

**BYLAWS  
ASSOCIATION OF PROGRAM DIRECTORS IN VASCULAR SURGERY**

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**ARTICLE I. Name**

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The name of this not for profit corporation shall be THE ASSOCIATION OF PROGRAM DIRECTORS IN VASCULAR SURGERY.

The location and post office address of the registered office of this corporation shall be as specified in the Articles of Incorporation or by the Board of Directors.

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**ARTICLE II. Purposes**

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- a. To encourage high standards of residency training in vascular surgery, thereby ensuring the highest quality of care for patients with vascular disease.
  - b. To provide a forum for the exchange of information and discussion relating to vascular surgery education.
  - c. To provide support to Program Directors on matters pertaining to surgical education or accreditation.
  - d. To serve as an advocate for vascular surgery education in the various professional agencies, boards, councils, and committees that may be concerned with vascular surgery and vascular surgical education.
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**ARTICLE III. Membership**

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**Section 1. Active Member.**

- a. Active membership in the Association is limited to Program Directors or Associate/Assistant Program Directors of accredited vascular surgery residency/fellowship programs. Each institution with at least one accredited program shall be entitled to one vote.

Active members of the Association are expected to participate in the activities of the Association and regularly attend meetings. Only active members may vote or hold office in the Association.

All active members of the Association must participate in an Association-approved resident match process (exemptions are made for military programs or programs

who may announce their voluntary removal from the match process for a particular year. Such programs should not participate in another match program that may be regarded as a competitive program). Failure to do so may result in suspension from the Association.

- b. Each active member shall be entitled to appoint an alternative person from his/her program to represent his/her program. Alternates may vote in the absence of the active member.
- c. All Program Directors of accredited vascular surgery programs automatically become active members. Active membership ceases if an individual ceases being a Program Director or associate/assistant program director.
- d. Members who step down from their role as a Program Director may continue to serve in any capacity (office or committee membership) to which they have been elected or appointed, until the duties associated with that office are fulfilled providing they submit a letter to the Secretary indicating their willingness to do so. They may vote on matters coming before any committee on which they serve, but otherwise have the privileges of senior membership.
- e. Accredited programs are defined as those programs that are approved by the Residency Review Committee for Surgery (herein after sometimes referred to as the RRC) and accredited by the Accreditation Council for Graduate Medical Education (ACGME). All programs at a single institution are considered 1 program for the purposes of representation at the APDVS.

## **Section 2. Associate Member.**

a. Associate membership may be granted to programs accredited by an “alternate” accrediting body (i.e., Canadian or AOA) upon request of the program. Other individuals not associated with a program who have special expertise and interest in the education of vascular surgery residents may be granted associate membership.

This membership shall include, but not be limited to:

- b. Program Directors or Associate/Assistant Program Directors from programs in good standing can automatically become Associate members. Associate membership ceases if an individual ceases being a Program Director or associate/assistant program director. Members who step down from their role as a Program Director may continue to serve on committees to which they have been appointed until the duties associated are fulfilled providing they submit a letter to the Secretary indicating their willingness to do so.
- c. Individual associate members not associated with a program who are nominated by active members may be elected by a majority of a quorum of the Association at its annual meeting. Such membership shall continue as long as the associate member meets the requirements established by the Association. Such membership may be terminated by either the member or a majority vote of the Association.

- d. All associate members may participate fully in the discussions of the Association.
- e. Associate members are required to pay annual dues or meeting fees.
- f. Associate members:
  - i. May not hold office in the Association.
  - ii. May not vote in matters brought before the Association.
  - iii. May participate as committee members but cannot chair permanent or ad hoc committees of the Association.

### **Section 3. *Senior Membership.***

- a. Senior membership is granted to all persons who have stepped down, retired or been removed from their role as program director and wish to remain active in the society upon request of the individual to the secretary.
- b. All senior members may participate fully in the discussions of the Association
- c. Senior members may hold office or serve on a committee to fulfill a previous commitment to that office or committee to which they had been elected/appointed.
- d. Senior members may not be elected or appointed as new officers or committee members.
- e. Senior members may not vote in matters brought before the association.
- f. Senior members may participate as ad hoc committee members only unless completing a term on a committee to which they were previously appointed.

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## **ARTICLE IV. Officers**

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### **Section 1. *Elected Officers.***

The officers of the Association will be elected by the membership at the annual meeting and will consist of the following:

- a. President
- b. President-Elect
- c. Secretary-Treasurer

d. Two Councilors-at-Large

## **Section 2. *Terms of Office.***

- a. The President and President-Elect will each serve for two years, or until a successor is duly elected by the membership. The President-Elect at the end of his two-year term will automatically become President.
- b. The Secretary-Treasurer will hold office for four years or until a successor is elected by the membership.
- c. One Councilor-at-Large member will be elected annually to a two-year term. However, in the first year of operation of the Association, two Councilors-at-Large will be elected, one for a two-year term and the other for a one-year term.
- d. The Immediate Past President will serve for two years in this capacity and be a member of the Executive Council for their respective term. The Immediate Past President will also serve a two year term on the Executive Committee.
- e. If any office becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the remaining members of the Executive Council then in office may by majority vote choose a successor(s). Such successor will hold office only until a regularly scheduled meeting of the Association at which time a successor will be elected by the membership.

## **Section 3. *Duties of the Officer.***

- a. President. The President will perform all duties usually associated with the office of the president including presiding over the annual meeting, the Executive Council, appointments of committees, and establishment of agenda. As chief executive officer of the Association, he will be an ex-officio member without vote on all committees except the committee on nominations.
- b. President-Elect. On the absence or disability of the President, the President-Elect will perform the duties and exercise the powers of the President. He may be appointed by the President to be an ex-officio member without vote on any or all committees.
- c. Secretary-Treasurer. The Secretary-Treasurer will prepare and distribute minutes of all meetings of the Association. He will maintain the records of the Association including a list of members and their addresses, and fellows/residents and their addresses. He will send out notices and conduct correspondence deemed necessary by the Association. He will collect and disburse, or supervise the collection and disbursement of all monies of the Association.

## **Section 4. *Nominations.***

In preparing the slate of nominees for each available position, the Committee on Nominations shall consider its own nominations in addition to nominations at large from the APDVS membership. A member nominated to any office must be an Active

Member in good standing of the Association.

No later than December 1, the Committee on Nominations shall send to all members of the Association a request for nominations to the available and/or vacant positions of the offices of the President-Elect, Secretary-Treasurer, and Councilor-at-Large. Nominees will need to provide a brief letter outlining their qualifications and reasons for seeking a particular office and other information as may be requested. Nominees must have the endorsement of at least 5 other program directors in order to be eligible and will be required to provide this information as part of their application.

All nominations for available officer positions must be submitted by January 31. The Committee on Nominations shall recommend one candidate for each vacant position but can also choose to submit the names of other duly nominated candidates for election by the membership by electronic ballot.

An electronic ballot must be sent to all members of the Association at least 40 days prior to the Annual Business Meeting. Online voting will cease 5 days prior to the Annual Business Meeting. Election results will be announced at the Annual Business Meeting.

A simple majority of the program directors is required for election to any office. If more than two nominees are vying for one office, the winning nominee must obtain 50% plus one (1) vote of Association members to be elected to the office on the first ballot. If this does not occur, a run-off electronic election shall be held, between the two nominees with the highest number of votes.

Officers shall hold office until the termination of the next Annual Business Meeting when their successors are elected. Vacancies in any of the offices shall be filled for the unexpired term by appointment by a majority vote of the Executive Council.

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## **ARTICLE V. Committees and Council**

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### **Section 1. *Committee on Nominations.***

This committee is responsible for presenting nominees for office at the Annual Meeting of the Association. The committee will also recommend representatives to the Vascular Surgery Board of the American Board of Surgery and the American College of Surgeons Advisory Council on Vascular Surgery. The membership of this committee will consist of the two immediate surviving Past-Presidents, and the current President of the Association.

The most senior Past-President will act as the chairman of the committee.

### **Section 2. *Executive Council.***

Members of the Executive Council will be the President, President-Elect, one Immediate Past-President, Secretary-Treasurer, the Chairman of the Education Committee, the Chairman of the Issues Committee, the Chairman of the Recruitment of Surgical

Residents and Students Committee, the Chairman of the Core Surgery Training & Defined Minimums for Case Logs Report Committee and the two Councilors-at-Large. The APDVS representative to the Vascular Surgery Board of the American Board of Surgery, a representative from the Residency Review Committee (selected by the Council), and a representative of the Association of Vascular Surgery Coordinators (selected by AVSC) shall serve as non-voting, ex-officio members of the Council. One fellow and one Integrated resident will be selected annually by the Executive Committee from the annual request for volunteers of trainees to serve a one year term, with possible renewal. These positions shall serve as non-voting, ex-officio members of the Council.

The Executive Council will manage the affairs of the Association during the intervals between the annual meetings of the Association. The Executive Council may be convened by the President or any two members of the Executive Council. The council may meet in person or electronically.

### **Section 3. *Executive Committee.***

There shall be a standing committee of the Executive Council consisting of the President, President-Elect, Immediate Past President, and Secretary-Treasurer. This committee will act on behalf of the Executive Council to conduct the day-to-day business of the Association which requires expeditious management that is not amenable to the less frequent meetings of the entire Executive Council. The Committee will also appoint representatives to external organizations. Action requires a majority vote, without which a decision by the entire Executive Council is required.

### **Section 4. *Curriculum Committee.***

There shall be a standing committee concerned with the development and monitoring of the curriculum for the training of the vascular surgery resident. The Committee is charged with, but is not limited to, the functions below:

1. Establishing general curriculum requirements for the training of all vascular residents regardless of the pathway for training.
2. Coordinate with the Association of Program Directors of Surgery general curriculum requirements for core general surgery curriculum that would be in line with the new vascular training paradigms.
3. Providing the developed curriculum to the Program Directors of vascular surgery.
4. Monitoring the success of the new curriculum.

This Committee will consist of a Chairman, four members, and the VSB representative. The Committee will be appointed by the President and Association.

Members will serve for staggered four-year terms, with the senior member serving as Chairman. The Chair will serve a two-year term.

One fellow representative and one Integrated resident representative will be selected annually by the Executive Committee from the annual request for volunteers of trainees to serve a one year term, with possible renewal. Additional trainee representatives can be appointed to the Committee at the discretion of the Executive Committee.

### **Section 5. *Education Committee.***

There shall be a standing committee concerned with the education of the vascular surgery resident. The Committee may, but is not limited to, the functions below.

- a. Recommend minimal clinical and research criteria of vascular surgical training.
- b. Assisting or providing educational material to the Program Directors of general or vascular surgery.
- c. Investigating new or novel methods of vascular surgery education, such as investigating surgical simulation skills workshops and development of skills curriculum.
- d. Investigating new areas of vascular surgical education.
- e. Establishing and coordinating a method of selection of Vascular Surgical residents.

This Committee will consist of a Chairman and seven members. The Committee will be appointed by the President of the Association.

Members will serve for staggered four-year terms. The Chairman will be appointed by the President from among the two most senior members. The Chair will serve a two-year term.

One fellow representative and one Integrated resident representative will be selected annually by the Executive Committee from the annual request for volunteers of trainees to serve a one year term, with possible renewal. Additional trainee representatives can be appointed to the Committee at the discretion of the Executive Committee.

### **Section 6. *Issues Committee.***

The purpose of this committee is to promote the interests of the Association in dealing with other bodies which may influence the education of vascular surgery residents. The committee may also be charged to review issues by the executive council. This committee shall work closely with the American Board of Surgery and the Residency Review Committee of Surgery as any and all other appropriate bodies that are concerned with vascular surgery education.

This committee will consist of a Chairman and two members. The committee will be appointed by the President of the Association.

One fellow representative and one Integrated resident representative will be selected annually by the Executive Committee from the annual request for volunteers of trainees

to serve a one year term, with possible renewal. Additional trainee representatives can be appointed to the Committee at the discretion of the Executive Committee.

Members will serve for staggered three-year terms with the senior member serving as Chairman. The Chair will serve a two-year term.

### **Section 7. *Program Committee.***

The purpose of this committee is to plan and organize the program for the annual meeting and other meetings as deemed necessary by the Association. This committee will consist of the President-Elect as Chairman, the Secretary/Treasurer, and the two councilors-at large as members.

The committee will circulate the proposed program for approval by the Council well in advance of the annual meeting.

### **Section 8. *Recruitment of Surgical Residents and Students Committee.***

The purpose of this committee is to provide a comprehensive update of match data at each annual meeting of the APDVS, coordinate recruitment activities with the SVS Resident and Student Outreach Committee, advocate for and coordinate the development of resident and student outreach groups within local vascular societies, as well as attempt to identify methods to advocate for better and more uniform integration of vascular surgery into medical school curricula.

This Committee will consist of a Chairman and seven members. The Committee will be appointed by the President of the Association.

Members will serve for staggered four-year terms. The Chairmans will be appointed by the President from among the two most senior members. The Chairs will serve a two-year term.

One fellow representative and one Integrated resident representative will be selected annually by the Executive Committee from the annual request for volunteers of trainees to serve a one year term, with possible renewal. Additional trainee representatives can be appointed to the Committee at the discretion of the Executive Committee.

### **Section 9. *Core Surgery Training & Defined Minimums for Case Logs Report Committee.***

The purpose of this committee is to review current case logs and operative experience of 0+5 trainees during the assigned 24 months of core surgery and to determine what trainees can realistically attain in the 24 months of core surgery in terms of patient care knowledge and technical skills. This committee also is charged with reviewing all of the current defined minimums from the ACGME and recommending changes as needed.

This Committee will consist of a Chairman and seven members. The Committee will be appointed by the President of the Association.



Members will serve for staggered four-year terms. The Chairman will be appointed by the President from among the two most senior members. The Chair will serve a two-year term.

One fellow representative and one Integrated resident representative will be selected annually by the Executive Committee from the annual request for volunteers of trainees to serve a one year term, with possible renewal. Additional trainee representatives can be appointed to the Committee at the discretion of the Executive Committee.

### **Section 10. *Temporary Committees.***

Temporary committees may be established from time to time by the President or the Executive Council to accomplish specific and limited goals. They should not continue for more than two years without the affirmative action by a vote of the Association in regular session.

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## **ARTICLE VI. Meetings**

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- a. There shall be at least one annual meeting of the members of the Association. The Association may hold other membership meetings as it deems necessary.
- b. Those members attending an announced meeting shall constitute a quorum.
- c. A special meeting of the Association may be called on one month's notice by the President, Executive Council, or on written request by twenty members.
- d. The Executive Council should, but is not required to, meet annually.
- e. Robert's Rules of Order shall govern the conduct of annual and committee meetings.
- f. Proxy notes are limited to alternative members as defined in Article III, Section 1, b.

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## **ARTICLE VII. Finances**

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The fiscal year of the Association will coincide with the calendar year dating from January 1. The books will be kept and reported on this basis.

Members and associate members will contribute to the financial maintenance of the Association through annual dues and special assessments. The amount of the dues and assessments will be determined by the Executive Council subject to approval by the membership in regular session. All income derived from dues, assessments, gifts, or other sources will be used for expenses incurred in attaining the objectives outlined in Article II.

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## ARTICLE VIII. Amendments

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These Bylaws may be altered, amended, or repealed by a 2/3 majority of the members present and whereby at least ½ of the membership is present, at any regular or special meeting duly convened. Amendments *must* be circulated to the members at least thirty (30) days prior to the meeting.

***Revised May 2020***