

BYLAWS

Bylaws of the Association (see below)

As Previously Revised in March 1998

Amended in July, 2000

Amended on December 15, 2002

Amended on July 14, 2009

Amended on July 19, 2010

Amended on May 29, 2019

Article I - Name and Purpose

Article II - Membership

Article III - Election of Members

Article IV - Governance

Article V - Officers

Article VI - Council

Article VII - Nominations and Elections

Article VIII - Committees

Article IX - Meetings

Article X - Amendments

Article XI - Other Provisions

Article I: Name and Purpose

Section 1. The name of this organization is the American Association of Clinical Anatomists (the Association). The organization incorporated in the State of Georgia as a 501(3)c nonprofit organization.

Section 2. The American Association of Clinical Anatomists is the international home for the advancement of clinical anatomy knowledge and anatomical services through education, research and scholarship. The purpose of this Association is to advance the science and practice of clinical anatomy; promote the personnel and resources associated with its practice; encourage research, scholarship and publication in the discipline; and maintain high curricular and professional standards in the teaching of anatomy. Clinical anatomy is defined as anatomy in all of its aspects - gross, histologic, developmental, neurologic, and specimen care and preservation - as applied to clinical practice and education; the application of anatomic principles to the solution of clinical problems; and the application of clinical observation in the expansion of anatomical knowledge and education.

Article II - Membership

PREAMBLE

Section 1. Categories, Classes and Status. There are two (2) categories of membership in the Association: Full and Special. There are four (4) classes of Full Membership: Regular, Senior, Honored, and Affiliate; and three (3) classes of Special Membership: Founding, Honorary and Associate. The status of Full Members shall be Active, Inactive, or Discontinued. The Council, has the power to establish other classes of membership, change the rights and privileges for each class, and set the amount of the dues for each category of membership. Unless otherwise noted, all Full Members will have electronic access to the official journal.

Section 2. Full Memberships

Subsection A. *Regular Membership* in the Association shall be open to all individuals of good professional standing who have an active interest in clinical anatomy or in supporting anatomical programs, courses, and activities.

Subsection B. *Senior Membership* shall be open to those who have been Regular Members for at least five (5) years and have reached age sixty-five (65). They shall have all the privileges and responsibilities of Regular Members, but pay a reduced membership dues rate. All Senior Members will have electronic access to the official journal. Senior members may pay an additional amount to receive the printed journal.

Subsection C. *Senior Limited Membership.* A limited membership is open to any Senior Member in good standing who is no longer employed full time. Senior Limited Members neither pay dues nor have access to the journal but will have all of the other privileges and responsibilities as a Regular Member.

Subsection D. *Affiliate Membership.* Several associations have identified the journal *Clinical Anatomy* as their official journal. Members in good standing of these associations may become Affiliate Members upon payment of affiliate member dues. These dues are equal to the Regular Member's rate minus the annual member's subscription fee for the official journal. Affiliate Members shall have all the rights, privileges and responsibilities of Regular Members, but will not have electronic access to the official journal as part of their membership in the Association.

Section 3. Special Memberships.

Subsection A. *Founding Member* status indicates those members who were elected on or before December 31, 1983.

Subsection B. *Honorary Membership* is granted to all **Honored Member** and **R. Benton Adkins Distinguished Service Award** recipients as a part of their award. These individuals, selected on the basis of outstanding contributions to clinical anatomy and/or extraordinary services rendered to the Association and its membership, and approved by the Council are considered lifetime Honorary Members, and are not required to pay dues, and are granted all the rights and privileges of Regular Members in good standing.

Subsection C. *Associate Membership* is open to all students, postdoctoral fellows, residents, and fellows in training. Associate Members may serve on committees and receive limited member benefits as deemed appropriate by Council, but are not eligible to vote or hold elected office. Associate Members will pay a nominal fee for dues. All Associate Members will have electronic access to the official journal. Associate Members may pay an additional amount to receive the printed journal.

Section 4. Membership Status. Subsection A. **Active or Member in Good Standing.** Unless otherwise specified in the Bylaws, all members in good standing are considered to be active and shall have the right to vote, hold office, serve on committees, and receive all member privileges. To be in good standing and active, a member must pay dues for the current year prior to the start of the Annual Scientific Meeting, have no other outstanding financial obligations to the Association, and to have not been found guilty of any forms of harassment by the association.

Subsection B. **Inactive.** Active Members in all dues paying categories and classes who do not pay their dues by the conclusion of the Annual Scientific Meeting will have their status reclassified to Inactive. Inactive Members do not receive the official journal but they remain eligible to vote, hold office, and serve on committees. Inactive members can reinstate their Active status by making a dues payment and becoming a paid-up member prior to the end of the fiscal year in which they became Inactive.

Subsection C. **Discontinued.** On January 1st, all Inactive members who are in arrears will have their membership status changed indefinitely to Discontinued. Discontinued members will be listed in the Association's website Directory but have no other privileges of membership. Members in discontinued status for less than two years will have their standing, privileges and Active membership status reinstated upon receipt of a dues payment for the current fiscal year plus the cost of a half-year's subscription, at the member's rate, to the official journal. Those in discontinued status for longer than two years will re-apply as new members.

Section 5. Expulsion. Under extraordinary circumstances, a majority of the Council may vote to send an expulsion notice to a member whose conduct and actions as a member appear to be contrary to the best interests of the AACCA. The member must be given written notice of the pending expulsion vote and be offered the opportunity to present their case in writing or in person at the next meeting of the Council, when a final vote will occur. A two-thirds majority vote of the Council at this meeting is required to expel the member. The expelled member has the right of appeal to the membership at the next Annual Business Meeting. A two-thirds majority vote of the members present at the Annual Business Meeting is required to reinstate the individual's membership.

Section 6. Membership Directory. The Association's website Directory must display the membership status and class of each member. On the first day of each quarter, the Treasurer must update the Directory and certify to the Council that the membership status of each member is accurately recorded as well as can be ascertained.

Section 7. Dues Notices. The Association Secretary must send, in a form and at a time deemed appropriate by the Council, a formal Call for Membership Dues to the membership.

[Back to the top of the page](#)

Article III - Election of Members

Section 1. Application Documents. All applicants for AACA membership are required to complete an electronic application form on the Association's website and to provide the required supporting documents to the Membership Committee as described in the instructions to the electronic application.

Section 2. Application Process. The Membership Committee must define its applicant review process, and publish this review process on the Association's website. Any proposed changes to this process must be presented to the Council for its approval at the Interim Council Meeting.

Section 3. Notification and Activation. The Chair of the Membership Committee will notify each applicant as to their status and annual dues payment options. Applicants approved for membership become active members in good standing upon receipt of dues by the Treasurer.

[Back to the top of the page](#)

Article IV - Governance

Section 1. The Association is governed by the members through an elected Council. The Council's Executive Committee makes decisions and takes actions on behalf of the Council between Council meetings.

Subsection A. *Executive Committee acting on behalf of the Council.* Minutes of Executive Committee meetings shall be distributed to the Council within fifteen (15) days of each Executive Committee meeting. The Council may call a Special Meeting to review an action approved by the Executive Committee on its behalf. A Special Meeting of Council shall be called if within fifteen (15) days of the Minutes being electronically mailed five (5) non-Officer members of Council notify the Association Secretary and request a full Council review of a specific Executive Committee decision. The President will call a Special Meeting within fifteen (15) days of receipt of the fifth written request for a review by the Council.

Section 2. The fiscal year of the Association shall be on a calendar year basis (January 1 to December 31). All committees, special interest groups, and associations members may submit by September 1st all financial requests to the Treasurer and the Executive Director of the

Association. The Treasurer of the Association presents to the President the financial requests and current financial status of Association. The President is responsible to prepare and present the upcoming year's budget at the interim October meeting. A two-thirds majority vote is required for the budget to be approved.

Section 3. The Association's activities and committees shall be governed by Robert's Rules of Order, as most recently revised. In case of a conflict between Robert's Rules of Order and these Bylaws, the Bylaws take precedence.

[Back to the top of the page](#)

Article V - Officers

Section 1. The Officers of the Association are the President, President-Elect, Association Secretary, Program Secretary, Treasurer, and the immediate Past President. There are no specific qualifications or professional credentials required for nomination to any office beyond being a Full Member in good standing holding a terminal degree. The nomination and election process for all Officers is described in Article VII. Detailed descriptions for each Officer position will be maintained on the Association's website.

Section 2. President. The President is the highest-ranking elected Officer of the Association and is directly accountable to the members. The President chairs the Council and Executive Committee, serves on the Journal Committee, and presides over the Annual Scientific Meeting. The President serves a term of two (2) years and does not have the right of self-succession, except as described in Article V, Section 4 below.

Section 3. Past President. In those years when a new President-Elect is elected, the current President assumes the office of Past President at the close of the Annual Business Meeting. The Past President chairs the Journal Committee, serves on the Membership Committee, and is available to assume the duties of President-Elect if necessary. A vacancy in the office of Past President may be filled by a former Past President, with the approval of the Council.

Section 4. President-Elect. The President-Elect functions as a direct aid to the President in carrying out tasks that complement the work of the Association. The President-Elect automatically assumes the office of President at the conclusion of the current President's term of office. The President-Elect chairs the Membership Committee, functions as the Association's President in the absence of the President and, in the event of a vacancy, succeeds and assumes the office of the President. A President-Elect who prematurely assumes the office of President will, in addition to the portion of term assumed prematurely, serve out the full presidential term to which they were originally elected.

Section 5. Association Secretary. The Association Secretary maintains all the official non-financial records, oversees the recording of proceedings of meetings of the Association and the Council, and is responsible for the Association's correspondence. The Association Secretary is elected for terms of three (3) years.

Section 6. Program Secretary. The Program Secretary is responsible for all aspects of the Annual Scientific Meeting. The Program Secretary receives abstracts, assigns and categorizes papers and posters approved for presentation, arranges for and supervises the printing of the program, appoints local-host organizing committees, subject to approval by the Council, appoints Moderators to preside over scientific sessions, and makes purchases and employs assistance as authorized in the budget. The Program Secretary is elected for terms of three (3) years.

Section 7. Treasurer. The Treasurer chairs the Financial Affairs Committee, serves on the Journal Committee, and oversees the financial records of the Association, including those of the official journal. The treasurer must follow standard accounting practices and is responsible for safeguarding the Association's funds, whether this work is performed personally or with the Association's contract administrative assistance. The Treasurer will request and receive an annual expense report by October 1st from all entities that manage funds and accounts on behalf of the Association. The Treasurer must present periodic reports on the Association's financial status at the request of the Council and must prepare and present a full report to the membership at the Annual Business Meeting. The Treasurer is elected for terms of three (3) years.

Section 8. In the event that any of the following vacancies in the office of President-Elect, Association Secretary, Program Secretary, and Treasurer occur, a new Association Secretary, Program Secretary, and Treasurer will be elected through a vote of the full membership in a special election.

Section 9. Executive Director. The Council may contract for the day-to-day operations of the organization with an Association Management Company. The person exercising responsibility for the daily management operations of AACA shall be called the "Executive Director." The duties of the Executive Director and the Association Management Company staff are defined in AACA Standing Rules and Procedures. The assignment of management duties to the Executive Director and the Association Management Company in no manner relieves the Council from any responsibilities assigned to them in these Bylaws or in the AACA Standing Rules and Procedures. The Executive Director shall facilitate the work of the Council and the members of AACA. However, the Council assumes the ultimate responsibility for overseeing that the policies, practices, and procedures of the organization are effectively and efficiently carried out. The Executive Director has no voting rights or privileges.

Article VI - Council

Section 1. The Council is the principal governing body of the Association. The Council consists of the Officers and nine Councilors. The Editor-in-Chief of the official journal, *CLINICAL ANATOMY*, and the Meeting Manager are *ex officio*, non-voting members of the Council.

Section 2. Quorum. A quorum for the Council will consist of one more than half of the current number of voting Council members and must include at least two (2) Officers. Neither the presence or absence of an *ex officio* non-voting member of the Council is counted when calculating a quorum.

Section 3. The term of office for each Councilor will be three (3) years with three Councilor positions being subject to annual election. Councilors may serve two (2) consecutive terms in the same Councilor category. If a member has served two (2) consecutive Councilor terms in the same category, that member will be ineligible to serve as a Councilor in that category for one (1) term. Members may serve as a Councilor for an unlimited number of non-consecutive terms. The nomination and election process for Councilors is described in Article VII.

Subsection A. Voting Members of the Council shall serve in only one (1) Council position. Election to a second voting position on the Council will create a vacancy in the original Council position. The vacancy will occur at the time of installation for a newly-elected position. The original vacancy will be filled for the remainder of the unexpired term by the candidate who received the most votes. If no candidate on the original ballot is eligible or willing to serve, a special election will be held if more than half the term remains, or if less than half the term remains, then the Council may appoint a person to fill the vacancy.

Section 4. Types of Councilor. There are six (6) Councilors-at-Large, and three (3) Special-Councilors, each of whom represents a distinct group from within the membership. Each year there are two (2) Councilors-at-Large and one (1) Special-Councilor elected.

Subsection A. Councilors-at-Large. There are no specific qualifications or professional credentials to be eligible for nomination beyond being an Active Full Member. No additional specifications, limitations or prohibitions may be placed on who can be nominated by either the Council or the Nominations Committee.

Subsection B. Special Councilors. In addition to being an Active Full Member, nominees for the Special-Councilor positions must meet specific eligibility requirements.

I. The *Clinical Councilor* position is open to individuals whose professional duties currently include patient care.

II. The *Allied Health Councilor* position is open to individuals who are practitioners in an allied health field or whose primary teaching responsibility involves allied health students.

III. The *Anatomical Services Councilor* position is open to individuals who are primarily engaged in activities associated with the acquisition and preparation of the anatomical resources used in teaching and research.

One (1) Special Councilor will be elected each year. The Clinical Councilor is an *ex officio* member who shall serve as Vice Chair of the Clinical Anatomical Terminology Committee with all rights and privileges.

Section 5. Vacancies. Same rules apply as specified in Article VI, Section 3, Subsection A.

[Back to the top of the page.](#)

Article VII - Nominations and Elections

Section 1. Nominations by Committee. The Nominating Committee will submit to the Association Secretary before January 31st a list of candidates for each position subject to election in the next year. The names of these individuals, and other such supportive materials deemed appropriate by the Nominating Committee and Association Secretary, will be posted to the Association's website on or before March 1st.

Section 2. Nomination by Petition. During the month of March, members may petition for additional candidates to be added to the ballot. Such nomination petitions may consist of either a single document or separate letters. To qualify for nomination by petition, each candidate must be an Active Full Member and have the support of at least fifteen (15) Full Members in good standing. All petitions and/or letters of nomination plus a letter from the nominee indicating his/her willingness to be a candidate must be received by the Association Secretary before midnight Eastern Time (GMT minus five hours) of March 31st. When additional valid nominations have been received from the membership, the Association Secretary shall post a revised list of the candidates for each position subject to election and other such supportive materials to the Association's website by April 15th.

Section 3. Elections. On May 1st, a secured, electronic ballot will be activated on the Association's website, along with instructions for electronic voting. All ballots must be electronically submitted to the website or received in the post by the Association

Secretary on or before midnight Eastern Time (GMT minus five hours) on May 21st to be counted. A plurality of the votes cast is needed for election. In the event of a tie, the election shall be decided prior to June 1st by a majority vote of the current number of Council members. Results will be posted on the Association's website by June 1st.

Subsection A. Special elections. In the event that an Officer of the Association has resigned, is expelled, incapacitated, or otherwise incapable of performing their duties, the vacancy will be filled by a special election of the membership. The Nominating Committee will submit a list of eligible candidates to fill the subject vacancy, to the Association Secretary. The names along

with supporting documents will be posted on the association's website. The timeframe for conducting the special elections will be managed by the Executive Committee of the Council.

Section 4. Eligibility to Vote. All Active Full Members as of April 1st of each year are eligible to vote. A member whose dues are received between March 1st and April 1st may be required by the Association Secretary to vote by paper ballot.

Section 5. The Association Secretary will supervise the elections process, the counting of the ballots and, with the Council's approval, implement a voting procedure for members who notify the Association Secretary that they are unable to access the Association's website.

Section 6. Newly-elected Officers and Councilors assume their offices at the close of the Annual Business Meeting following the election.

Section 7. Election Sequence for Officers. The Association Secretary, Program Secretary, and Treasurer are to be elected independently in successive years. The presidential election is not to coincide with the election of more than one other Association Officer.

[Back to the top of the page.](#)

Article VIII - Committees

Section 1. The Executive Committee is a committee of the Council, consisting of all the Association's Officers, and makes decisions and take actions on behalf of the Council in between Council meetings. The President calls and presides at all meetings of the Executive Committee. A quorum for such meetings is one more than half the current number of Officers.

Section 2. Standing Committees. The Standing Committees of the Association are: Membership, Nominating, Meeting Oversight and Program Planning, Journal, Bylaws, Financial Affairs, Educational Affairs, Career Development, Anatomical Services, and Clinical Anatomical Terminology.

Section 3. The Membership Committee reviews all applications for membership and makes recommendations in writing to the Council and Membership for action at the Annual Business Meeting. It consists of the President-Elect, who serves as the chair, the Past President, one member appointed by the President and approved by the Council and two members elected in the Annual Business meeting. Both appointed and elected members will serve for one election cycle.

Section 4. The Nominating Committee is responsible for identifying and placing into nomination suitable candidates for election as Officers and Councilors. It consists of five

members. The President will appoint three (2) members, with the approval of the Council, and will choose to designate one of these appointees as the Committee's Chair. Three (3) members are to be nominated and elected by the membership at the Annual Business Meeting. Both appointed and elected members will serve for one election cycle.

Section 5. The Meeting Oversight and Planning Committee is responsible for the overall organization, general content, and budget of each Annual Scientific Meeting and Postgraduate Course. It is responsible for the planning and sets the Association's long-term programmatic objectives for future meetings over a three (3)-year period. The Committee will solicit formal invitations and decide the location, venue, duration, and dates for proposed annual meetings and related activities. The Committee oversees the implementation of each annual meeting plan as it pertains to the abstract review and selection process, special speakers, invitations, and program content delivery. It will appoint a member to serve as the Local Host for each meeting and a member to chair its Annual Meeting Committee. The Meeting Oversight and Planning Committee includes all Officers of the Association, the Chairs of the Special Interest Committees, the Chair of each Annual Meeting Committee, and the Local Host for each Annual Scientific Meeting. The Meeting Manager serves as an *ex officio* non-voting member, and the Program Secretary serves as the Chair.

Subsection A. *The Annual Meeting Committee* is a special committee responsible for implementing organizational and planning decisions of the Meeting Oversight and Planning Committee, providing local resources and arrangements necessary to hold the meeting, selecting the content of platform and poster sessions, determining the sequence of activities during the meeting, preparation and printing of the meeting's program, and promoting the meeting within the anatomical and clinical communities. The Annual Meeting Committee prepares the Call for Abstracts and then reviews, evaluates and selects presentations according to criteria and guidelines established by the Meeting Oversight and Planning Committee. The Annual Meeting Committee is led by the Annual Meeting Chair and also includes the Program Secretary, the Local Host, the Special Interest Committee Chairs, and a number of (typically two or three) local volunteers. Additional members may be appointed by the Chair to aid in the abstract review and selection process. The Meeting Manager serves as an *ex officio* non-voting member. The term of service for all appointed members shall be for the duration of the Committee's activities.

Subsection B. *Meeting Manager.* A Meeting Manager will be appointed by Council and will be compensated according to a contract drafted by the Council. The duties of the Meeting Manager are to: advise and assist the Meeting Oversight and Program Planning Committee in its activities; analyze facilities and site resources; make appropriate site visits; negotiate contracts with potential sites for the Annual Scientific Meeting and associated activities, including room rates and food and beverage; and oversee meeting logistics, which include communication with potential attendees and sponsors, exhibitor registration, member and non-member registration, special registrations, and registration for the Post Graduate Course. The scope of the Meeting Manager's duties may be contractually expanded or reduced from those detailed in this Subsection by the Council. The Meeting Manager will make periodic activities reports to the Council and a full report to the membership at each Annual Business Meeting. The Meeting Manager is an *ex officio* non-voting member of Council, the Meeting Oversight and Program Planning Committee, and each Annual Meeting Committee.

Section 6. The Journal Committee is responsible for management of the journal and along with the British Association of Clinical Anatomists, conducts negotiations as necessary with its editors and publisher. It consists of five members: the Past President, who serves as the chair, one member appointed by the President, and approved by the Council, the President, the Treasurer, and the Editor-in-Chief of the official journal, *CLINICAL ANATOMY*, who serves as an *ex officio* non-voting member.

Section 7. The Bylaws Committee makes recommendations to the Council on amendments to the Bylaws. It consists of five (5) members. The President appoints three members with the approval of the Council. Two (2) additional members will be nominated and elected by the membership at the Annual Business Meeting. The President may designate one (1) of the five (5) members as the Committee's Chair.

Section 8. The Financial Affairs Committee oversees the establishment and management of an endowment fund, makes recommendations to the Council for maximizing financial resources, and reviews annually the Association's financial records. The Committee reports annually to the Treasurer on all Association accounts and funds under its control. This report must be submitted no less than 30 days prior to the Annual Scientific Meeting. The Committee consists of four (4) members: one (1) member nominated by the President and approved by the Council, two (2) members nominated and elected by the membership at the Annual Business Meeting, and the Treasurer who serves *ex officio* as the non-voting chair.

Section 9. Special Interest Committees. Some committees are intended to focus attention on specific mission-related topics that may inspire continuing projects of benefit to the members. Each Special Interest Committee is charged with organizing a meeting at the Annual Scientific Meeting that is open to all registered attendees. Those in attendance at each open committee meeting are referred to as the Special Interest Group (SIG) for that Special Interest Committee. Voting at these open committee meetings is limited to Active Members. Special Interest Committees are different from other Standing Committees in that at-large members are elected at open committee meetings during the Annual Scientific Meeting rather than as part of the Association's Annual Business meeting. The meeting at which elections are held must be widely advertised to the membership. Each committee is asked to formulate and adopt rules as appropriate to achieve its unique mission. Committee rules will become effective when approved by Council. Each committee must submit a brief activity report to the Association Secretary for presentation at the fall interim meeting of Council, and a complete report for distribution to the membership as part of the Annual Scientific Meeting.

Subsection A. The *Educational Affairs Committee* promotes the teaching of clinical anatomy, tracks national and international curricular trends and changes, and develops educational initiatives for the benefit of the Association's members, health care professionals, the educational community, and the general public. The Committee disseminates data and recommendations for best practices for all aspects of anatomical education as it relates to clinical practice. The Committee plans and implements the Educational Affairs Symposium when scheduled by the Meeting Oversight and Program Planning Committee. The Committee consists of six (6) members, each serving a three (3) year term. The President-Elect appoints one (1) member in the second year of their term, and the President appoints one (1) member in the first year of their

term. One (1) member is to be nominated and elected by the Active Members in attendance at the Committee's annual open meeting.

Subsection B. The *Career Development Committee* supports the professional growth of clinical anatomists at all academic ranks. The Committee fosters the development of quality anatomical research and scholarly educational endeavors. The Committee is responsible for coordinating the judging of presentation awards at the Annual Scientific Meeting, and the Chair of the Committee will present the awards at the annual banquet. Furthermore, the committee is responsible for the Career Development Symposium when scheduled by the Meeting Oversight and Program Planning Committee, and for the Career Development Committee Reception at the Annual Scientific Meeting.

Subsection C. The *Anatomical Services Committee* promotes the activities of members who administer institutional willed body donor programs, sit on State Anatomical Boards and Committees, and prepare cadaveric materials for education and research. It plans and implements the Anatomical Services Symposium when scheduled by Meeting Oversight and Program Planning Committee. The Committee is jointly chaired by a Technical / Administrative Co-Chair, who represents those Special Interest Group members primarily engaged in activities associated with the acquisition and preparation of the anatomical resources used in teaching and research; and an Academic Co-Chair, who holds a faculty title and has course material, course administration, and teaching responsibilities in addition to technical services duties. The president will designate the Co-Chairs from the Committee's appointed and elected members inclusive of the Anatomical Services Councilor who is an *ex officio* voting member.

Subsection D. The *Clinical Anatomical Terminology (CAT) Committee* of the AACA investigates the usage of clinical anatomical terminology and actively promotes dissemination of equivalent clinical and anatomical terms for identical anatomical structures or concepts through the development and maintenance of free web-based resources and through regular publications in the Association's journal, *Clinical Anatomy*. Specifically, the CAT Committee collects and vets clinical anatomical terms and maintains an AACA-linked terminology website; and it also recruits authors and reviewers of definitions of terms.

The Committee is responsible for planning and implementing a Clinical Anatomical Terminology Symposium when scheduled by the Meeting Oversight and Program Planning Committee.

The Committee consists of thirteen (13) members, each serving a three (3) year term. The President-Elect appoints two (2) members in the second year of their term, and the President appoints two (2) members in the first year of their term. Two members are to be nominated and elected by the Active Members in attendance at the CAT Committee's annual open meeting. The Clinical Councilor is an *ex officio* member who serves as Vice Chair of the CAT Committee with all rights and privileges.

Section 10. Membership, Appointments and Vacancies.

Subsection A. The President, with approval of the Council, can create and appoint members to *ad hoc* committees for the duration of his/her term of office. Unless otherwise stipulated, the President will appoint the designated number of members to all Standing Committees and the Chair or Co-Chairs of each Committee.

Subsection B. Unless otherwise stipulated, terms of appointments to Committees are for two (2) years, ending at the close of an Annual Business Meeting at which the President-Elect is installed as the new President. It is the responsibility of the new President, unless otherwise stipulated, to appoint members to the committees that will serve during his/her term of office. The new President in consultation with the SIG Chairs and the approval of the Council will appoint new chairs and members of SIG committees.

Subsection C. Members may be appointed to serve on multiple committees. Appointed members are not eligible to serve simultaneously on more than two (2) committees, not counting *ex officio* membership, or to be appointed to serve more than two (2) consecutive terms on any one (1) committee, unless approved by a three-quarters vote of the Council.

Subsection D. Beyond the qualifications stipulated in Article II, Section 5, there shall be no additional restrictions or limitations placed on the nomination and election of members to serve on any Standing Committee.

Subsection E. The President is empowered to appoint individuals, with the approval of the Council, to fill vacancies in elected member positions on Standing Committees that occur between Annual Business Meetings.

Section 11. The Quorum for all Standing Committees, unless otherwise stipulated in the Bylaws, is one more than half the current number of members.

[Back to the top of the page](#)

Article IX - Meetings

Section 1. Annual Scientific Meeting of the Association is held at such time and place as may be selected by the majority vote of Council and stated in the Notice of Meeting posted to the membership after the close of the Annual Business Meeting. The Annual Scientific Meeting will also include an installation ceremony for newly elected Officers and Councilors and the presentation of the Honorary Membership awards.

Section 2. Annual Business Meeting of the Association is held at such time and place as may be selected by the Council and stated in the Notice of Meeting posted to the membership. The Annual Business Meeting is part of the Association's Annual Scientific Meeting and provides a time and place for the transaction of such business and activities required by the Bylaws to be properly brought before the membership.

Section 3. Notice of Meetings. The Association Secretary must give notice of all Association meetings: stating the place, day, and hour of the meeting and, in case of a Special Meeting, the purpose for which the meeting is called. Such notice of special meetings must be at least thirty (30) days before the date of the meeting.

Section 4. Quorum. A quorum for transaction of business is not less than 10% of the total membership in good standing and eligible to vote.

Section 5. Voting and Representation. Each Full Member in good standing present is entitled to one vote at all Association meetings.

[Back to the top of the page.](#)

Article X-DISCRIMINATION AND HARRASSMENT

Section 1. Non-discrimination policy. The AACCA does not tolerate any discrimination of, or by, any of its members on the basis of race, ethnicity, religion, sex, sexual orientation, gender identification, marital status, national origin, disability status, employment status, or age.

It is the policy of the AACCA to maintain a professional environment free of discrimination and harassment of all forms. Accordingly, the AACCA will not willingly tolerate discrimination or harassment of anyone by anyone during the course of any Association event. This policy is in effect at all Association events including meetings, conferences, symposia, workshops, social events and events co-sponsored, or held in conjunction with, other professional groups. It also includes activities of the Association such as verbal and electronic communications within and between committees or other working groups associated with AACCA, as well as AACCA publications and communications sent through official communication channels of the Association, such as social media accounts.

Section 2. Discrimination and harassment.

1) Discrimination, of the type that is unwelcome within the Association, is defined as differential treatment or consideration of a person or based on the group, class, or category to which that person or thing belongs, rather than on individual merit.

2) Harassment. Although the legal definitions of the term vary between different jurisdictions, the Association defines harassment as any course of intentional conduct that threatens, intimidates, alarms, or puts a person in fear of their safety.

While harassment, thus defined, is technically “in the eye of the recipient,” any such conduct can be considered a clear violation of the Association’s expectations of professional behavior when it interferes with another individual’s ability to fully exercise their rights and responsibilities as an Association member.

3) The Association has modified the U.S. Equal Employment and Opportunity Commission’s description and defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s position within the Association, unreasonably interferes with an individual’s relationship to the Association, or creates an intimidating, hostile, or offensive environment within the context of the Association meeting, event, or activity during which the behavior occurs.

Section 3. Procedure for reporting and addressing complaints of misconduct

Subsection A. Allegations of misconduct against a member at a meeting, event, or activity sponsored or arranged by the Association should be brought to the attention of the Executive Director. The Executive Director will solicit verbal and written confirmation that the complainant desires to have said complaint addressed, thus formalizing the process. The complainant will be informed that full disclosure will be made to all involved parties. The complaint will then be communicated to the President. In the event that the President is involved, the communication will be to immediate Past President. (Hereinafter termed the Association Representative.) Any further, complicating issues of chain of authority will be left to the Executive Director to report to the appropriate members of Council. If the complaint is of a criminal nature it must be referred to the relevant authority.

Subsection B. The Association Representative will inform the Executive Committee of the complaint and by a two thirds majority the Executive Committee (in an executive session) will select members to form an Ethics Panel surrounding the complaint. This Panel will be charged with investigating allegations of all incidents of bias that have occurred during events/activities arranged by the association and includes all forms of harassment and discrimination. The Panel will consist of four (4) members and will include past presidents and honorary members. The Executive Committee will appoint one (1) member as chair. All attempts will be made that the committee is unbiased.

Subsection C. The Ethics Panel will carry out a thorough investigation and present their findings and recommendations to the executive committee.

Subsection D. The decision to form an Ethics panel, conduct subsequent investigations, and make decisions to address the complaint is confidential and should be limited to the Executive Committee and the Council. Members of the Ethics Panel, Executive Committee, and the

Council will sign a confidentiality agreement to not release any relevant information to the case being investigated.

Section 4. Conducting an Investigation

Subsection A. The duties of the Ethics Panel are to:

- a. Determine the validity of the charge(s).
- b. Conduct an investigation if the charge(s) appear(s) to be valid.
- c. Provide the opportunity for the individual(s) involved to respond to the charge(s).
- d. Determine if conduct contrary to the best interests of the Association has occurred.
- e. Issue a judgment and recommend disciplinary actions.
- f. Report the panel's findings and recommendations to the Council, after the completion of an investigation.

Subsection B. The Ethics Panel can meet using any method of communication that they choose. All deliberations and findings of the panel are completely confidential. Any decision or action by the panel requires a majority vote of its total membership.

Subsection C. Legal council may be consulted with the consent of the Executive Committee if deemed necessary or appropriate.

Section 5. Decisions

The Council will conduct an Executive Session to hear the recommendations of the Ethics Panel and discuss the recommendations. Based on these discussions, the Council will decide the sanctions, based on a two-thirds majority vote. The Association Representative and the Executive Director will communicate the decisions of the Council to the complainant and accused.

Article XI - Amendments

Section 1. Amendments of the Bylaws may be proposed by the Bylaws Committee with the approval of a majority of the Council or by a petition, sent to the Association Secretary, bearing the signatures of at least 5% of the total members in good standing.

Section 2. Notice of Proposed Amendments together with such supportive materials as deemed appropriate by the Council, must be posted to the Association's website as part of the regular election cycle, on or before April 1st. On May 1st, a secured, electronic ballot must be activated on the Association's website, along with instructions for electronic voting. All ballots must be electronically submitted to the website or received in the post by the Association Secretary on or before midnight Eastern Time (GMT minus 5 hours) on May 21st to be counted. The Association Secretary will post the results on the Association's website by June 1st.

Section 3. Eligibility to Vote. All Active Full Members as of April 1st of each year are eligible to vote.

Section 4. Out-of-Cycle Amendments. In the event of an urgent or special recommendation from the Bylaws Committee or the Council, the Council, by a two-thirds vote, may authorize posting a proposed amendment to the members at any time. Notice of proposed amendments must be posted on the Association's website for five (5) day period prior to balloting. At the end of the posting period, a secured electronic ballot will be activated on the Association's website, along with instructions for electronic voting. All Active Full Members on the date the proposed amendment ballot is posted are eligible to vote. All ballots must be electronically submitted to the website or received in the post by the Association Secretary within five (5) days of the opening of balloting. The results will be posted on the Association's website within (5) days of the close of balloting.

Section 5. The Association Secretary will supervise the balloting process, the counting of the ballots and, with the Council's approval, implement a voting procedure for those members who notify the Association Secretary that they are unable to access the Association's website.

Section 6. All amendments of the Bylaws require an affirmative vote of two-thirds of the members who submit valid ballots.

[Back to the top of the page.](#)

Article XII

Section 1. Dissolution of the Association. In the event of the dissolution of the Association, the Council will give all its assets to one or more nonprofit, tax-exempt organizations. If the Council cannot decide, the decision will be made by the applicable Court in the state in which the Association was last incorporated.

[Back to the top of the page.](#)