

**CONSTITUTION AND BY-LAWS OF
THE HOUSTON SOCIETY OF OTOLOARYNGOLOGY – HEAD & NECK SURGERY (HSO)**

CONSTITUTION

Article I

THE NAME AND TITLE OF THE SOCIETY

The name and title of this organization shall be "Houston Otolaryngological Society".

Article II

PURPOSE OF THE SOCIETY

The purpose of this Society shall be to promote scientific knowledge in Otolaryngology, Rhinology, and Laryngology by discussion of these subjects, and to encourage good fellowship among the members of the Society.

Article III

ELIGIBILITY TO MEMBERSHIP (Emeritus, Regular and Associate)

Any member of the Texas State Medical Association, in good standing, whose practice is limited to Otolaryngology, Rhinology and Laryngology, or any one or more of these subjects, shall be eligible to membership in this Society by invitation only.

Article IV

CLASSIFICATION OF MEMBERS

The membership of this Society shall be classified as Emeritus Members, Regular Members, Associate Members, and Special Members. Those applicants who have already passed the American Board of Otolaryngology shall be received into Regular Membership after having passed the Board of Censors. Other applicants shall be received as Associate Members after having been passed by the Board of Censors, this status to be retained until the national boards shall have been passed, whereupon they automatically become Regular Members. Emeritus Members shall be those Regular Members who have attained the age of 65 years and who make application to become Emeritus Members. A Special Member shall be a medical or paramedical person of the doctorate level and of good reputation whose relationship and contribution to otolaryngology the Society desires to recognize. Associate Members and Emeritus Members shall enjoy all the privileges of this Society except that of holding office. Special Members shall participate in the activities of the Society but shall not be eligible to vote or hold office.

Article V

OFFICERS

The officers of this Society shall consist of a President, a Vice President, a Secretary-Treasurer and a Board of three Censors.

Article VI

MEETINGS

A regular meeting shall be held in November, January, March and May with a business meeting being held in June. They shall be held at such time and place as may be determined by the Society. The annual meeting for reports and election of officers shall be the business meeting held in June.

Article VII

AMENDMENTS

The Society may amend any article of this constitution by a two thirds vote of its members present at a regular meeting, provided that such amendment or amendments shall have been submitted in writing to the membership at least one month prior to the regular meeting.

BY-LAWS

Article I

MEMBERSHIP

Section 1

A candidate for membership shall fill out an application blank obtained from the Secretary stating his age; place and date of birth; colleges attended; degrees received; school and date of medical graduation; internships served; and give date and place of post-graduate study in the special subjects required for membership in this Society. The application must be endorsed by two members of the Society and accompanied by the dues for the current year.

Section 2

Applications for membership shall be read before the Society and referred to the Board of Censors. This Board shall investigate the standing of the applicant and report with their recommendations to the Society. The Society shall then vote on each application, the vote being by ballot. Two-thirds of the votes of those members present and voting shall be necessary for election. Application for membership from rejected candidates shall not be received within one year from such rejection.

Section 3

Members who attain the age of 65 years may make application to become Emeritus Members on two-thirds vote of those members present. They shall be required to pay no dues to the Society, but shall be required to defray the expenses for their meals and other incidentals at Society functions.

Section 4

Honorary Members may be elected at the annual meeting at the pleasure of the Society. Such honorary members shall have all the privileges of regular members except that of holding office. They shall pay no dues.

Section 5

Special members may be elected to the pleasure of the Society. They shall participate in society activities but cannot vote or hold office. They shall pay one-half the amount of regular membership dues and assessments.

Article II

OFFICERS AND THEIR DUTIES

Section 1

All the officers shall be elected at the June meeting and shall serve for one year after assuming office on September 1 following a June election. Nomination for all offices & shall be made at the time of election by a nominating committee of three members, which shall have been appointed by the President at the preceding meeting. Nominations for any office also may be made by any member from the floor. All elections shall be by secret ballot. A majority of votes of those present shall be necessary for election.

Section 2

The President shall preside at all meetings of the Society. He shall appoint committees, fill vacancies by appointment and perform such other duties as is customary for a presiding officer. He shall appoint members to the Board of Censors.

Section 3

The Vice President shall assist the President in performing his duties and shall preside in his absence. He shall succeed to the Presidency upon that office becoming vacant by death, resignation or removal. In cooperation with the Secretary-Treasurer, he shall be equally responsible for preparation of the programming of meetings.

Section 4

The Secretary-Treasurer shall record the minutes of all meetings of the Society and shall receive and care for all papers belonging to the Society. He shall give due notice to members of the time and place of each meeting, together with the program. He shall collect all dues from the members and deposit same in a recognized bank to the Account of the Society. He shall pay out money as directed by the Society, except he may buy necessary postage, stationery and pay for clerical assistance without further authority. He shall make a full report to the Society at its annual business meeting upon the membership and upon the status of the treasury. The treasurer's books shall be audited by a committee appointed by the President at the preceding meeting. He shall make and keep a roll of all members of the Society, showing their classification. He shall have the minutes and other papers of the Society. He shall, in cooperation with the Vice President, be responsible for the preparation of the programming of meetings. The Secretary-Treasurer shall prepare and mail to the membership minutes of the preceding meeting, and other appropriate communications.

Section 5

The Board of Censors shall examine and report to the Society upon the qualifications of all applicants for membership. In case of division of opinion both a majority and minority report may be made together with such comments as may be deemed advisable. The Board shall also investigate, adjudicate or report to the Society their findings in case of alleged misconduct of any member that maybe referred to it by the President or any three active members.

Article III

MEETINGS

Section 1

A meeting of this Society shall be held at 8 P.M. and if practicable, on the second Thursday of November, January, March, May and June at a place designated by the Society. One-third of the active members shall constitute a quorum.

Article IV

FUNDS

Section 1

The annual dues of this Society shall be Forty Dollars and shall be due and payable to the Secretary-Treasurer at the November meeting of each year. Any member who shall fail to pay his dues by the June meeting shall be suspended, but shall be restored to full membership upon payment of all indebtedness. Members two years in arrears shall be dropped from the roll and may be reinstated to membership only after making regular application.

Section 2

The fiscal year of the Society shall be from September 1st to August 31st of the subsequent calendar year.

Section 3

Assessments for additional funds to meet fiscal deficiencies may be made by two-thirds vote of the members. Assessments shall be voted upon by mail ballot and the Secretary-Treasurer shall have mailed such ballots to the membership in advance of anticipated need.

Article V

ORDER OF BUSINESS

Section 1

Call to order by the President; report by Secretary-Treasurer; unfinished business; report of committees; new business; balloting on candidates; elections; scientific program; adjournment.

Article VI

Section 1

These By-Laws may be amended at any regular meeting by a two-thirds vote of those present and voting, provided such amendment shall have been read or proposed at the previous regular meeting and written notice mailed to each member in advance of the meeting itself