

**UNIFORMED SERVICES WEST CHAPTER  
AMERICAN ACADEMY OF PEDIATRICS**

**BYLAWS**

**ARTICLE I.        OFFICERS**

1.        The officers of the Chapter, who shall be Chapter members and Fellows of the American Academy of Pediatrics currently on active duty, retired, or reserve duty, are as follows:
  - a.        Chapter President, who is usually the previous Chapter Vice President, will serve for an elected term of two years, and progress to serve as Chapter Past President for an additional two years.
  - b.        Chapter Vice President will have an elected term of two years, and progress to serve as the next Chapter President.
  - c.        Secretary-Treasurer will have an elected term of three years.
  - d.        At least two elected Members-at-Large will serve elected terms of two years.
  - e.        The Chapter Grant Coordinator will serve on the Executive Committee.
  
2.        The Chapter President shall appoint all committees and liaison representatives subject to the approval of the Executive Committee. The Executive Committee will appoint and approve the Chapter Grant Coordinator. The President will be an ex-officio member of all committees and will be responsible for the submission of all reports required by the District and the Academy.
  
3.        The Chapter Vice President shall serve as President in the absence of the President.
  
4.        The Secretary-Treasurer will perform the ordinary duties of that office as specified in the position description. The Secretary-Treasurer will be held responsible for all funds of the Chapter and will render a financial report to the Chapter at the Annual Meeting. Bond may be required at the discretion of the Executive Committee.
  
5.        The Executive Committee of the Chapter will usually consist of the Chapter President, Chapter Vice President, Secretary-Treasurer, Member(s)-at-Large, the Chapter Grant Coordinator, and the immediate past Chapter President (two year term). The Executive Committee will normally conduct all business of the Chapter, but will regularly inform the membership of activities and submit major issues for membership vote at the Chapter's Annual Meeting each year.
  
6.        In event that any officer of the Chapter or member of the Executive Committee is unable to serve the full term of office, the Executive Committee is empowered to fill

the vacancy from within the Executive Committee and elect a new Member-at-Large. In filling a vacancy of an unexpired term, an officer who has served more than half of a term shall be considered to have served a full term in that office.

**ARTICLE II.           ADMINISTRATIVE SUPPORT**

1. The Executive Director (ED) will serve as the administrative home and support for the Chapter. Duties of the ED will be specified in the ED Position Description. The ED will report directly to and be responsible to the Chapter President.
2. The Chapter Grant Coordinator will be the Point of Contact, along with the Executive Director, for all Chapter Grants. Duties of the Grant Coordinator will be specified in the Grant Coordinator Position Description. The Grant Coordinator will report directly to the Chapter President.

**ARTICLE III           MEETINGS**

1. The Annual Meeting of the Chapter shall be held each year at a time and place designated by the Executive Committee. It will normally be held in conjunction with the annual Uniformed Services Pediatric Seminar (USPS).
2. Other meetings may be held at the call of the Chapter President, the Executive Committee, or by written request by 25 Fellows, elected officers excepted.
3. Notice of the time and place of all Chapter meetings shall be communicated to all the Chapter membership at least three weeks in advance.
4. All business meetings of the Chapter shall be conducted in accordance with Robert's Rule of Order, revised.
5. The Executive Committee of the Chapter shall meet at least twice per year to conduct the Chapter business, appoint committees and liaison representatives, give directives to committees and liaison representatives, as well as receive and study the reports submitted by these agents.

**ARTICLE IV.           ELECTIONS**

1. The Nominating Committee shall consist of a chairman and at least three members.
2. A slate of officers will be submitted to the membership at the Annual Meeting by the Nominating Committee or 30 days prior to election. Additional nominations for all offices may be made by petition with names of twenty-five Chapter members at or before the annual Chapter meeting.
3. The ballots, including the names of all nominees, will be distributed to the membership. These candidates will be voted on by a secret ballot. Completed ballots will be returned to the Secretary, *Executive Director* or designated alternate.

**ARTICLE V.        DUES**

1. Chapter dues shall be set by the Executive Committee.
2. Dues may be waived for just causes by the Executive Committee.
3. Assessments may be levied on recommendation of the Executive Committee, with the approval of the majority of the Chapter members voting.
4. The Executive Committee of the Chapter is empowered to defray all or part of the expenses of the officers and committee members of the Chapter for the performance of Chapter business.