



The Cincinnati Society of Otolaryngology & Head and Neck Surgery

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Keith Wilson, MD, President

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Kym Riggle, Society Coordinator

BY-LAWS

(As amended through 08/1981)

ARTICLE I – DUTIES OF OFFICERS

The President shall preside at all meetings. In the absence of the President, the President-Elect, the immediate past President, the Secretary, the Treasurer, or the Chairman of the Program Committee, shall preside in that order.

The Secretary shall keep a record of the Minutes of all meetings of the Society and the Board of Governors. He shall keep a roster of the membership, showing the dates of their membership in the Society and attendance at meetings. He shall make arrangements for all meetings, including reservations and place of meeting. He shall also make arrangements for equipment necessary for presentation of the program. He shall keep a typewritten record of the minutes of each meeting of the Society and of the Board of Governors.

The Treasurer shall collect dues and assessments from the members and pay all bills for expenses approved by the Board of Governors. He shall keep a correct, itemized account of receipts and expenditures and make a full report of the same at the annual meeting in May.

ARTICLE II – BOARD OF GOVERNORS

The Board of Governors shall be the Executive Committee of the Society. It shall transact the routine business of the Society, pass upon qualifications for membership, approve all expenditures and authorize payment. It shall perform any other duties required by the membership.

ARTICLE III – ORDER OF BUSINESS

- (1) The President shall call the meeting to order.
- (2) Reading of the minutes of the previous meeting.
- (3) Unfinished business.
- (4) Miscellaneous and new business.
- (5) Communications and applications for membership.
- (6) Reports of regular committees.
- (7) Presentation of guests of members of the Society.
- (8) Exhibition of specimens, instruments, or new techniques.
- (9) Presentation of patients or case reports.
- (10) Special program.

This order of business may be suspended or altered by a majority vote of those present and voting, or by the President, when there is a guest speaker.

ARTICLE IV – NOTICE OF MEETINGS

Notices of meetings, including place and date, shall be sent out by the Secretary at least one week in advance of the meeting. Such notices shall contain, if feasible, the names of members who propose to show or report cases.

the character of such cases, also the name of the guest speaker, along with a brief description of his position, work and interest, and the subject of the evening.

ARTICLE V – DUTIES OF MEMBERS

Members are expected to attend all meetings of the Society. If any member of the Society should be absent from four consecutive meetings without good reason, upon recommendation of the Board of Governors, he shall no longer be considered a member. Arrears in dues of six months shall also be ground for action by the Board of Governors.

ARTICLE VI – COMMITTEES

A. Standing Committees

(1) Program Committee – This committee shall consist of three actively participating members, and in addition, as ex-officio members, the President, the President-Elect, and a member from the University of Cincinnati College of Medicine, Department of Otolaryngology and Maxillo-Facial Plastic Surgery.

(2) Public Relations Committee – This committee shall consist of one member appointed by the President. This committee shall cooperate with similar or related committees of the Academy of Medicine and other medical organizations to advance and to foster better relationships between the Society, other professional groups and the general public.

(3) Committee on Speech and Hearing Rehabilitation – This committee shall consist of one member to be appointed by the President to act as liaison between the Society and other organizations interested in this problem.

B. Special Committees – To be appointed as the occasion required by the President.

ARTICLE VII – AMENDMENTS

These By-Laws may be revised, altered or amended by two-thirds of the members present at a regular meeting. The proposed change must have been read at a previous regular meeting, and notice of the proposed change must have been sent by mail to each member at least ten days in advance of a regular meeting in which final action has to be taken.

Respectfully submitted,

Constitution Committee