PACIFIC ASSOCIATION OF PEDIATRIC SURGEONS

BYLAWS

Section 1
NAME AND OBJECT

A. Name. The name of the Corporation shall be THE PACIFIC ASSOCIATION OF PEDIATRIC SURGEONS.

B. Objectives. The objectives of the Corporation shall be as follows:

1. To promote and encourage the development and advancement of the field of pediatric surgery;
2. To advance the cause of education and scientific research relating to the field of pediatric surgery or other reasonably related medical or scientific pursuits; and
3. To promote the establishment of a mutually beneficial relationship among its members.

Section 2
ADMINISTRATION

A. The Board of Directors shall consist of the President, the President-Elect, the Secretary, the Treasurer, and the immediate past President, plus (directors) from countries eligible for membership as specified below.

B. The countries of Australia, Japan and the United States shall each be represented by three (3) Directors nominated by a nominating committee comprised of fellow countrymen for each of the foregoing countries. The candidates shall be elected by written ballot of the membership from that country for a term of office of three (3) years with the possibility of re-election for one (1) consecutive term.

C. Other countries with eight (8) or more members shall each be represented by one (1) Director nominated by a nominating committee comprised of fellow countrymen. Those countries currently represented on the Board of Directors as of May, 1993 will maintain representation. The Candidates so nominated shall be elected by written ballot of the membership from that country for a term of office of three (3) years with the possibility of re-election for one (1) consecutive term.
D. To provide PAPS Board representation for the aggregate group of the PAPS membership from countries with less than eight (8) members, an At-Large PAPS Board member position will exist as follows:

a. The term of appointment will be for three (3) years.

b. Candidates for this position can be nominated by any active PAPS Board member at the PAPS Board Meeting the year preceding expiration of the existing At-Large member’s term. Candidate eligibility for nomination will be based on the country of origin (with less than eight PAPS members) and the nominee’s attendance at a minimum of three (3) PAPS meetings within the previous ten (10) years.

c. The PAPS Board members will then elect one (1) of the nominees during that same Board meeting based on which nominee receives the most written ballots.

E. The Board of Directors shall conduct all business of the corporation between general meetings.

F. Committees may be appointed from time to time as determined by the Board of Directors.

Section 3
OFFICERS

The officers shall consist of a President, a President-Elect, a Secretary, a Treasurer, and such additional officers as shall be appointed or elected by the Board of Directors.

Section 4
PRESIDENT

The President shall preside over all general meetings and all meetings of the Board of Directors. The President shall also have such other powers and perform such other duties as may be required by the President, from time to time, by the Board of Directors. The President may also appoint permanent or ad hoc committees as authorized by the Board of Directors, from time to time, and the President may define the duties of such Committees. The President shall serve for a term of one (1) year following the year term as President-Elect.

Section 5
PRESIDENT-ELECT

The President-Elect shall be elected by written ballot of the membership after nomination by a nominating committee. The nominating committee will consist of the President, the
immediate past President (at the start of the Annual Meeting) and two (2) members in good standing (but not Board members) nominated from the floor at the annual business meeting and approved by a voice/hand vote. The candidate must signify in writing their willingness to run for office, and they need not be a previous member of the Board of Directors. The President-Elect will serve for a one (1) year term following which the President-Elect automatically becomes President. The President-Elect assumes the responsibility of the President in the event that the President is not able to conduct the official duties.

Section 6
SECRETARY

The Secretary shall summon and be present at all Annual General Meetings and shall be present at all meetings of the Board of Directors. The Secretary shall keep a record of the proceedings of all General Meetings, all Annual General Meetings, and all meetings of the Board of Directors. The Secretary will receive proposals for new members and present them to the Board of Directors and submit them to the membership by written ballot, and the Secretary shall keep a book of Membership Certificates and fill out and countersign all certificates issued and make proper entries in the books of the corporation. The Secretary shall keep a proper Transfer Book and Ledger in debit and credit form, showing the number of Certificates issued and the dates of the same. The Secretary shall serve all notices required by law or the Bylaws of the Corporation. In cases of the Secretary's absence, refusal or inability to act, the Secretary's duties may be performed by any person whom the Board of Directors may direct. The Secretary need not be a previous member of the Board of Directors but will be elected by the Membership after proper nomination by the nominating committee provided the proposed nominee has signified in writing their willingness to run for office. The term of office of the Secretary shall be for five (5) years.

Section 7
TREASURER

The Treasurer shall be elected by the Membership after proper nomination by the nominating committee, provided that the proposed nominee has signified in writing their willingness to run for office. The Treasurer need not be a previous member of the Board of Directors. The Treasurer shall be elected by the membership for a term of office of five (5) years. The Treasurer shall reside within the United States as required by the U.S. Internal Revenue Service to assure the tax exempt status of the organization. The Treasurer shall receive contributions and dues, pay all bills, and present the accounts at the Annual General Meeting. The Treasurer shall furnish and keep a full set of books of account, showing every detail of the Corporation's account, and all receipts and disbursements of every name and nature, the amount of cash on hand, and the amount of money owed by the Corporation or owing to it, and such other information as may be, in the judgment of said Treasurer, pertinent, or such as may be required by the Board of Directors.
Section 8
POWER OF DIRECTORS

A. General Powers of Directors. The Board of Directors shall have the management of the business of the Corporation, and subject to the restrictions imposed by law, by the Articles of Incorporation or by these Bylaws, may exercise all of the powers of the Corporation.

B. Specific Powers of Directors. Without prejudice to such general powers, it is hereby expressly declared that the Directors shall have the following powers, to wit:

1. To adopt and alter a common seal of the Corporation.

2. To make and change regulations consistent with these Bylaws for the management of the Corporation's business and affairs.

3. To prescribe the duties of all officers and employees of the Corporation; to fix their compensation if any and require from them security for faithful service, if they so deem necessary; and in their discretion, from time to time, to devote the powers and duties of any officer upon any other person for the time being.

4. In the event of a resignation of any Director or the inability of any Director to serve, the existing members from that country may appoint an interim Director, until such time as new Directors may be regularly elected by the membership.

5. To determine dues and assessments of the membership as required.

6. To designate the time and place of the annual meeting and any other meetings deemed necessary or to authorize the President so to do.

7. To appoint such committee or committees on any subject within the powers of the Corporation's Articles of Incorporation and to define the powers and duties of such committees.

8. To pay for any property purchased by the Corporation, either wholly or partly in money, bonds, debentures, or other securities of the Corporation.

9. To borrow money and to make and issue notes, bonds and other negotiable and transferable instruments, mortgages, deeds of trust, trust agreements and to do every act and thing necessary to effectuate the same.

10. To select and designate such bank or trust company as they may deem advisable, as official depository of the funds of the Corporation and to prescribe and order the manner in which such deposits be made and/or withdrawn.
C. **Compensation of Directors.** Directors shall not receive any stated salary for their service as Directors, but by resolution of the Board, a fixed fee and expenses of attendance may be allowed for attendance at each meeting. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefor.

D. **Quorum.** A quorum of the Board of Directors shall consist of one-half (½) of its duly elected members.

### Section 9
**COMMITTEES**

A. **Formation of Committees.** The Board of Directors may, by resolution or resolutions, passed by a majority of the whole Board, designate and appoint such committee or committees on any subject within the powers of the Corporation; such committee or committees to have such powers, to exercise such duties or to perform such services as may be prescribed, from time to time, by the Board of Directors.

B. **Rules governing Committees.** Each committee formed by the Board shall be governed by such rules and regulations as the Board by resolution may adopt from time to time.

C. **Minutes and Reports.** Each committee shall keep regular minutes of their proceedings and report the same to the Board when required.

### Section 10
**MEMBERSHIPS**

A. **Membership Categories.** Membership categories of PAPS shall consist of active members, senior members, associate members, Philip King members and honorary members. Other membership categories may be established after consideration by the Board of Directors and approval by the majority of members of this Corporation.

B. **Active Memberships.** An active member is defined by the following criteria:

1. The member must devote at least ninety (90%) percent of his/her professional time to pediatric surgery. At its discretion, the Board of Directors may consider variations from this requirement.
2. Types of Active Members

   a. (Geographic) The member must currently practice pediatric surgery in a country bordering the Pacific Ocean. If a member moves out of the Pacific area, membership may be retained by fulfilling the other membership requirements.

   b. (Invited) The member must have attended at least 3 PAPS meetings after completion of training in the past 10 years and be an active participant in the PAPS meetings. While not required, the board will consider persons who have trained in the Pacific area more favorably.

3. The geographic member applicant must have practiced surgery in the Pacific area for a minimum of one (1) year prior to applying for membership. He/she must continue to practice in the area in order to become a member.

   The member must pay dues on an annual basis.

   The member should attempt to attend at least one out of three annual scientific meetings.

C. Senior Memberships. A senior member is an active member of age 65 or more or retired from pediatric surgery. A senior member is not required to pay dues.

D. Honorary Memberships. An honorary member is one who is proposed by a board member and elected in the same way as an active member, the offer of honorary membership being reserved for outstanding individuals in Pediatric Surgery or a related field.

   He may attend all general meetings and is permitted to vote at business meetings, but is not required to pay annual dues.

E. Philip King Memberships. A spouse of a member of the organization who was a member in good standing at the time of the member’s death. The spouse must indicate in writing to the Secretary their desire to become a member in this category. He/she may attend the Annual Meeting at an Accompanying Person’s fee and receive the mailings of the organization, but may not vote or participate in the business functions of the organization. He/she is not required to pay dues.

F. Sponsorship for Membership.

   1. Any member, by letter to the Secretary, may sponsor a candidate for membership.
2. Every application shall be accompanied by the following:
   a. Curriculum Vitae.
   b. Certification of training from his/her training director (if possible), or the current director.
   c. A letter from the sponsoring active member of PAPS.
   d. Supporting letters from two active members of PAPS.
   e. Invited memberships must list the PAPS meetings attended in the past 10 years.

G. Associate Membership

An associate member is defined as a pediatric surgeon in training. Eligibility begins upon entrance into a pediatric surgery training program and continues for three (3) years after training is completed. Japanese eligibility begins following board certification in pediatric surgery and continues for seven (7) years thereafter. Associate membership requires the written sponsorship of a PAPS member. Yearly dues are reduced by 50% for associate members for a time period not to exceed three years. Associate members are not eligible to vote, participate as members of PAPS committees, hold elected office, or participate in the PAPS business meeting.

H. Training Qualification in Pediatric Surgery

Candidate eligibility for membership will include training qualifications as follows:

   a. Certification of successful completion of a formal training program in Pediatric Surgery, recognized as such by the national health-governing body in the country where such training took place. The duration of required training will be for at least one year.

   b. A letter from the Training Director of that program directly responsible for the training of the candidate or from the current Training Director, who shall have access to and have approved the candidate’s training record as acceptable for successful completion of the training program.

   c. In absence of any of the criteria noted in points a. and b., eligibility for PAPS membership will be determined on an ad hoc basis by the PAPS Board of Directors upon review of the candidate’s curriculum vitae, including all training experience in pediatric surgery, the validity of which the Board may choose to verify independently.
Applications must be complete and received by the Secretary at least six (6) weeks prior to the annual meeting to be considered for membership at the annual Board of Directors meeting.

Following approval by the Board of Directors at the Annual Meeting, candidates will be elected by the majority of members responding to a mailed ballot. Membership for successful candidates begins on September 1st of the year in which they are elected.

Section 11

MEMBERSHIP DUES

Membership dues may be levied from time to time as determined by the Board of Directors. Notices of membership dues will be sent out annually during September and will be payable before December 31st, to cover membership for the following year. If the dues for any year are not received by December 31st, a second notice will be sent. If dues are still delinquent by June 30th of the following year, the member's name will be submitted to the Board of directors for consideration of removal from the membership rolls. A member whose name has been removed from the membership rolls for failure to meet this obligation may be reinstated following payment of past dues and submission of a letter requesting reinstatement for consideration by the Board of Directors. Members in good standing who are retired and do not have any clinical practice or medically related administrative position are exempt from paying dues.

Section 12

ANNUAL MEETING OF MEMBERS

A. Date and Place. The Corporation shall meet annually at such place as the Board of Directors shall designate, on the day which in its judgment will be most convenient for a majority of the members in each year. It is the intent that the annual venue be alternated between the North American Continent and locations in other countries.

B. Voting. At each annual meeting, each member shall be entitled to one (1) vote, and at which meeting such business may be transacted as may be found, from time to time, necessary, desirable or useful.

C. Special Meetings. Special meetings of the Corporation may be called by the President, the Secretary, or any two (2) Directors from time to time, and shall be held at such place as the Board of Directors may, from time to time, determine or may be called by any Director of this Corporation for the purpose of electing a member of the Board of Directors in the event for any reason vacancies shall occur in the Board of Directors.

D. Notice. Notice of the calls for any annual or special meeting of the regular members
Section 13
TERMINATION OF MEMBERSHIP

A. Termination by Member. Any member, regular or otherwise, may terminate their membership at any time upon notification to the Secretary of this Corporation, effective on the date of such resignation.

B. Termination by Corporation. The Corporation at its option may terminate any membership of whatever class for any infraction of the Bylaws, rules and/or regulations of this Corporation or for other good and valid reason, as the Board of Directors of this Corporation shall determine.

C. Duration of Membership. All memberships of whatever class shall be for the life of such member or until otherwise terminated.

Section 14
LIABILITY AND INSURANCE

A. Liability of Members. No member of this Corporation, either regular or otherwise, personally or otherwise is liable for any of the debts, liabilities and/or obligations of this Corporation.

B. Indemnification. The Corporation shall have the authority, as described under section 7237 of the California Corporations Code, to indemnify its agents.

C. Insurance. The Corporation shall have the authority, as described under section 7237 of the California Corporations Code, to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent’s status as such.

Section 15
DONATIONS

This Corporation may accept gifts, legacies, donations and/or contributions and in any amount and any form from time to time upon such terms and conditions as may be decided from time to time by the Board of Directors.

Section 16
CERTIFICATES OF MEMBERSHIP
A. **Certificate of Membership.** Certificates of membership, numbered and with the seal of the Corporation affixed, signed by the President, Secretary, President-Elect, Treasurer and the Board of Directors, shall be issued to each member certifying the class of membership held by him in the Corporation.

B. **Lost Certificates.** A new certificate of membership may be issued in the place of any certificate theretofore issued by the Corporation alleged to have been lost or destroyed, and the Directors may, in their discretion, require the owner of any such lost or destroyed certificates to comply with such rules and regulations as they may make from time to time in connection therewith.

C. **Transfer of Certificates.** Certificates of membership in this Corporation shall not be transferable.

**Section 17**

**MISCELLANEOUS PROVISIONS**

A. **Corporate Seal.** The Corporate Seal of the Corporation shall be in such form as the Board of Directors shall determine and shall contain the name of the Corporation, the date and state of its creation and such other matters as the Board of Directors in their discretion may determine. Said seal be used by causing it or a facsimile thereof to be impressed, affixed, reproduced or otherwise.

B. **Principal Office.** The principal office shall be established and maintained in the county of Los Angeles, state of California.

C. **Other Offices.** Other offices of the Corporation may be established at such places as the Board of Directors may from time to time designate, or the business of the Corporation may require.

D. **Checks, Drafts, Notes.** All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation for all debts of the Corporation shall be executed in accordance with such policy as the Board of Directors shall determine from time to time.

E. **Notice and Waiver of Notice.** Whenever any notice is required by these Bylaws to be given, personal notice is not meant unless expressly so stated; and any notice so required shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed post paid wrapper, addressed to the person entitled thereto at his last known post office address, and such notice shall be deemed to have been given on the day of such mailing. Any notice required to be given under these Bylaws maybe waived by the person entitled thereto. Members not entitled to vote shall be entitled to receive notice of any meetings except as otherwise provided by statute.
F. **Assent to Meeting.** Any action of the majority of the Board of Directors of this Corporation, although not at a regularly called meeting, and the record thereof is assented to in writing by all of the other members of the Board, shall always be as valid and effective in all respect as if passed by the Board at a regular meeting.

G. **Conduct of Proceedings.** The proceedings of the association shall be conducted under Robert's Rules of Order (Revised).

**Section 18**

**FISCAL YEAR**

The fiscal year of this Corporation shall be the calendar year.

**Section 19**

**AMENDMENTS**

The Bylaws may be amended by the affirmative vote of three-fourths (3/4ths) of all the members responding to a written ballot, provided a motion to submit the amendment of the membership has been made and passed at the previous annual meeting.

**Section 20**

**NON-PARTISAN ACTIVITIES**

This Corporation has been formed under the California Mutual Benefit Corporation Law for the purpose described herein above, and it shall be non-profit and non-partisan. No substantial part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted for the people for vote. The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

**Section 21**

**DEDICATION OF ASSETS**

The properties and assets of this non-profit Corporation are irrevocably dedicated to fulfillment of the objectives of this corporation as set forth in Section 1 hereof. No part of the net earnings, properties, or assets of this Corporation, on dissolution or otherwise, shall inure to the exclusive benefit of any private person or individual, or any member or director of this Corporation except in fulfillment of said objectives. On a liquidation or dissolution, all Properties and assets and obligations shall be distributed pursuant to the non-profit provisions of the California Corporations Code then in effect.
CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am presently elected and acting Secretary of PACIFIC ASSOCIATION OF PEDIATRIC SURGEONS, a California Mutual Benefit corporation, and the above Bylaws, consisting of 12 pages, are the bylaws of the Corporation, as adopted at a meeting of the Board of Directors held on May 25, 2014.

Dated: August 31, 2016

___________________________
James Dunn, M.D., Ph.D.
Secretary
RULES AND REGULATIONS

LOCAL PROGRAM COMMITTEE

The Local Program Committee is responsible for planning and implementing the annual PAPS meeting.

1. The Local Program Committee will be headed by the Local Program Committee Chairperson, to be chosen by the Future Meetings Committee following approval of the proposed venue site, facilities, and tentative budget for the designated annual PAPS meeting year.

2. The Local Program Committee Chairperson will be responsible for appointing all necessary Committee members.

3. The Local Program Committee Chairperson will present a progress report to the PAPS Board at each annual PAPS meeting and at each annual PAPS Board teleconference during the interval between the acceptance of the PAPS meeting site proposal to the year of the annual PAPS meeting at that site.

4. The Local Program Committee Chairperson will be responsible for establishing all contractual arrangements (either individually or in conjunction with a contracted meeting organizer), with hotels, meeting vendors, travel/service organizations, government agencies, and any other entities necessary for or associated with the successful implementation of the annual meeting.

5. All annual PAPS meeting costs will be paid from revenues generated by the meeting. The Local Program Committee (Chairperson) may receive a loan from PAPS of up to one-third of the anticipated operating budget (not to exceed $50,000) for initial implementation costs incurred. All loans are made with the expectation that these loans will be repaid in full from the monetary returns from the annual PAPS meeting for which these loans were made. Any loan request for an annual PAPS meeting requires the approval of the PAPS Treasurer following review of the proposed contractual agreements for that meeting prior to signing the contract.

SCIENTIFIC COMMITTEE

The Scientific Committee is responsible for distributing the “Call for Abstracts” for the annual meeting, reviewing the abstracts, and accepting abstracts of sufficient quality to provide a rewarding scientific program.
1. The Scientific Committee Chairperson will be appointed by the Board of Directors for a three (3) year term.

2. The Scientific Committee Chairperson will be responsible for appointing the Committee members, organizing the scientific sections, and choosing the moderators.

3. The Scientific Committee will consist of ten to fifteen (10-15) members in addition to the Local Program Committee Chairperson. One third (1/3) of the members will be chosen from the Local Program Committee in conjunction with the Local Program Committee Chairperson, and the rest of the Committee will be chosen on the basis of a diverse international representation. The Scientific Committee will always include the Publications Committee Chairperson.

4. The “Call for Abstracts” (including e-mail abstract instructions and access) should occur at least five (5) months in advance of the annual meeting. The abstract submission deadline should be at least three (3) months prior to the annual meeting start date. Acceptance and rejection notifications should be e-mailed to abstract senior authors by the Scientific Committee Chairperson following abstract evaluation by the Scientific Committee.

5. The criteria for acceptance and the number of abstracts selected will be determined by the Scientific Committee Chairperson.

6. Abstract acceptance is contingent upon the written/e-mail confirmation by the Senior Author of intent to present the abstract at the Annual PAPS Meeting. Should the abstract be subsequently withdrawn without the written approval of the PAPS Scientific Committee Chairperson following consultation with the PAPS Board of Directors, the Senior and First Authors will consequently be disallowed from submitting abstracts for a period of one (1) year.

PUBLICATIONS COMMITTEE

The Publications Committee is responsible for reviewing the manuscripts submitted on or before the deadline from PAPS members or sponsored authors of accepted abstracts for presentation. Manuscripts or revised manuscripts that conform to the editorial standards and content quality for the Journal of Pediatric Surgery, as determined by the Committee, should be forwarded to the Editor-in-Chief of the Journal no later than three (3) months following the meeting.

1. The Chairman of the Publications Committee will be appointed by the Board of Directors for a three (3) year term.

2. To adequately review the manuscripts, the Chairman will appoint a sufficient number of members (6-10) to the Committee for a one year term (which is
renewable for up to three years).

3. Manuscripts will be required to be submitted three (3) weeks in advance of the annual meeting to allow adequate time for review.

4. The Chairman will make arrangements for distributing manuscripts to the Committee members for review prior to the meeting and arranging Committee meetings at the annual meeting.

5. The Chairman or their designee will be required to provide a report at the Board of Directors and Business meetings.

6. The Committee will be responsible for completing the review of manuscripts (with appropriate editing and revisions as needed for the accepted manuscripts) and forwarding the accepted manuscripts in publishable form to the Journal of Pediatric Surgery by its deadline (currently no later than three (3) months following the meeting).

COE MEDAL

1. Recipients of the Coe Medal would be recognized as having made outstanding contributions to the field of pediatric surgery.

2. Contributions should be considered in any related field of pediatric surgery, any of the pediatric surgical specialties, pediatric surgical research or other field that is considered to have raised the status of pediatric surgery. Service to PAPS per se, however meritorious, should not be considered as an appropriate contribution unless the nominee was considered to have contributed in some additional appropriate way.

3. Except under special circumstances, the Medal would be awarded to individuals who are working or have worked in the geographic area covered by PAPS.

4. In order to enhance the value of the award not more than one Medal should be presented in any one year. Also, it is not necessary to present the award every year.

5. Early in each calendar year, the Secretary of PAPS will invite formal written nominations for the Coe Medal from the membership to be reviewed by the Board of Directors at the annual meeting and possibly awarded the following year. A candidate for the award can be nominated by any PAPS member in good standing. Prior recipients will be listed in the membership directory to avoid recommending a previous recipient.

6. Written nominations clearly outlining the reason(s) why the individual is a candidate and a copy of their curriculum vitae should be forwarded to the Secretary no later than six (6) weeks before the annual meeting and should include specific information to support the nomination.
7. The Board of Directors will formally review each candidate at the Annual Board meeting.

8. The selection of a Coe Medal recipient should be made approximately twelve (12) months in advance of the annual meeting of the Association in order to allow the recipient to plan to attend that meeting to receive the Medal.

9. The Board of Directors will vote by written ballot to determine if there is an appropriate candidate among the nominees. Approval will require a 75% affirmative vote of the Board members in attendance.

10. If there are two candidates, a majority vote will be determined by a written ballot.

11. If there are three or more candidates, a written ballot will be requested. If one candidate does not receive more than 50% of the votes the two candidates receiving the most votes will have a "run-off" third ballot.

12. Candidates that are not successful will require re-nomination to be considered at subsequent Board meetings.

13. The Secretary will notify the nominators of the unsuccessful candidates.

14. The President will notify the successful candidate and the nominator.

M. JAMES WARDEN GLOBAL ALLIANCE PARTNERSHIP (GAP) COMMITTEE

1. Membership shall consist of the Chair of the GAP Committee, the Vice-Chair of the GAP Committee, the current President, the Local Arrangements Chair (for the meeting to which the guest is to be invited), and at least two additional members appointed by the Board of Directors. These two or more additional members shall be nominated by the GAP Chair and Vice-Chair, and shall be subject to approval by the Board of Directors at the annual meeting. Each shall serve for a single three-year term. The GAP Chair and Vice-Chair shall be appointed by the Board of Directors at the annual meeting for a term of five (5) years, staggered by at least two years to allow smooth transition of Committee leadership. A member of the GAP Committee shall be eligible to serve as GAP Chair or Vice-Chair following completion of his/her three-year term.

2. Voluntary contributions to the GAP shall be solicited at the time of the yearly dues notice. Other voluntary sources of funds may be applied if available. Expenses for the GAP shall be taken from the PAPS general funds.

3. After consulting with the Treasurer, the Board of Directors shall decide by October 1 of the year preceding the PAPS meeting how many GAP guests PAPS can afford to
sponsor at the upcoming meeting. The expectation is that there shall be a minimum of one GAP guest each year.

4. Candidates must reside and practice in a low- or middle-income country, as defined annually by the World Bank. They must have completed their pediatric surgery training prior to applying.

5. Nominations of candidates can be made to the GAP Chair or Vice-Chair by any PAPS member in good standing. Candidates can also directly ask the GAP Chair or Vice-Chair to nominate them if they do not know any PAPS members. The deadline for nominations shall be October 1 of the year preceding the PAPS meeting.

6. The candidate should not have the resources to provide his/her own funding to attend the meeting.

7. After appropriate consideration of all candidates, the Committee shall recommend the approved number of candidates for the upcoming PAPS meeting to the Board of Directors by means of an e-mail circulated by the Secretary to all members of the Board of Directors by December 1 of the year preceding the annual meeting.

8. The Board of Directors shall vote whether or not to approve the Committee’s recommendation. The Board of Directors shall notify the GAP Committee Chair and Vice-Chair, the President, and the Local Arrangements Chair of its confirmation of the GAP guest by January 1 of the year of the meeting.

9. Immediately following approval of the Board, the GAP Committee Chair shall extend the invitation to the selected candidate(s) on behalf of the President.

10. PAPS shall provide to the GAP guest(s) the following: Registration for the annual meeting, roundtrip economy airfare to the meeting and any arranged observership sponsored by the Local Arrangements Chair either before or after the meeting, hotel room and meal expenses for the meeting and observership, $300(US) for miscellaneous expenses, and a textbook of choice. The Treasurer and GAP Committee Chair shall make the necessary arrangements after being provided with the appropriate information. In addition, membership to PAPS shall be granted without fees for a period of five (5) years following the meeting.

11. Each GAP guest shall be expected to deliver a presentation at the annual meeting. He/she shall be asked to submit the title and short summary of his/her presentation to the GAP Committee Chair and the Program Committee Chair by March 1 of the year of the meeting. He/she shall also be encouraged to submit an abstract to the scientific program if he/she so wishes. However, such abstract shall be judged using similar criteria as all submitted abstracts.
STEPHEN L. GANS MEMORIAL LECTURESHIP GUIDELINES

The Gans Lecture will be given at the organization’s Annual Meeting. The lecturer will be chosen by the President and Local Arrangements Chairman according to the following guidelines:

1. The topic for the lecture should not relate specifically to pediatric surgery.

2. The lecturer should be considered an authority on the lecture material and reside in the same area as the Annual Meeting location.

3. Total expenses paid by the organization’s Treasury for honoraria, travel, lodging and meals for the lecturer cannot exceed $1,000 (US). Any amounts exceeding the $1,000 (US) must be paid by any profit generated by the Annual Meeting, or by the Local Arrangements Chairman and President if no profit was generated by the Annual Meeting.

FUTURE MEETINGS COMMITTEE

The Future Meetings Committee will consist of the current Secretary, current Treasurer, the past two Local Arrangements Chairpersons, the current Local Arrangements Chairperson, all future Local Arrangement Chairpersons, and any additional members that the Board of Directors wish to appoint. The current Secretary will be the Chairperson of the committee. The committee will have the following functions:

1. Construct a formal application process to receive proposals to host future Annual Meetings.

2. Evaluate the proposals to host a future Annual Meeting and make a recommendation to the Board of Directors when the proposal is presented at the next Board Meeting. In general, proposals to host a future Annual Meeting will not be considered for more than four years from the time that the Board meets to consider the proposal.

3. Provide a resource library of past Annual Meeting experiences and guidelines to assist future Local Arrangements Chairpersons in their planning of an Annual Meeting. This resource library can be used by any member who is considering submitting a proposal to host an Annual Meeting.

RESPONSIBILITIES OF SPONSORSHIP

Any member of the organization who sponsors a non-member as a participant at the Annual Meeting is responsible for the conduct of the sponsored participant while at the
Annual Meeting. Members who sponsor non-member participants for a presentation as part of the Scientific Program must be present at the Annual Meeting, and preferably at the time that the presentation is given.