

## CONSTITUTION

### ASSOCIATION OF PROFESSORS OF DERMATOLOGY INCORPORATED 1974

#### **PREAMBLE**

The Association of Professors of Dermatology was established in 1960 by some of the leading educators in the specialty. On December 1, 1973, incorporation of the Association was authorized. Proposed Articles of Incorporation and Resolution were presented and approved. A scheduled Council meeting was held on April 1, 1974, and unanimous approval was given for the Association to incorporate in California. The Association was granted an exemption by the California Franchise Tax Board, and the formal Articles of Incorporation were executed on August 22, 1974, by the Secretary of State.

#### **ARTICLE I: NAME**

The name of the corporation shall be "Association of Professors of Dermatology"

#### **ARTICLE II: OBJECTIVES**

The objective of the Association shall be the promotion of medical education, research and patient care, particularly in undergraduate and graduate Dermatology training programs<sup>1</sup>. The Association will provide a forum for discussion of problems and developments of mutual interest to the Chair/Chief<sup>2</sup> and full-time faculty of Dermatology training programs in the United States, Puerto Rico, Canada and elsewhere globally. It will promote liaison between the Chair/Chief and various individuals and organizations whose activities bear on the objectives of the Association.

<sup>1</sup>The term training program shall refer to Departments, Divisions, Sections, or their free-standing equivalents as recognized by each medical school and to approved, free-standing three-year residency training centers outside the medical school.

<sup>2</sup>The term Chair/Chief shall refer to the titular head of the training program.

#### **ARTICLE III: MEMBERS**

**Section 1:** There shall be two classes of membership: Active and Emeritus. Active members shall include individuals from Dermatology Departments or Sections in accredited Medical Schools and Colleges of Osteopathic Medicine and freestanding programs from the United States, Puerto Rico and Canada. Active membership also includes academic dermatologists from foreign medical schools accredited in their own countries. The Board of Directors shall determine which programs are freestanding. Individuals will ordinarily be the Chair/Chief, Vice Chair, training Program Director or other members of the Department or Section. Only one individual from the program will hold voting privileges; this individual will be the Chair/Chief unless otherwise approved by the Membership Committee.

**Section 2:** Any member, as defined in Section 1, who ceases to meet the above requirements shall automatically be dropped from active membership. Membership may be forfeited for reasons considered sufficient by two-thirds vote of the members present at a scheduled or special meeting.

**Section 3:** Members who were Department, Division or Section Heads (Chairs/Chiefs) and have stepped down from their position and retired from the practice of dermatology are eligible for Emeritus membership. Emeritus Members may attend meetings, serve on Committees and/or complete a term of office, subject only to the agreement of the Board of Directors, but may not vote. Dues, but not meeting fees, shall be waived for Emeritus Members.

#### **ARTICLE IV: GOVERNING BODY AND OFFICES**

**Section 1:** The Corporation shall have no more than 12 directors with one additional representative per recognized Section of the corporation, and collectively they shall be known as the Board of Directors. The number may be changed only by amendment of the Articles of Incorporation of this corporation, by amendment of this constitution (see Article

XI), or written assent of the members entitled to exercise a majority of the voting members present at a meeting of the members duly called at least 30 days in advance at which a quorum is present, and not otherwise, but at no time shall the number of directors be reduced to less than three.

**Section 2:** The Board of Directors shall be the governing and policy-making body of the Association. The said Board shall consist of the immediate Past-President and officers of the Association serving as directors and six other directors unless one of the directors has been elected to the office of President-elect. The Chairs of each approved and recognized Section will serve as additional directors and will be a non-voting, ex-officio member. The current President shall be Chair of the Board of Directors. If for any reason a member of the Board of Directors cannot serve, the vacancy shall be filled by the Past-President next down the line, and this individual will serve until the next election. If circumstances call for altering the governing and policy-making body of the Association, the questions of such a change must be taken up at a special or annual meeting at least one year in advance.

**Section 3:** The officers of the Association shall consist of a President, President-elect, Secretary-Treasurer, and Immediate Past President. The term of office for the President and Immediate Past President is two (2) years, and they may not be re-elected. The President-elect will be elected every other year for a two (2) year term. The term of office for the Secretary-Treasurer and six (6) other Directors will be for three (3) years, two (2) of the six (6) being elected each year. The Chairs of each approved and recognized Section shall serve the term according to its respective Section Guidelines (Article VII). An elected Director may not be elected and serve more than two (2) consecutive three (3) year terms except if elected as an officer. The Secretary-Treasurer may be elected for no more than two (2) three (3) year terms.

**Section 4:** Except under unusual circumstances, the President-elect shall succeed to the presidency the year after his/her election. If the President is unable to serve out his/her term, the President-elect will assume the Presidency.

#### **ARTICLE V: DUTIES OF OFFICERS**

**Section 1:** The President shall preside at the Annual Meeting. In addition, the President shall be responsible for dealing throughout the term of office with problems of major concern to the Association. The President shall be assisted by the other officers and may seek aid, as indicated, from any member and nonmember, including persons specifically requested to provide liaison with other organizations.

**Section 2:** The President-elect shall serve in the place of the President when necessary and shall otherwise function as a member of the Board of Directors of the Association.

**Section 3:** The Secretary-Treasurer shall serve as Recorder at the meetings of the Association and the Board of Directors. The Secretary-Treasurer shall be authorized to collect dues and other monies, handle the funds, and dispense the monies of the Association in accordance with the instructions of the President, usually on the advice of the Board of Directors. The Secretary-Treasurer of the Association shall be in charge of correspondence and keep accurate business records. The Secretary-Treasurer is empowered to obtain adequate aid in carrying out functions of the office, including designation of an Association member as an assistant. Financial accounts of the Association shall be audited annually, and a Treasurer's report given at the annual meeting. The Secretary-Treasurer shall assist the President and President-elect in the conduct of the Association's functions and business. If both the President and President-elect should be incapacitated or perish, the Secretary-Treasurer shall assume the interim duties until new officers have been elected. At the end of the term of office, the incumbent Secretary Treasurer shall turn over all records and money to his/her successor.

**Section 4:** The Board of Directors shall meet as often as required throughout the year and shall represent the Association as necessary. Since it will not be possible to discuss all problems of current interest at the Annual Meeting, the Board of Directors will solicit opinions expressed without due delay. When such solicitation does not seem feasible, the Board of Directors shall be empowered to act for the Association.

**Section 5:** If a member of the Board of Directors fails to attend two (2) consecutive meetings without reason his or her term will lapse. The vacancy will be filled in Article 4, Sections 2 and 4.

#### **ARTICLE VI: COMMITTEES**

The President, with the advice of the Board of Directors, shall appoint a series of standing and ad hoc committees to deal with the specific items of business of concern to the Association. The Association shall have the following standing committees: Nominating Committee, Membership Committee, Program Committee, and Communications Committee. The Chair and at least two (2) other members of each committee shall be members of the Association. Persons who are not members of the Association (non-members) may be appointed as a non-voting liaison to a given committee. Service and term shall be decided by the Chair of the respective committee. There shall be no limitation in the number of terms a member or nonmember may serve on a given committee.

The **Communications Committee** shall consist of at least four (4) members with a minimum of one (1) new member appointed each year for a four (4) year term. The President will designate the Chair of the Committee. This Committee shall be responsible for optimizing communications and identifying new opportunities to increase the Association's visibility.

The **Nominating Committee** shall consist of at least three (3) members with a minimum of one (1) new member appointed each year for a three (3) year term, the third year serving as Chair or Co-chair. No member of the Nominating Committee shall be a member of the Board of Directors. This Committee shall nominate one (1) or more candidates for vacancies of the following to be presented and approved by the Board: Officers and Directors. The Committee shall present to membership the slate of candidates to be voted on by electronic means or written ballot. Membership may suggest additional nominations.

The **Membership Committee** shall consist of at least three (3) members with a minimum of one (1) new member appointed each year for a three (3) year term, the third year serving as Chair or Co-Chair. The Membership Committee shall focus on inquiring into the qualifications of new members and develop strategies that will recruit and retain members of the Association.

The Program Committee shall consist of at least three (3) members with a minimum of one (1) new member appointed each year for a four (4) year term, the third year serving as Chair or Co-Chair. This Committee shall be responsible for educational program development.

#### **ARTICLE VII: MEMBER SECTIONS**

Sections with a particular focus can be created in accordance with the objectives of the Association (Article II) and with the approval of the Board of Directors. Each section will have its own Section Guidelines appropriate for its section. All members of the Section must be members of the Association and will have the privileges and responsibilities thereto. Each section may create sub-committees.

##### **SECTION 1: NAME**

The name of this Society shall be the **Dermatologic Surgery Section of the Association of Professors of Dermatology**, hereafter referred to as the **Dermatologic Surgery Section**.

##### **Objectives and Purpose**

The objectives of the **Dermatologic Surgery Section** are to define the surgical curriculum for dermatology training, particularly in graduate and post graduate dermatology training programs and dermatologic surgery fellowships. The term training program shall refer to programs within departments, divisions, sections, or their equivalents, as recognized by each medical school; and to approved free standing three-year residency training centers that exist outside a medical school.

To encourage innovation in dermatologic surgery training methods. To provide a forum for discussion of opportunities, challenges and developments of mutual interest to the academic faculty of dermatology training

programs in the United States, Canada and Puerto Rico. To promote cooperative relationships between the Section and other professional organizations whose goals are to educate trainees and physicians in dermatologic surgery. The purpose of these relationships is to develop and maintain the highest educational standards within dermatology training.

### **Organizational Structure of Dermatologic Surgery Section**

#### **Section A: Purpose of Membership for Dermatologic Surgery Section**

It is the primary goal of the Dermatologic Surgery Section is to promote education in dermatologic surgery. The Dermatologic Surgery Section recognizes the special role and contribution of full time academic dermatologic surgeons in training medical students, residents, and fellows, and in maintaining the academic environment in which dermatologic surgical training primarily occurs. The organization also recognizes the important contribution of volunteer community faculty in dermatologic surgical education and research.

#### **Section B: Membership Criteria for Dermatologic Surgery Section**

All dermatologic surgeons participating full time in dermatology resident training programs are encouraged to become members.

All members must:

1. Be a dermatologic surgeon who holds a faculty appointment in a dermatology department or section, in an accredited medical school and/or in an accredited free standing three (3) year residency training program outside medical school located in the United States, Canada and Puerto Rico. The Steering Committee will determine who is a dermatologic surgeon and which level of academic affiliation qualifies for membership and the American Board of Dermatology will determine which programs are accredited.
2. Actively contribute to the dermatologic surgical education of medical students, residents, fellows, and/or practicing physicians
3. Part-time clinicians with academic affiliations who do not otherwise qualify for APD membership, may attend meetings of the Section by paying non-member meeting fees as set by the APD

#### **Section C: Steering Committee for Dermatologic Surgery Section**

The Steering Committee will be composed of a Chair, Vice Chair, Immediate Past-Chair (ex-officio) and six (6) committee members at large.

1. The Chair will serve for two (2) years
2. The Vice Chair will serve for two (2) years
3. The Vice Chair will also serve as annual program chair
4. The Immediate Past-Chair will serve for two (2) years
5. The committee members will serve for three (3) years, staggered
6. The Chair and Vice Chair will have been previous committee members

The purpose of the Steering Committee is to conduct the business of the section on behalf of the section members. Candidates for the steering committee will be chosen by the Steering Committee and approved by the section membership.

1. The Chair of the section will serve ex-officio on the Board of Directors of the Association of Professors of Dermatology
2. The Steering Committee may appoint ad hoc task forces to address areas of interest for the membership
3. All members of the Steering Committee, including the Chair and Vice-Chair, must be members of the APD

#### **Section D: Duties of Dermatologic Surgery Section Steering Committee members**

The Chair shall:

1. Prepare the agenda and preside at the Dermatologic Surgery Section meeting
2. Be responsible for responding to problems of major concern to the Dermatologic Surgery Section
3. Reports Dermatologic Surgery Section activities to the APD at the board meeting
4. The Vice Chair shall:
5. Serve in the place of the Chair when necessary

6. Organize the Dermatologic Surgery Section annual meeting in conjunction with the representative

### **Section E: Dermatologic Surgery Section Steering Committee Meetings**

The Steering Committee shall meet as often as required throughout the year and shall represent the Section as necessary. The Steering Committee will give input as to the content of the annual Dermatologic Surgery Section meeting and direct Dermatologic Surgery Section activities as they relate to the development of resources for teaching and training programs. The Steering Committee will receive reports from the ad hoc task forces.

### **SECTION 2: NAME**

The name of this Section shall be the **Dermatology Academic Administrators Group of the Association of Professors of Dermatology**, hereafter referred to as "**DAAG Section**".

### **Objectives and Purpose**

The objectives of the **DAAG Section** are to:

1. Provide a forum of networking opportunities for the exchange of information to promote dermatology education, research, patient care and service
2. Peer participation in development of annual program and other educational/networking venues
3. Further develop other communication tools (i.e. Listserv, blog, LinkedIn)
4. Roundtable discussion at the Annual Meeting
5. Share best practices and lessons learned to promote dermatology education, research, patient care and service
  - a. Develop a central web page for shared documents on topics of mutual interest
  - b. Share academic specific experiences/issues/outcomes through the Annual Meeting, website, and listserves or other venues
  - c. Specific topic speakers, presentations and roundtable discussions at the Annual Meeting
6. Receive updates on current and pending legislation and regulations regarding academic dermatology
  - a. Updates through communication tools
  - b. Speakers and presentations from legislative and regulatory bodies at annual meeting
7. Develop a better understanding of issues faced by Chairs/Chiefs/Education Directors
  - a. Attendance at annual meeting
  - b. Post presentations from meetings on website
  - c. Encourage exchange of information; promote discussion and development of strategies with the Chairs around issues presented at the Annual Meeting
8. Educational opportunities for the administrator to enhance their skills
  - a. Provide resources through communication tools
  - b. Speakers and presentations on leadership, professionalism, and management at annual meeting
9. Growth of membership
  - a. Outreach to academic programs not currently participating

### **Organizational Structure of DAAG Section**

#### **Section A: Purpose of Membership for DAAG Section**

The DAAG Section is to provide networking and educational opportunities that will promote professional growth of academic administrators and coordinators. This will facilitate leadership and collaboration between dermatology departments/divisions in the changing world of academic medicine.

#### **Section B: Membership Criteria for DAAG Section**

All full-time administrators working in an academic dermatology department are encouraged to become members.

### **Section C: Steering Committee for DAAG Section**

The Steering Committee will be composed of a Chair, Vice Chair, Immediate Past-Chair (ex-officio) and at least three (3) Committee members at large.

1. The Chair will serve for two (2) years
2. The Vice Chair will serve for two (2) years
3. The Vice Chair will also serve as annual program chair
4. The Immediate Past-Chair will serve for two (2) years
5. The Committee Members will serve for three (3) years, staggered

The purpose of the Steering Committee is to conduct the business of the section on behalf of the section members. Candidates for the Steering Committee will be chosen by the Steering Committee and approved by the section membership. The Chair of the section will serve ex-officio on the Board of Directors of the Association of Professors of Dermatology. The Steering Committee may appoint ad hoc task forces to address areas of interest for the membership. All members of the Steering Committee, including the Chair and Vice-Chair, must be members of the APD.

### **Section D: Duties of DAAG Steering Committee members**

The Chair shall:

1. Prepare the agenda and preside at the DAAG section meeting
2. Be responsible for responding to problems of major concern to the DAAG section.
3. Reports DAAG section activities to the APD at the board meeting

The Vice Chair shall:

4. Serve in the place of the Chair when necessary
5. Organize the DAAG section annual meeting in conjunction with the representative of the APD

### **Section E: DAAG Section Steering Committee Meetings**

The Steering Committee shall meet as often as required throughout the year and shall represent the Section as necessary. The Steering Committee will give input as to the content of the annual DAAG Section meeting and direct DAAG Section activities as they relate to the development of resources for teaching and training programs. The Steering Committee will receive reports from the ad hoc task forces.

### **SECTION 3: NAME**

The name of this Section shall be the **Residency Program Directors Section of the Association of Professors of Dermatology**, hereafter referred to as the **Residency Program Directors Section**.

### **Objectives and Purpose:**

The objectives of the **Residency Program Directors Section** are the following:

1. To provide a forum for discussion of the opportunities, challenges, and developments for dermatology residency programs. The term residency program shall refer to ACGME approved dermatology residency training programs.
2. To promote cooperative relationships between the Section and other professional organizations whose goals are to educate trainees and physicians in dermatology. The purpose of these relationships is to develop and maintain the highest educational standards within dermatology training.
3. To encourage innovation in dermatology training methods.
4. To promote an equitable residency application and selection process. To explore and implement improvements in the residency selection and application process. To promote cooperative relationships between the Section and other professional organizations whose goals are to encourage equity, holistic review, and diversity in the residency selection and application process.

## **Organizational Structure of Residency Program Directors Section**

### **Section A: Purpose of Membership for Residency Program Directors Section**

The Residency Program Directors Section recognizes the essential role and contribution of program directors in the education of medical students and dermatology residents.

### **Section B: Membership Criteria for Residency Program Directors Section**

All residency program and associate/assistant program directors in dermatology resident training programs are encouraged to become members.

All members must:

1. Be a board-certified dermatologist who holds a faculty appointment in a dermatology department or section in an ACGME approved dermatology residency program.
2. Be either a Residency Program Director, Associate Residency Program Director, or Assistant Residency Program Director at an ACGME approved dermatology residency program. Associate and Assistant Residency Program Directors will be verified by the Program Director designated by the ACGME for that residency program. Fellowship directors, to be verified by their chair or section chief, may also participate if desired.
3. Actively contribute to the dermatologic education of medical students and residents.

### **Section C: Steering Committee for Residency Program Directors Section**

The Steering Committee will be composed of a Chair, Vice Chair, Immediate Past-Chair (ex-officio) and committee members at large (number to be determined).

1. The Chair will serve for two (2) years.
2. The Vice Chair will serve for two (2) years.
3. The Vice Chair will also serve as annual program chair for the Residency Program Directors Section meeting.
4. The Immediate Past-Chair will serve for two (2) years.
5. The committee members will serve for three (3) years, staggered.
6. The Chair and Vice Chair will have been previous committee members (after first 2 years of implementation of Program Director Section).

The purpose of the Steering Committee is to carry out an agenda agreed upon by majority of the section members. Candidates for the steering committee will be chosen by the Steering Committee and approved by the section membership.

1. The Chair of the section will serve ex-officio on the Board of Directors of the Association of Professors of Dermatology.
2. The Steering Committee may appoint ad hoc task forces to address areas of interest for the membership.
3. All members of the Steering Committee, including the Chair and Vice-Chair, must be members of the APD.

### **Section D: Duties of Residency Program Directors Section Steering Committee members**

The Chair shall:

1. Prepare the agenda and preside at the Residency Program Directors Section meeting.
2. Be responsible for responding to problems of major concern to the Residency Program Directors Section.
3. Report Residency Program Directors Section activities to the APD at the board meeting.

The Vice Chair shall:

1. Serve in the place of the Chair when necessary.
2. Organize the Residency Program Directors Section annual meeting in conjunction with the Chair.

### **Section E: Steering Committee Meetings for Residency Program Directors Section**

The Steering Committee shall meet as often as required throughout the year and shall represent the Section as necessary. The Steering Committee will give input as to the content of the annual Residency Program Directors

Section meeting and direct Residency Program Director activities as they relate to the development of resources for teaching and training programs. The Steering Committee will receive reports from the ad hoc task forces.

**ARTICLE VIII: MEETINGS**

There shall be an Annual Meeting, the site and date to be fixed by the APD officers with at least six (6) months prior notification of the membership. Additional called meetings and workshops shall be held at the direction of the officers with at least thirty days prior notification of the membership and other concerned individuals.

**ARTICLE IX: QUORUM**

A quorum shall consist of twenty-five regular members or twenty-five percent of the regular members, whichever is greater. Attendance will be taken at each meeting to determine if a quorum is present.

**ARTICLE X: ANNUAL DUES**

The annual dues shall be such as the Board of Directors may recommend subject to approval of the membership at the annual meeting.

**ARTICLE XI: AMENDMENTS OF THE CONSTITUTION**

Amendments to the constitution must be proposed in writing by five (5) members. They must then be circulated to the full roster of the membership, and this must be at least thirty (30) days before any vote is taken. The vote may be taken at the time of such a meeting, or subsequently. Amendments must have an affirmative vote of two-thirds of those attending the meeting. If a mail vote is taken subsequent to discussion at a meeting of the membership, an amendment must have an affirmative vote of two-thirds of the membership.

*Amendments to Constitution:*

*November 2003*

*July 2007*

*September 2008*

*December 2009*

*November 2011*

*January 2012*

*April 2013*

*August 2014*

*January 2015*

*May 2016*

*September 2019*

*October 2020*