived, effective this 2018 season.

Article X

Dues:

1. Every member and associate member shall pay in advance annual dues fixed by the Council based on current requirements. As of 2018, a member's dues shall be \$225.00 annually, and associate members shall pay \$125.00 annually. This may be adjusted at the discretion of the Council.
2. Any member whose dues shall be in arrears shall be notified of the delinquency in writing by the Treasurer. In the event of payment not being made within 3 months, s/he may, on the vote of the Council, be dropped from the Society.
3. The Council may designate emeritus members who shall be relieved of further payment of dues. Any member who shall have paid dues for twenty-five years shall at his own request be so classified and excused from further payment of dues.

Article XI

Amendments:

Any of these by-laws may be amended, repeated, or suspended by a 75% vote of the members present at any meeting, previous notice having been given in regular form.