

**CONSTITUTION AND BYLAWS OF THE SOCIETY OF PEDIATRIC  
CARDIOLOGY TRAINING PROGRAM DIRECTORS  
Revised 4/16/2012**

**Article I – Name**

The name of the organization shall be The Society of Pediatric Cardiology Training Program Directors. Hereafter, the organization shall be referred to as “SPCTPD”.

**Article II – Purpose**

The purposes of SPCTPD are to promote, maintain, and pursue excellence in the training of pediatric cardiologists.

**Article III – Membership**

Membership in SPCTPD will consist of two types: 1) Regular membership and 2) Delegate membership. Regular membership is open to individuals who are recognized by the Residency Review Committee of the Accreditation Council for Graduate Medical Education as a Pediatric Cardiology Training Program Director. Regular members are eligible to vote, hold office and serve on committees. The Fellowship Program for each regular member shall pay dues as specified Article VI of the Bylaws. Delegate members may be designated by Regular members to act as proxies when they are unable to attend meetings in person. Delegate members must be pediatric cardiologists certified by the American Board of Pediatrics who are associate program directors or are interested in the training of cardiology sub-specialists. Delegate members may vote if given proxy by their program director.

**Article IV – Officers**

Officers of SPCTPD shall be President, Vice-President (President-Elect), and Treasurer/Secretary. Regular members in good standing are eligible to be elected to office. (Note: Originally the Treasurer and Secretary were separate positions and elections were held each year). Elections shall be held every 2 years for the Treasurer/Secretary position prior to the AAP meeting. Nominations for this position will be elicited by the Executive Committee in June of that year and ballots will be sent electronically to all regular members in July with the election concluded by September 1<sup>st</sup>. At the AAP meeting election results will be announced for the new Treasurer/Secretary. The previous Treasurer/Secretary will move up to Vice-President (President-Elect) and the previous Vice-President (President-Elect) will move up to President each for a 2 year term.

Vacancy in the office of the President will be filled by the Vice-President (President-Elect). Vacancy in the office of the Vice-President will be filled by the Treasurer/

Secretary. Vacancy in the office of the Treasurer/Secretary shall be filled by appointment by the President, until the next general election.

Any officer may be removed from office with due cause at any regular meeting by 2/3<sup>rd</sup> majority of the regular membership.

The duties of the officers are as follows:

- A. *The President:* The President shall preside at all meetings. The President will distribute an agenda to members before each meeting. The President shall appoint the chair and members to all committees, and shall serve as ex-officio member of all committees. The President shall sign all written contracts and financial obligations of SPCTPD that have been authorized by the membership.
- B. *The Vice-President (President-Elect):* The Vice-President shall perform all functions of the President in the absence or disability of the President. He/she will succeed the President following the completion of the term of the President. The Vice-President shall maintain the SPCTPD Web site up to date.
- C. *The Treasurer/Secretary (T/S):* The T/S shall keep accurate and legible minutes of all meetings and shall maintain a ledger of all motions affecting SPCTPD, listing the date, contact and maker. The T/S will distribute the minutes by e-mail to all members within 2 weeks of each meeting as part of the bi-annual Newsletter which updates all SPCTPD activities. The T/S shall take role at all meetings and shall sign in lieu of the President, all legal documents and financial obligations authorized by SPCTPD. The T/S shall preside at meetings in the absence of both the President and Vice-President, maintain an accurate up-to-date list of all officers and members of SPCTPD, conduct correspondence as directed, read important correspondence at meetings, notify members of meetings, and distribute SPCTPC mail. A current roster and ledger of due payments will be maintained by the T/S. The T/S shall receive and bank all monies due, issue receipts thereof, and keep accurate records of the same. The T/S shall pay all bills for approved SPCTPD activities. The T/S may make all disbursements by checks signed with a single signature. In the event of the absence of the T/S, the President or Vice-President shall be authorized to sign checks. The T/S shall give a complete financial report at the AAP business meeting which occurs at the close of the fiscal year (October 1-September 30).
- D. *Immediate Past-President:* The Immediate Past-President shall advise the President and other officers and provide leadership continuity to SPCTPD.
- E. The officers of SPCTPD shall comprise the Executive Committee. The Executive Committee will meet by tele-conference at the discretion of the President, but no less than every 3 months.

## **Article V – Meetings of SPCTPD**

- A. SPCTPD shall hold at least 2 annual meetings to consider such business as may arise.
- B. All regular meetings of SPCTPD shall be held at the time of the annual American Academy of Pediatrics (AAP) sessions, and at the annual American College of Cardiology (ACC) conference, unless changed by a simple majority vote of the regular members.
- C. These meetings shall be composed of at least 2 parts.
  - a. Part I, the Educational Meeting will be directed at the fellows at attendance at the annual AAP meeting and will consist of, but not be limited to the presentation of selected topics of interest, reports on collaborative studies, and invited speakers.
  - b. Part II will be the Business Meeting to be held at both the AAP and ACC conferences. This session will consist of, but not limited to the reading of the minutes, the report of the treasurer, the announcement of new officers, the discussion of endorsements, recommendations, and resolutions and other business as brought before the membership
- D. All meetings shall require 4 weeks written notice to SPCTPD members and shall be open to regular and delegate membership.
- E. In addition, SPCTPD will hold special meetings when deemed necessary.

## **Article VI – Raising of Funds**

Funds for the conduct of the affairs of SPCTPD shall be obtained in the following ways:

- A. The annual dues which will be set by the Executive Committee with the approval of SPCTPD. These are to be \$100 per fellowship program per year.
- B. Voluntary contributions, bequests, and other gifts.
- C. Any fund raising program approved by the Executive Committee and ratified by the SPCTPD membership.

## **Article VII – Committees**

The standing committees of SPCTPD shall consist of:

- A. *The Nominating Committee:* The officers of SPCTPD shall comprise the Nominating Committee. It shall convene biennially by tele-conference call at the discretion of the President.
- B. *Program Committee:* The Program Committee, chaired by the President, shall be responsible for arranging educational programs and social functions at the scheduled meetings. The Committee shall consist of members appointed by the President. This committee will organize presentation of topics authorized by the membership; these responsibilities may include inviting speakers from outside SPCTPD or asking members to prepare various aspects of topics to be

presented. The Committee will be responsible for seeking funding if needed, by providing a timely report at the previous Business Meeting.

- C. *Constitution Committee*: The Committee shall be comprised of the Executive Committee and any other Regular members appointed by the President. The duties of this committee shall be to review the constitution and by-laws of SPCTPD annually and make amendments to the constitution when necessary to maintain a function constitution and by-laws of SPCTPD. Amendments to the constitution and by-laws must be approved by a simple majority vote of the regular membership. The proposed amendments should be distributed to the membership at least 4 weeks prior to the regularly scheduled Business meeting or if done by email, 2 weeks prior to the proposed vote.
- D. *Membership Committee*: This committee, composed of the Executive Committee, shall receive nominations for any new program director as they take over this role. They will then replace the previous program director as a Regular Member.

### **Article VIII – Approval of Endorsements, Recommendations, Resolutions or Guidelines**

From time to time, SPCTPD may be called upon to make endorsements, make recommendations, make resolutions, or create, revise or approve guidelines. Such action requires approval by 2/3<sup>rd</sup> of Regular members. **Only fully paid programs will be eligible to vote.**

### **Article IX – Fiscal Year**

The fiscal year shall begin October 1<sup>st</sup> each year and end on September 30<sup>th</sup> of the following year.