



# Washington

## CHAPTER

### BYLAWS

## THE WASHINGTON STATE CHAPTER *of the* AMERICAN COLLEGE OF CARDIOLOGY

---

### ARTICLE I. NAME AND PURPOSE

#### Section 1. Name

This organization, a not-for-profit corporation<sup>1</sup> shall be known as the Washington State Chapter of the American College of Cardiology (hereinafter referred to as the “Chapter”).

#### Section 2. Purpose

The purpose of the Chapter shall be to contribute to the prevention of cardiovascular diseases, to promote education and research, and to ensure optimal quality of care for individuals with such diseases. In carrying out these purposes the Chapter shall function, in consultation with the national leadership of the American College of College, as a source of advice to local and state governmental and professional organizations concerning issues related to cardiovascular disease. The Chapter shall, in the interests of patients, physicians, and the public in general, maintain a high level of social consciousness and involvement with socioeconomic factors and access to the highest possible quality of cardiovascular health care.

### ARTICLE II. MEMBERSHIP

#### Section 1. Eligibility

All members of the American College of Cardiology residing or working in Washington State shall be eligible for membership in the Chapter.

#### Section 2. Classes of Members

The Chapter shall have four classes of participation. The qualifications for membership in the respective classes are:

- (a) Active Members:  
All fellows, Associate Fellows, Affiliates, Distinguished Fellows and Honorary Fellows of the American College of Cardiology residing or working in Washington State.
- (b) Affiliate-in-Training Members:  
All Affiliates-in-Training of the American College of Cardiology residing or working in Washington State.
- (c) Emeritus Members:  
All Emeritus members of the American College of Cardiology residing or working in Washington State.
- (d) Cardiovascular Team members – all cardiac care team that are members of the American C ollege of Cardiology residing or working in Washington State.

<sup>1</sup> This Chapter will be formed as a 501(c) (6) not-for-profit corporation under the federal and state tax codes.

Section 3. Voting and Office Holding Rights

Members of the Chapter in good standing shall be eligible to vote and hold a Board of Directors position in the Chapter. Only Active members shall hold an officer position in the chapter. Other classes of Chapter participation shall be eligible to serve on committees of the Chapter.

Section 4. Termination of Membership

Membership in the Chapter shall terminate when the member ceases to hold membership in the American College of Cardiology or fails to pay Chapter dues as specified in Article VIII.

### **ARTICLE III. OFFICERS**

Section 1. Officers

The officers of the Chapter shall consist of the President, the President-Elect, the Immediate Past President and the Secretary-Treasurer. The American College of Cardiology Governor for the State of Washington shall serve concurrently as the President of the Chapter. The American College of Cardiology Governor-Elect for the State of Washington shall serve concurrently as the President-Elect of the Chapter. The American College of Cardiology Immediate Past Governor for the State of Washington shall serve concurrently as the Immediate Past President of the Chapter.

Section 2. Election and Term of Office

Governors and Governors-Elect of the College are elected through a process as set forth in Article III, Section 6 of the Bylaws of the American College of Cardiology. The term of office for College Governors is three (3) years; therefore, the Chapter President's term shall be for a like number of years. The term of office for College Governors-Elect is one (1) year; therefore, the Chapter President-Elect's term shall be for a like number of years. At the end of his/her one-year term as President-Elect, he/she shall begin a three-year term as President. The Chapter Immediate Past President shall also serve a term of three (3) years. The Chapter Secretary-Treasurer shall serve a term of two (2) years and shall be elected by the members of the Chapter at an annual meeting or by mail ballot. The Secretary-Treasurer may serve a maximum of two (2) consecutive terms as Secretary-Treasurer.

Section 3. Vacancies

If a vacancy for the office of President and/or President-Elect occurs for any cause it shall be filled, after consultation with the Chapter, in accordance with Article VI, Section 1 of the Bylaws of the American College of Cardiology. If the offices of Immediate Past President or Secretary-Treasurer become vacant, these offices shall be filled by action of the members of the Board of Directors and subsequently ratified by the members of the Board of Directors at any meeting of the Board of Directors.

## ARTICLE IV. DUTIES OF OFFICERS

### Section 1. President

The President of the Chapter, who concurrently is the American College of Cardiology Governor for the State of Washington, shall be the chief elected officer of the Chapter and shall in general supervise and direct the business and affairs of the Chapter, in consultation with the Board of Directors. The President shall serve as Chairman at all meetings of the membership and of the Board of Directors. The President, in consultation with the Board of Directors and committee chairmen, shall appoint the members of all standing and special committees of the Chapter, **including a Delegate and Alternate Delegate to represent the American College of Cardiology at the House of Delegates of the Washington State Medical Association.**

### Section 2. President-Elect and Immediate Past President

The President-Elect and Immediate Past President shall assist the President in the discharge of the duties of the President as the President may direct, and shall perform such duties as from time to time may be assigned by the President. In the absence of the President, the Immediate Past President shall perform the duties of the President.

### Section 3. Secretary-Treasurer

The Secretary-Treasurer shall:

1. Maintain a current roster of all members of the Chapter,
2. Send all notices of meetings of the Chapter and of the Board of Directors,
3. Keep a record of proceedings of all meetings of the Chapter,
4. Serve as the principal financial officer of the Chapter and shall have responsibility for maintenance of adequate books and accounts for the Chapter,
5. Have charge and custody of all funds and securities of the Chapter, and be responsible for the receipt and disbursement thereof,
6. Deposit all funds and securities of the Chapter in such banks, trust companies or other depositories as shall be selected by the Board of Directors and
7. In general perform all duties customarily incident to the offices of Secretary and Treasurer and such other duties as from time to time may be assigned by the chapter President or Board of Directors. If required by the Board of Directors, the Secretary-Treasurer shall give a bond for the faithful discharge duties of that office in such sum and with such surety or sureties as the Board of Directors shall determine; the cost of any such bond or surety to be paid from the funds of the Chapter.

## ARTICLE V. BOARD OF DIRECTORS

### Section 1. General Powers

The administration, property and activities of the Chapter shall be managed by its Board of Directors, or a designated agent duly appointed or contracted by the Board of Directors. .

### Section 2. Composition

The Board of Directors shall consist of the officers of the Chapter; ten Trustees: a Cardiovascular Team representative, a Fellow in Training Representative and a Practice Administrator representative. Each election, the Nominating Committee should make its best efforts to find Trustee candidates residing in each of the ten Washington State Congressional Districts for each open position. It is recommended that, whenever possible, these Trustees represent the entire spectrum of Washington State cardiovascular specialists

and interest groups in the American College of Cardiology. A Delegate and Alternate Delegate will be appointed by the President, to represent the Chapter in the House of Delegates of the Washington State Medical Association and the Interspecialty Council of the Washington State Medical Association.

Section 3. Election, Responsibilities and Term of Office

During the initial year of the Chapter, four district Trustees shall be appointed by the President to two-year terms and five to three-year terms. For subsequent years, Trustees shall be elected by the members of the Chapter using an e-mail ballot of candidates proposed by the Nominating Committee, and shall serve two-year terms. The Chapter Secretary-Treasurer shall be responsible for e-mailing ballots containing nominees recommended by the Nominating Committee. Trustees are eligible to succeed themselves for one additional two-year term. Trustees are expected to participate in at least half of all Board of Director meetings and to formally notify the President or Chapter Executive before a meeting if they cannot attend. Trustees are expected to also actively participate in at least one active WA-ACC committee or event each year. Trustees not fulfilling their responsibilities may be replaced by the President, if agreed upon by a majority of the chapter's officers.

Section 4. Vacancies

A vacancy on the Board of Directors for members other than the President and President-Elect may be filled by action of the members of the Board of Directors at any meeting of the Board of Directors. The individual so appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 5. Meetings

Meetings of the Board of Directors, to include conference calls, may be called by the Chapter President, who also serves as Chairman of the Board of Directors, or at the request of five or more Board of Directors members. The President shall fix the place for holding all Board of Directors meetings unless otherwise directed by the Board of Directors. The Board of Directors shall meet at least twice each year.

Section 6. Notice

A notice stating the place, day and hour of the meeting and the purpose or purposes for which the meeting is called shall be e-mailed to each Board of Directors member not less than thirty (30) days before the date of the meeting.

Section 7. Quorum

A majority of the members of the Board of Directors, when duly called and assembled, shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

## ARTICLE VI. COMMITTEES

Section 1. Establishment and Composition

Committees may be established by resolution of the Board of Directors and adopted at any duly called and constituted meeting. The size, purposes and powers of any such committee shall be as provided in such resolution. The President of the Chapter shall, in consultation with the Board of Directors, appoint the members of each such committee. All Standing Committee appointments must have the approval of the Board of Directors. The term of service of any

committee member may be terminated by the President, whenever, in the judgment of the President and the Board of Directors the best interests of the Chapter shall be served by such termination.

Section 2. Term of Office

The term of office for the members of all committees, with the exception of the Nominating Committee, shall be determined by the Board of Directors

Section 3. Chairman

A chairman for each committee, with the exception of the Nominating Committee, shall be appointed by the President of the Chapter

Section 4. Vacancies

Vacancies in the membership of any committee shall be filled by appointments made by the Chapter President. The individual so appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 5. Reporting

All Chapter committees shall report to the Board of Directors

Section 6. Standing Committees

The only Standing Committee of the Chapter shall be the Nominating Committee.

Section 7. Special Committees

Upon recommendation by the Chapter President, the Board of Directors may establish special or ad hoc committees to address special subjects of interest to the Chapter.

Section 8. Nominating Committee

(a) Committee Composition:

The Current President and Immediate Past President/Governor shall serve on this committee. The Chapter President shall select three (3) additional Chapter members to this committee. The Immediate Past President shall serve as committee chairman.

It is recommended that whenever possible, consideration be given for a balanced representation on this committee (i.e., Adult Cardiology, Pediatric Cardiology, Cardiovascular Surgery, Private Practice, Academic Practice, and Cardiovascular Research).

(b) Term of Nominating Committee Membership:

The term of the President and Immediate Past President shall be for as long as that individual holds each respective office. The remaining one member of the committee shall serve a two-year term.. Vacancies in the membership of this committee shall be filled by the process set forth in Article VI, Section 4 of the Bylaws.

(c) Charge and Function of Nominating Committee:

The committee shall recommend to the Board of Directors, when possible, at least two (2) nominees for each Trustee position whose term is due to expire. Nominations shall seek members of the Chapter in all ten districts. The committee shall not nominate any of its members to any position on the ballot.

## **ARTICLE VII. MEETINGS**

### **Section 1. Annual Business Meeting**

The Chapter shall hold an annual business meeting, open to all members and invited guests, at a time and place designated by the Board of Directors. The Board of Directors is described in Article V of these Bylaws. The purpose of the meeting shall be to transact any business that may come before the Chapter.

### **Section 2. Special Meetings**

Special meetings of the membership may be called by the President after consultation with the Board of Directors or upon written request of not less than twenty percent (20%) of the membership.

### **Section 3. Notice of Meetings**

Email shall be the preferred method of communication within the chapter. A notice stating the place, day and hour of the meeting shall be emailed to each member of the Chapter not less than thirty (30) days before the date of the meeting. In the case of special meetings, the purpose or purposes of the meeting shall be stated in the notification and no other business shall be transacted except that stated in the call.

## **ARTICLE VIII. DUES AND ASSESSMENTS**

Annual dues and assessments shall be set by the Board of Directors and approved by the American College of Cardiology prior to implementation. The American College of Cardiology shall be responsible for billing all ACC members in the State of Washington for Chapter dues. Upon receipt of the dues payment, the American College of Cardiology shall promptly remit such payments to the Chapter Secretary-Treasurer. Active members shall be deemed as dues paying members. Dues shall be waived for Emeritus members and Affiliate-in-Training members.

## **ARTICLE IX. REPORTING**

The Chapter shall submit to the American College of Cardiology an annual report which includes:

- (a) A statement of income and expenses signed by a duly-authorized Chapter officer and usually the Secretary-Treasurer,
- (b) A copy of Internal Revenue Service Form 990 and other required IRS forms submitted by the Chapter, and
- (c) A summary of Chapter activities for the previous twelve-month period plans for the coming year.

## **ARTICLE X. CHAPTER AND NATIONAL RELATIONS**

Neither the Chapter nor any of its officers, or members, is authorized to represent or in any way bind the American College of Cardiology, unless authorized to do so by the College President, nor will any of them in any way hold themselves out as being authorized to do so without specific authorization of the College President. The College shall inform the Chapter of all policy and position statements in order for Chapter statements to be consistent with those of the College, and major new policy statements by the Chapter shall be developed in consultation with College leadership. The relationship between the Chapter and the governing bodies of the American College of Cardiology is defined in the American College of Cardiology Constitution and Bylaws. Article XI of the constitution states that:

1. Chapters may be organized under guidelines established by the ACC Board of Trustees for the purpose of furthering the objectives of the College.
2. Articles or Certificate of Incorporation and Bylaws of each Chapter must be approved by the Board of Trustees of the College.
3. After incorporation, no Chapter shall amend, restate, or otherwise change the provisions of the Articles of Incorporation, Bylaws or other governing documents without the approval of the ACC Board of Trustees.

The American College of Cardiology may terminate Chapter status for any Chapter if the ACC Board of Trustees finds that the Chapter has engaged in activities detrimental to the best interests of the College. The Chapter shall be afforded an opportunity to be heard pursuant to such reasonable procedures as the ACC Board of Trustees shall provide.

#### **ARTICLE XI. DISSOLUTION**

Upon dissolution of the corporation, all of its assets, after payment of all debts and other liabilities, shall be paid and distributed to the American College of Cardiology.

#### **ARTICLE XII. INDEMNIFICATION**

To the full extent permitted by law, the Chapter may indemnify any and all of its officers, Board of Directors members and committee members for certain expenses and other amounts paid in connection with legal proceedings in which any such person becomes involved by reason of serving in any such capacity with or for the Chapter. The Chapter may purchase and maintain insurance on behalf of any or all officers, Board of Directors members or committee members against any liability asserted against any such person, and incurred in any such capacity, whether or not the Chapter would have the power to indemnify them against such liability under the provisions of this article.

#### **ARTICLE XIII. ETHICS**

Members of the Chapter are expected to exhibit high ethical and moral standards. The Bylaws of the American College of Cardiology provide a mechanism for addressing matters related to the ethical conduct of all members of the College.

#### **ARTICLE XIV. AMENDMENTS**

Bylaws may be amended or repealed and new Bylaws may be adopted by mail ballot with a two-thirds (2/3) approval by the respondents, provided that written notice of the proposed change or changes has been mailed to each voting member at least thirty (30) days before the final vote count. However, before becoming effective such amendments must have the approval of the Board of Trustees of the American College of Cardiology.

(Revised 11/28/2006: Article 2 Section 2d)

(Revised 12/09/2009: Article 5 Section 2)

(Revised 6/27/2016)