

## **Bylaws of the Southeastern Consortium for CME in Dermatology**

### **I. Purpose**

The first meeting of the Southeastern Consortium for CME in Dermatology (SEC) was in 1977. The educational goal of the SEC is to provide an update in one or two areas of clinical dermatology selected from a core curriculum. The meeting rotates every year among the participating institutions.

### **II. Mission statement/slogan:** *Supporting the education and collaboration of dermatologists in the Southeastern United States*

### **III. The participating Institutions include:**

- Duke University
- Emory University
- University of North Carolina at Chapel Hill
- University of Alabama at Birmingham
- University of Virginia
- Wake Forest University
- Virginia Commonwealth University
- Medical College of Georgia
- Medical University of South Carolina
- Eastern Virginia Medical School

### **IV. Organization**

#### **1. SEC Board of Directors**

- A. The SEC Board of Directors shall be made up of one representative from each of the participating academic institutions
- B. Responsibilities
  1. Directors will meet annually at the SEC meeting. Those unable to attend this meeting are expected to send an alternate representative from their institution.
  2. A quorum at the annual meeting of the SEC Board of Directors is 7 Directors including at least 5 primary (or faculty alternate) members. A quorum at any teleconference is 5 primary members.
  3. Directors will also meet by teleconference and/or email correspondence at other times during the year to discuss and approve the major topics for the next year's meeting and any other SEC business.

- a. To approve each year's major meeting topic(s) and registration charges
- b. To set reimbursement for faculty expenses and honorarium
- c. To approve any major website changes that would result in additional costs beyond the norm
- d. To approve any additional charges either that the hosting site may be expected to pay for or that need to be spread out across all participating institutions.
- e. To approve charges for each year by SEC central site
- f. To address any potential changes to these Bylaws
- g. To discuss any other pertinent business of the SEC

2. Officers

**A. President of the Board of Directors:**

- 1. The President of the SEC is elected from the members of the Board of Directors.
- 2. Responsibilities
  - a. To maintain financial oversight of this non-profit organization
  - b. To insure that there is a central warehouse of all templates used for meetings, all financial reports, contracts, etc independent of any association management. If online, then electronic backup as well.
  - c. To organize and lead any meetings of the Board of Directors
  - d. To insure that Minutes of all meetings are created and duly approved by the Board of Directors.
  - e. To provide continuity for all SEC activities
  - f. To work with the Committee members to update the Annual Meeting Guidelines each year as necessary
  - g. To help each hosting site to be in compliance with SEC guidelines and to offer support and help as needed.
- 3. Term of office: 3 years, renewable upon reelection x one term

**B. The Secretary of the SEC**

- 1. The Secretary of the SEC is elected from the members of the Board of Directors
- 2. Responsibilities:
  - a. To renew the nonprofit status annually with the state of Georgia
  - b. To serve as the official office of the SEC
  - c. To help to create Minutes as directed by the President
  - d. To help with insurance selection
  - e. To insure that each meeting site uploads the necessary core documents from the meeting each year
- 3. Term of office: 3 years, renewable upon election, no term limit

**C. The Treasurer of the SEC**

1. The Treasurer of the SEC is elected from the members of the Board of Directors
  2. Responsibilities
    - a. Regular oversight of all funds and expenses
    - b. Biannual financial report to Directors.
    - c. Review of IRS report pre submission
    - d. Payment of expenses: For any charge over \$1000, an additional officer must sign the check.
  3. Term of office: 3 years, renewable upon election x one term
- D. The Vice-President of the SEC
1. The Vice-President of the SEC shall be elected from the members of the Board of Directors
  2. Responsibilities
    - a. Chairman of the next SEC annual meeting with all its responsibilities as outlined in Meeting Guidelines
    - b. Communication with the Board before setting any date for a subsequent annual meeting
    - c. Communication of any concerns re meeting or administrative management to the Board
    - d. Submission of a final financial report from the meeting by January 1 of the following year.
  3. Term of office: one year

## V. Committees

### A. Nominating Committee:

1. Mission – To propose dedicated dermatologists preferably, but not exclusively, from within the SEC catchment area to the AAD/AADA Nominating Committee as potential candidates for selected posts within the political structure of the AAD/AADA in order to maintain balanced representation.

### A. Members

- a. The Board of Directors will select 3 members to serve on the Nominating Committee.
- b. Verification of the members of the Nominating Committee will take place at the annual SEC Board of Directors meeting.
- c. Members of the Nominating Committee must be members of the SEC, but do not need to be members of the Board of Directors.
- d. Each member will serve 3 years on a rotating basis but may be reappointed without limit.
- e. Should a member of the Nominating Committee step down out of rotation, the Board of Directors will choose a replacement member to complete the 3 year rotation.
  - i. The member abdicating the position will notify the President
  - ii. The President will send notification to the Board members that a seat is open

- iii. The Board will suggest potential new members.
  - iv. A vote by the Board of Directors will determine the new member.
- C. Chair
- a. The members of the Nominating Committee will choose the Chair of the Nominating Committee
  - 1. The Chairman will be chosen annually, but there is no limit on time served as Chair
- D. Nominations
- a. No member of the Nominating Committee may be considered as a potential nominee while on the Nominating Committee, nor for 2 years following his/her tenure on the Nominating Committee
  - b. Members on the Nominating Committee cannot nominate an individual with a potential personal conflict (e.g. spouse)
  - c. The Nominating Committee will solicit suggestions from the SEC Board of Directors of potential candidates
  - d. The Nominating Committee will propose selected candidates to the AAD/AADA Nominating Committee for consideration
  - e. The Nominating Committee will inform the Board of Directors of potential nominees at the time of nomination

**VIII: Adding new institution members to the SEC**

Applicant institutions should have the following:

- A. Sufficient faculty (minimum 4), residents (minimum 3) and administrative staff to plan and implement a typical 3 day meeting
- B. Sufficient clinic space in one area for a 30-40 patient Sunday meeting
- C. Local desirable hotel space that will accommodate 300 people
- D. Meeting space for up to 300 registrants with space for exhibitors and posters
- E. Ability to carry out the meeting according to SEC Annual Meeting Guidelines
- F. Ability to sustain a financial loss if registration or pharmaceutical support is low
- G. Willingness to send residents each year to SEC meeting
- H. Should have direct flights available from current SEC institutions to within one hour drive from institution

Applicant institution should fill out the application form (Appendix I) and return this to the President of the SEC. The Board will review the request, query the Chairmen of Dermatology of the existing institutions of the SEC for their input and vote on this. A 2/3 vote of all institution representatives on the SEC Board of Directors will determine the vote. Any new member must agree to sign a site agreement and to be willing to pay annual fees of membership.

**APPENDIX I: APPLICATION FORM FOR MEMBER INSTITUTION OF THE SEC**

Dermatology

Division/Department: \_\_\_\_\_

University: \_\_\_\_\_

Chairman: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Years in Existence: \_\_\_\_\_ No of residents \_\_\_\_\_

Full Time Faculty members excluding Chairman:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local hotels that can accommodate a 300 person meeting \_\_\_\_\_

Contiguous clinic rooms for 40 patients? \_\_\_\_\_

Closest airport available from each of the other SEC institutions? \_\_\_\_\_

If not for each institution, which SEC institutions do not have a direct flight to your site? \_\_\_\_\_

Prior experience in putting on meetings >200 people? \_\_\_\_\_

Comments: \_\_\_\_\_  
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Please return form to SEC President at

Elise Olsen, MD

Email: [elise.olsen@duke.edu](mailto:elise.olsen@duke.edu)

FAX 919-668-