



American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



CONSTITUTION

UNIFORMED SERVICES EAST CHAPTER AMERICAN ACADEMY OF PEDIATRICS

Adopted 15 Jan 1992
Amended 25 Mar 2005
Reviewed Apr 2015
Amended 8 Oct 2019
Adopted 21 Feb 2020

Preamble

The Uniformed Services East Chapter of the American Academy of Pediatrics is dedicated to the principle of a meaningful and healthy life for every child, with particular focus on the specific and distinctive needs of dependent children of members of United States Uniformed Service members and those who are entrusted to care for them.

ARTICLE I: NAME

The name of this organization shall be Uniformed Services Chapter East of the American Academy of Pediatrics.

ARTICLE II: INCORPORATION

1. The Chapter is incorporated under the laws of the State of Virginia. It shall have the structure, powers, and functions of a not-for-profit corporation (501(c)(3)) as delineated under these laws.
2. The general management of the Chapter shall be vested in its Executive Committee, hereafter referred to as its Board of Directors.

ARTICLE II: OBJECTIVES

1. To improve the health and welfare of all infants and children entrusted to the care of pediatric providers within and supporting the Uniformed Services of the United States
2. To present the concerns and interests of all Uniformed Services pediatric providers, as well as those self-identified as caring for children of the Uniformed Services, to the American Academy of Pediatrics.

3. To further and implement within the uniformed medical services of the United States the policies and objectives of the American Academy of Pediatrics.

ARTICLE III: MEMBERSHIP

1. Geographic area:

- a. Chapter East: Members must be stationed, practice as a civilian, or live within the geographic boundary of the Chapter, which extends east of the Mississippi River (not to include either Minnesota or Louisiana); and inclusive of Central and South America; Europe; the Middle East and African theaters. Exception to living in the geographic boundary is permitted for Executive Committee members to complete their term if a permanent change in duty station occurs within that term.

2. Types of Membership:

- a. Fellows. Fellows are pediatricians in good standing in the American Academy of Pediatrics and who are interested in contributing toward the objectives of the chapter.
- b. Candidate Members. Any board-eligible pediatrician applicant who has completed a three-year pediatrics residency training program, or is currently enrolled within a fellowship training program. Candidate membership is limited to a period of four years following the completion on the third year of pediatric residency. Upon successful completion of board certification, Candidate Membership ends and members will become Fellows.
- c. Resident Members. Any applicant who has entered a Pediatric specialty training program which is approved for credits towards certification and who is actively involved in the care of children of the Uniformed Services may become a Resident Member of the Chapter in accordance with the requirements as outlined in Article I of the Bylaws of the American Academy of Pediatrics. Resident Member status will terminate upon completion of training. At time of graduation, membership will be converted to Candidate Member status.
- d. Affiliate Members. All other pediatrics health care providers, such as registered nurses, pediatric nurse practitioners, physician assistants, pediatric pharmacists, and pediatric laboratory directors, directly or indirectly affiliated with the care of children of the Uniformed Services, whose major interest and endeavor concerns the health and welfare of children entrusted to their care.
- e. Associate Members. Pediatric Dentists who join the American Academy of Pediatrics are known as Associate Members.
- f. Medical Students. Any applicant who is a medical student enrolled in an approved medical school. Medical student membership is limited until graduation from medical school.
- g. Family Members. Parents, guardians and kin members are recognized for their dedication to the health of individual children as well as the community. They are

welcomed as Family Members to collectively advocate for the health and welfare of the children of the Uniformed Services.

3. Transfer of Membership. If reassignment or relocation outside of the chapter's geographic area occurs, such individuals will be prompted for appropriate assignment information at the time of their next renewal. Alternatively, the member may contact the Executive Director of the new/gaining chapter for earlier reassignment to the other Uniformed Services Chapter for the remainder of the year for which dues have been assessed and paid.
4. Termination of Membership
 - A. Resignation. Any member may resign by filing a written resignation notice to the Secretary of the Chapter.
 - B. Delinquency. Members not electing to continue paying annual membership dues will be automatically removed from Chapter membership.
 - C. Discipline. The Board of Directors may terminate, suspend, or otherwise restrict the membership of any Chapter member if two-thirds of the members of the Board of Directors find that the conduct of the member in question has been in knowing violation of the Bylaws or other lawful rules or regulations or has been otherwise prejudicial to the best interests of the Chapter and its values.

ARTICLE IV: ANNUAL BUSINESS AND SPECIAL MEETINGS

An annual meeting of the members shall be held each year as determined by the Board of Directors, typically during the AAP National Conference, with the option for a virtual meeting given the large geographic range of the Chapter.

Notice of Meetings. An electronic notice stating the format, place, day and hour of the Annual Business Meeting shall be provided to each member at least 2 weeks in advance.

Rules. All deliberations of the Chapter, its Board of Directors, and its committees shall be governed by parliamentary procedure as interpreted by the current edition of The Standard Code of Parliamentary Procedure (Alice Sturgis) when not in conflict with the Bylaws of the Chapter or Virginia law. In the event of a conflict, the Bylaws of the American Academy of Pediatrics shall prevail, unless they are contrary to Virginia law, in which event, Virginia law shall prevail.

ARTICLE IV: VOTING

All categories of membership shall be entitled to vote on Chapter matters, including Chapter officers. However, voting privileges at the national level of the Academy are provided for in the American Academy of Pediatrics Bylaws.

ARTICLE V: AMENDMENTS

This Constitution and Bylaws may be amended by a two-thirds vote of the members voting by ballots distributed to all Chapter members. Any amendment to the Constitution and Bylaws must be submitted to the Board of Directors of the Chapter for consideration. A copy of the proposed amendment, together with a statement of the Board of Directors, shall be publicized to Chapter members at least one month before the Annual Meeting. Ballots will be returned to the Chapter President of designee.

BYLAWS

UNIFORMED SERVICES CHAPTER EAST AMERICAN ACADEMY OF PEDIATRICS

Adopted 23 MAR 2005

Amended 8 Oct 2019

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 from Uniformed Service, reserve duty, or Department of Defense/Defense Health Agency civil service are as follows:
 - a. Chapter President, who is usually the previous Chapter Vice President, will serve for an elected term of two years, and then progress to serve as Chapter Past President for the subsequent two years. In the event the Vice President is unable to assume the position of Chapter President a special election will be held.
 - b. Chapter Vice President will have an elected term of two years and will progress to serve as the next Chapter President.
 - c. Secretary-Treasurer will have an elected term of three years.
 - d. Up to two Member(s)-at-Large will serve elected terms of two years. The Member-at-Large may be on active duty, on reserve duty, a retired Uniformed Service member, civil service, or a civilian Fellow who cares for children of the Uniformed Services.
2. The Chapter President shall appoint all committees and liaison representatives subject to the approval of the Board of Directors. 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. The Board of Directors will appoint and approve the Chapter Grant Coordinator, Community Access to Child Health (CATCH) Grant Coordinator, Senior Physician Liaison, Early Career Physician Liaison and Pediatric Resident Liaison(s).

3. The Chapter Vice President shall serve as President in the absence of the President. The Vice President will be in charge of maintaining the Chapter's Strategic Plan.
4. The Secretary-Treasurer will perform the ordinary duties of that office, including keeping membership records and minutes of all meetings, sending notices and ballots to members, collecting dues and assessments, and paying all bills authorized by the Board of Directors. The Secretary-Treasurer will be held responsible for all funds of the Chapter and will render a financial report at the discretion of the Board of Directors.
5. The Board of Directors of the Chapter will usually consist of the Chapter President, Chapter Vice President, Secretary-Treasurer, Members-at-Large, the immediate past Chapter President, the Chapter Grant Coordinator, CATCH Grant Coordinator, Senior Physician Liaison, Early Career Physician Liaison, and Pediatric Resident Liaison(s). The Board of Directors 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. Elected chapter officers will have voting privileges.
6. In the event that any officer of the Chapter or member of the Board of Directors is unable to serve the full term of office, the Board is empowered to fill the vacancy from within the Board 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. MEETINGS.

1. The Annual Meeting of the Chapter shall be held each year at a time and place designated by the Board of Directors. Given the geographic spread of Chapter members, an electronic meeting may be held with notice provided to all members via their provided email address at least 2 weeks in advance.
2. The Board of Directors will meet at least quarterly, with notice provided electronically, written or verbally at least 10 days in advance of the meeting.

ARTICLE III. 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 IV. ELECTIONS

1. The Nominating Committee shall consist of a chairman and at least two other members. The committee will accept Chapter member self-nominations or recommendations for all leadership positions including Board of Directors, coordinators and liaisons.
2. The Board of Directors shall designate the specific time for the elections and shall supervise the election process. Ballots shall be certified by members of the Board of Directors who are not running for current election. The candidate receiving a majority of the valid votes received shall be elected. If there are more than two candidates for a position and no candidate receives a majority of the valid votes, a runoff election between the two candidates receiving the most votes shall be conducted. Notice of the results of the election shall be transmitted to the District officers of the assigned American Academy of Pediatrics District for the Chapter, to the Executive Director of the Academy, and to all voting members of the Chapter within thirty days after the results have been tabulated.
3. Timeline for Elections.
 - a. Nominating Committee identifies candidates via self-nomination or colleague nomination by May 1.
 - b. Acceptance of nomination by candidate notice to Chapter Secretary by May 15.
 - c. Candidates present biography and statement of interest to Chapter Secretary by June 1.
 - d. Electronic notice to membership about upcoming elections, with distribution of candidate biographies and statements of interest by Aug 1.
 1. If there is anticipated issue with voting/electronic communications during the voting window (e.g., during deployment) members are to contact the Executive Director at this time about alternative voting procedure.
 - e. Electronic notice to membership about elections open during period of Sept 1-15.
 - f. The election of officers shall be by electronic ballot of the voting members of the Chapter.
 - g. Deadline for voting is Sept 15.
 - h. Results of elections released by Oct 1, or during the NCE, whichever is first.
 - i. Elected officials to assume duties of position on Jan 1.

ARTICLE V. DUES

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