

Bylaws for the Young Fellows Association of the American College of Surgeons

Amended July 2024

I. The Young Fellows Association

A. Name

The organization shall be called the Young Fellows Association of the American College of Surgeons (YFA-ACS).

The YFA is a component of the larger American College of Surgeons (ACS) and is subject to the bylaws, policies and procedures of the ACS. These bylaws are designed to describe the operational processes of the YFA.

B. Mission Statement

The Young Fellows Association shall serve to represent the interests of the young Fellows of the American College of Surgeons (ACS). It shall also provide young Fellows an avenue for participation in ACS affairs, foster their development and application of leadership skills in organized surgery, and afford them opportunities for their opinions and concerns to be heard by the ACS leadership.

C. Purpose

The goals of the YFA-ACS shall be:

1. To promote the interests and support the needs of young Fellows within the ACS in all aspects of their professional endeavors.
2. To seek active feedback and participation from young Fellows to better understand their needs and how the ACS can best serve their members.
3. To promote collaboration and cooperation with related organizations within and outside of the ACS.

II. Membership

Membership in the YFA-ACS is composed of young Fellows of the College in good standing as defined by the ACS Board of Regents.

September 1st will be used as the cut-off date to determine age eligibility for the purposes of term limits in positions on the governing council, Board of Governors, and Advisory Councils

The YFA strives to be a diverse organization and shall support the inclusion of young Fellows from all types of practice settings, e.g., academic, community, research, and administration; from all surgical specialties; from all geographical locations, genders, and ethnic groups that fulfill the above qualifications.

III. Governance

A. Executive Committee

Section 1. Composition

The YFA Executive Committee shall include the chair, vice-chair, and the chairs of the six YFA workgroups: Education, Advocacy & Issues, Communications, Membership, Quality, and Inclusive Excellence.

Section 2. Responsibilities

The responsibilities of this eight-member Executive Committee shall include managing the day-to-day activities of the YFA and the workgroups, managing the meetings of the YFA, and serving as the Nominating Committee of the YFA.

Section 3. Elections and Appointments

Members of the Executive Committee will be elected from the larger Governing Council. Once a Governing Council member, a young Fellow is able to run for a workgroup chair position. Applications will be requested including a statement of intent and abbreviated CV. Candidates will then be put up for a vote by the Nominating Committee (which consists of the Executive Committee). Chair positions will be available based upon the term limits of the current workgroup chair.

A Governing Council member is also able to run for the position of vice-chair of the Executive Committee. An election for vice-chair will be held annually and applications will be requested including a statement of intent and abbreviated CV. The Nominating Committee shall review the nominees and present at most 3 candidates for election by the full YFA membership prior to Clinical Congress.

The election winner shall be presented to the Board of Regents for approval to serve a two-year term as workgroup chair or a one-year term as vice-chair.

Section 4. Term and Vacancies

The chair and vice chair shall each serve a one-year term as long as they remain eligible members of the YFA and are not eligible for a second term in the same position. The YFA member elected to the vice-chair position shall ascend to the chair position so long as they remain an eligible member of the YFA.

The six YFA workgroup chairs will each serve a two-year term and may be considered for re-appointment to a second term or through to the age of 45. The second, two-year term may be partial based upon the age of the YFA member. If a workgroup chair is elected to the role of YFA Vice-Chair, however, they forfeit any remaining years of their appointed Executive Committee and Governing Council term. In the event of an unplanned vacancy, the executive committee will appoint a new young Fellow to fill that position.

Section 5. Elected Position Duties

The **chair** is the spokesperson for YFA-ACS, providing a voice for the Association with the Board of Regents and the College leadership for a term of one year. The chair is responsible for overseeing the direction of the organization and fostering the ideals identified in the mission statement of the Association. They shall preside over all meetings of the YFA including the Governing Council meetings and the Annual YFA

Meeting at Clinical Congress. The chair will serve as the key spokesperson for the group, providing a voice to the Board of Regents and College leadership. They will attend the Board of Regents meetings, serve as a member on the Board of Regents Member Services Liaison Committee, and as a member of the Board of Regents Bylaws Committee. They shall provide reports on YFA-ACS activities to the Board of Regents at their request.

The **vice-chair** shall assist in the performance of the duties of the chair as the chair may direct. In the absence or inability of the chair to act as chair, the vice-chair shall perform the duties and exercise the chair's powers. The vice-chair shall succeed to the chair position after completion their one-year term or if such office becomes vacant before the expiration of the term.

B. Governing Council

Section 1. Composition

The Governing Council of YFA-ACS shall include the eight members of the Executive Committee and seven at-large members appointed from the YFA membership.

ACS Liaisons to the Governing Council including the RAS Associate Fellow Chair, Current RAS Chair, and Immediate-Past RAS Executive Committee Chair will sit on the council as ex officio members.

Section 2. Responsibilities

The YFA Governing Council members shall (a) serve, as appropriate, as a liaison between the YFA and state and national surgical specialty societies; (b) attend the YFA Governing Council meeting held during the ACS Leadership and Advocacy Summit and the ACS Clinical Congress; (c) actively participate in a YFA workgroup with regular attendance on phone conferences and in person meetings at designated national meetings; (d) attend at least 75% of in-person and virtual YFA Governing Council meetings; and (e) be involved with their local ACS state Chapter and in contact with their local Chapter leaders at least once per year.

The Governing Council shall be consulted for all major decisions related to YFA that do not require immediate action. Additionally, any changes to the bylaws shall require approval by a 2/3 majority of the Governing Council members.

Section 3. Elections and Appointments

An open call for applications for open positions will be performed and will include a request for a statement of intent and abbreviated CV. Applications will be reviewed by the Nominating Committee and recommendations for candidates will be provided to the Board of Regents. The members are appointed from the YFA membership by the Board of Regents.

Section 4. Term and Vacancies

Each term on the governing council shall consist of three years so long as the fellow remains 45 and younger. Partial terms are permitted and the partial term length shall be determined using the September 1 rule. Active YFA General Council members 45 and younger may be eligible for re-appointment for a second three-year term. The second, three-year term may be partial based upon the age of the YFA member. Governing

Council members must attend at least 75% of in-person and virtual meetings during their first term, otherwise, re-appointment to a second three-year term will not be considered.

In the event of an unplanned vacancy, the executive committee will appoint a new young Fellow to fill that position.

IV. YFA Workgroups

A. Standing Workgroups

The workgroups of the YFA consist of: Advocacy and Issues, Communications, Education, Membership, Quality, Inclusive Excellence. All young Fellows are welcome to join one or more workgroups.

A chair shall lead each Workgroup. The Workgroup Chair will be elected from the Governing Council and will serve a term of two years with an option for a second term if they continue to meet age requirements. The chair shall be responsible for organizing and leading meetings of their workgroup. Each workgroup chair shall submit an annual report to the YFA Executive Committee and attend the Governing Council meetings.

The year before the current workgroup chair's term limit expires an election for that workgroup will occur with the winner of the election serving as the chair-elect in the final year of the current workgroup chair's term. The chair-elect will function to assist the chair in any workgroup related activities and help ensure a smooth leadership transition.

If a workgroup chair is unable to complete their duties, the YFA Executive Committee shall appoint a replacement to serve the remainder of the term.

Participation in the standing workgroups is open to any member of YFA. The workgroups shall meet regularly and during the annual business meeting of YFA-ACS. Meeting minutes will be recorded, electronically stored in the ACS Division of Member Services files, and made available to all members of the YFA-ACS.

B. New Workgroups/Subcommittees/Taskforces

The formation of YFA subcommittees, including ad-hoc committees, taskforces, and additional workgroups involving YFA members, may be created by the YFA with approval from the ACS Director of the Division of Member Services. When individuals other than YFA members or other fellows of the ACS are to be appointed to the subcommittees, they must have prior approval from the Board of Regents.

V. ACS Liaisons

A. Liaisons to the ACS Advisory Councils, Standing Committees, and ACS Board of Governor Workgroups

The American College of Surgeons encourages participation and has created seats for young Fellows to serve on various committees. Candidates for the ACS committee liaison positions shall be reviewed and selected by the Nominating Committee consisting of the Executive Committee. Nominees shall be requested to submit a letter of intent and an abbreviated curriculum vitae (CV). Liaisons shall serve a three-year term. For active liaisons, the appointment may be renewed for an additional second, three-year term at the discretion of the nominating committee so long as the young Fellow is under the age

of 45. The liaison shall attend their respective council, committee, or workgroup meeting and act as a liaison between these groups and the YFA. Representatives shall be expected to actively participate in a YFA Standing Workgroup as deemed appropriate by the Executive Committee. If a liaison is unable to complete his/her/their duties, the Executive Committee chair shall appoint a replacement to serve the remainder of the term.

B. Liaisons to Outside Organizations

In the circumstances of outside organizations requesting YFA members to serve on various external committees, such requests must be approved by the YFA Executive Committee and the Director of Member Services at ACS. The selection process of liaisons to outside organizations shall be negotiated between the outside organization and the YFA Executive Committee but should strive to mirror the selection process for internal ACS liaison positions.

VI. Miscellaneous

A. Meetings

The YFA shall hold an open annual meeting during ACS Clinical Congress and all young Fellows who are 45 and younger are invited to attend. This meeting will include a business meeting, reports from the various workgroups, reports from the YFA members on current issues, and a discussion with the current ACS President (as he/she/they are available). A closed Governing Council meeting will also be held during ACS Leadership and Advocacy Summit and all Governing Council members are expected to attend.

Travel and lodging expenses will be supported by the ACS for these required meetings. All expenses related to YFA business and activities must comply with the ACS policies for volunteers. Copies of these policies are available upon request.

B. Unforeseen Circumstances

In the event of unforeseen circumstances, the Director of the Division of Member Services will work with the YFA Executive Committee to determine the best solution within the bylaws, guidelines and policies of the American College of Surgeons.