



## Article VII: Standing Committees

**SECTION 1:** In addition to the Executive Committee as defined in Article V Section 6, THE SOCIETY shall have a Committee on Membership, a Committee on Nominations, an Auditing Committee, a Committee on Scientific Programs, an Education Committee, and a Committee on Finances. The chairman of each standing committee shall, except as hereinafter specified, report annually the actions of the committee in writing to the Secretary-Treasurer or Assistant Secretary-Treasurer at least 30 days prior to the annual meeting of the Board of Directors. The chairman of each standing committee or the chairman's representative shall also present the report of the committee to the members at the annual meeting of THE SOCIETY [13, 20, 22, 24, 33, 34]. For the purposes of conducting official business a quorum for each committee will be considered to be a simple majority of committee members [35].

**SECTION 2:** The Committee on Membership shall consist of the Secretary-Treasurer or Assistant Secretary-Treasurer, ex officio, and 6 active members of THE SOCIETY. Two new members shall be appointed each year by the Board of Directors at its annual meeting. The term of office of a member of the Committee shall be 3 years. The senior members shall act as Co-Chairs. The Committee on Membership shall inquire into the qualifications of each candidate proposed for membership in THE SOCIETY and shall report to the Secretary-Treasurer or Assistant Secretary-Treasurer as stated in Article IV, Section 1 [5,12,15,20, 33].

**SECTION 3:** The Committee on Nominations shall consist of 7 active members of THE SOCIETY. The term of office of a member of the Committee shall be 3 years. Newmembers shall be appointed each year by the Board of Directors at its annual meeting. The senior Past President member shall act as chairman. No member of the Committee on Nominations shall be a member of the Board of Directors. The Committee on Nominations shall nominate candidates for officers, Directors-at-large, and Resident/\*Post Doctoral Fellow Directors of THE SOCIETY for the ensuing year. The Committee on Nominations shall report in writing to the Secretary-Treasurer or Assistant Secretary-Treasurer at least 120 days prior to the annual meeting. The transmittal of this report by the Secretary-Treasurer or Assistant Secretary-Treasurer to the Board of Directors shall be for their consideration. The Secretary-Treasurer or Assistant Secretary-Treasurer shall also transmit this report to the members of THE SOCIETY at least 30 days prior to the annual meeting of the members. Additional nominations may be made by any member from the floor at any time during the annual meeting and until the elections of officers and directors.[37]

**SECTION 4:** The Audit Committee shall have the authority and shall perform audits of the financial affairs of the Society consistent with appropriate federal and state law and the direction of the Board of Directors. The Audit Committee shall present to the Board of Directors a written, annual report of the financial status of the organization. The Audit Committee shall consist of 5 members. Ex-officio members will be the Vice-President Elect; Vice-President and Immediate Past Vice-President. The Board of Directors shall appoint 1 Member of the Board of Directors for a 3-year term and 1 Active Member of the Society not on Board of Directors for a 4-year term of service at its annual meeting. The Chair of the committee will be the Vice-President of the Society [35].

**SECTION 5:** The Committee on Scientific Programs shall consist of 15 active members each appointed by the Board of Directors to serve for 5 years, the President, ex officio, and the Secretary-Treasurer or Assistant Secretary-Treasurer as a nonvoting member. Three new members shall be appointed each year. The three senior members appointed shall be co-chairpersons of the Committee and shall call the necessary meetings to arrange programs of THE SOCIETY. Should any member of the Committee be unable to attend these meetings, the chairpersons will notify the President who shall appoint another member of THE SOCIETY to serve on the Committee for that particular meeting [19, 20, 28, 33, 37].

**SECTION 6:** The Committee on Finances shall consist of two members who are not on the Executive Committee who shall be appointed from the Board of Directors for terms of three years. Three members from THE SOCIETY at large shall be appointed for terms of five years.

All five members shall be appointed by election by the Board of Directors. The Secretary- Treasurer, Assistant Secretary-Treasurer, \*\*Executive Director(s) and Editor of the Journal of Investigative Dermatology shall serve ex officio as non-voting members on this Committee. The Chairman shall be designated by the Board of Directors and shall serve for two years (renewable).

This committee shall advise the Secretary Treasures and the Board of Directors regarding financial plans and policies for THE SOCIETY in conjunction with the \*\*Executive Director(s)(s) and in accordance with the guidelines established by the Board of Directors.

The Committee shall not have authority or responsibility regarding editorial policies or procedures of the Journal of Investigative Dermatology. All actions and policies of the Committee relating to THE SOCIETY or to the Journal are subject to the approval of the Board of Directors. The Secretary-Treasurers and the Editor, with the assistance of the Committee, each shall submit to the Board of Directors, prior to interim and annual meetings, written reports about the operations and recommendations and the current and projected budgets of THE SOCIETY and of the Journal. [10, 12, 15, 20, 21, 33, 34, 35].

**SECTION 7:** The Committee on Education shall consist of 10 active members each appointed by the Board of Directors to serve for 5 years. Two new members shall be appointed each year. The two senior members appointed shall be co-chairpersons of the Committee. One of the Resident/Post-Doctoral Fellow Representatives to the Board shall also serve on the Committee.

The Committee on Education shall be responsible for recommending and prioritizing the educational goals of THE SOCIETY, developing strategies for implementing these goals and to overseeing and evaluating the effectiveness of educational programs [30, 35].

**SECTION 8:** The Board of Directors may appoint such additional committees or subcommittees with authority to perform such duties consistent with the certificate of incorporation and these bylaws, as the Board of Directors may from time to time determine. The Board of Directors may at any time terminate the authority of any such committee [8, 20, 34].

**SECTION 9:** Vacancies which may occur in the membership on any of the standing or ad-hoc committees of THE SOCIETY shall be filled by appointment of a member of THE SOCIETY by the President with the approval of the Board of Directors [20].

## Ad Hoc Committees

### **Diversity and Inclusion Committee Charge:**

#### **Oversight of the diversity of speakers at the annual meeting program.**

**Goal:** To promote the selection of speakers that reflect the community of investigative dermatology in terms of gender, race, sexual orientation etc.

#### **Education on barriers to diversity and inclusion efforts at the annual meeting program.**

**Goal:** To educate and facilitate awareness and discussion regarding issues that preclude inclusion and diversity within the Society. To promote inclusion and belonging at the Annual meeting for newcomers, women, and URMs.

#### **Diversification of Society's membership.**

**Goal:** To ensure that the membership in the Annual meeting promotes and encourages diversity of the Society's membership

#### **Reporting for the Board and future committee members**

**Goal:** To provide the Board of Directors information regarding the efforts and activities of the Diversity Committee. To ensure that committee improves its efforts over time.