



# American College of Surgeons Young Fellows Association

## Division of Member Services Bylaws and Responsibilities Amended May 2021

### I. The Young Fellows Association

#### Section 1. Mission

The Young Fellows Association (YFA) represents the interests and concerns of the young Fellows of the American College of Surgeons (ACS), and promotes active participation and input from young Fellows to support ACS activities.

#### Section 2. Vision

The YFA exists to promote the interests and support the needs of young Fellows within the ACS in all aspects of their professional endeavors. The YFA seeks active feedback and participation from young Fellows to better understand their needs and concerns. In addition, the YFA will promote collaboration and cooperation with related organizations within and outside the ACS.

#### Section 3. Composition

The YFA is composed of Fellows of the College who are ages 45 and younger. For the purposes of term limits and to aid in allowing for a smooth transition for those serving in positions on the governing council, Board of Governors, and Advisory Councils, September 1 is used as the cut-off date to determine eligibility. Thus, a Fellow will be allowed to continue as a member of the YFA for an additional year if he/she/they is 45 on September 1.

A class of liaison membership for committee members from other organizations may be established by the YFA, with approval from the Board of Regents. Liaison members will be nominated by their parent organization, approved by a vote of the YFA Executive Committee, and appointed by the Board of Regents. They may vote and hold office within the Governing Council. Liaison Members may be appointed for a three-year term, and may be eligible to serve a second term, based on the same criteria of the other Governing Council members.

Consultant members may be proposed by the YFA. Consultant members are individuals not representing other organizations or agencies, but who possess certain special qualifications of value to the committee. Consultant members shall be selected and approved by the same procedure used for



appointing active and liaison members and shall be invited to YFA Governing Council meetings or workgroups as needed.

The outgoing chair of the RAS Executive Committee is invited to attend YFA Governing Council meetings for one year following their role as RAS Chair. This person does not hold YFA Governing Council voting rights, and may not hold office, but may sit as a member of a YFA Governing Council Workgroup. This liaison is expected to attend 75% of virtual and in-person YFA Governing Council meetings.

The Board of Governors appoints a young Fellow Governor to attend YFA Governing Council meetings. This person serves for a three-year term and does not hold YFA Governing Council voting rights, and may not hold office, but may sit as a member of a YFA Governing Council Workgroup. This liaison is expected to attend 75% of virtual and in-person YFA Governing Council meetings.

#### **Section 4. Diversity**

The YFA strives to seek diversity in its membership by including 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.

## **II. Officers of the Young Fellows Association**

### **Section 1. Composition**

The officers of the YFA shall consist of the Chair and Vice Chair.

### **Section 2. Election and Appointment**

The Board of Regents shall approve the appointment of the Chair and Vice-Chair. The Chair is elected for a term of one (1) year, should be 45 years of age or younger on September 1<sup>st</sup> prior to the Clinical Congress he/she/they will become chair, and may not serve a second term. The Vice-Chair shall automatically succeed to the position of Chair at the conclusion of the Chair's term or if the Chair resigns or is removed.

### **Section 3. Chair**

The specific duties of the Chair shall include the following:

- a. provide direction and foster the ideals stated in the YFA mission statement;
- b. preside at all meetings of the YFA;
- c. preside at all YFA Governing Council meetings and the YFA Annual Meeting;



- d. serve as the key spokesperson for the group, providing a voice for the Board of Regents and College leadership;
- e. attend the Board of Regents meetings to act as a liaison between the Board of Regents and YFA;
- f. serve as a member on the Board of Regents Member Services Liaison Committee;
- g. serve as a member on the Board of Regents Bylaws Committee.

#### **Section 4. Vice-Chair**

The Vice-Chair shall assist in the performance of the duties of the Chair as assigned by the Chair and perform the duties and exercise the powers of the Chair in the Chair's absence or inability to act, and shall succeed to the Chair if such office becomes vacant before the expiration of the term.

### **III. YFA Governing Council**

#### **Section 1. Composition**

The 15-person YFA Governing Council (YFA GC) is composed of the eight YFA Executive Committee members, and seven at-large members appointed from the YFA membership. When an individual takes on the role of YFA Chair, they forfeit any remaining years of their appointed Governing Council term.

#### **Section 2. Election and Appointment**

The YFA Governing Council members are appointed by the Board of Regents.

#### **Section 3. Terms and Vacancies**

Fellows who remain, during their term, 45 and younger may serve a three-year term. Active YFA GC members 45 and younger may be eligible to be re-appointed to an additional three-year term, or partial term. The partial term length is determined using the September 1 rule; if a Fellow is still 45 on September 1, he/she/they may remain a part of the YFA GC for another year. 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. Liaison members who have been extended the invitation to attend YFA GC meetings are held to the same attendance requirements of 75% of in-person and virtual meetings.

#### **Section 4. Duties**

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 face-to-face 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 Chapter and in contact with their local Chapter leaders at least once per year.

### **Section 5. Executive Committee**

The YFA Governing Council Executive Committee consists of the Chair, Vice-Chair, and six (6) YFA Governing Council members who serve as the Chairs of the YFA Workgroups: Education, Advocacy & Issues, Communications, Membership, Quality, and Diversity, Equity, and Inclusion. The six (6) YFA Governing Council workgroup chairs may be considered for re-appointment to a second term or through the age of 45. 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 6. Nominations**

The YFA Governing Council shall have a Nominating Committee that is responsible for reviewing and interviewing potential Governing Council nominees. The Nominating Committee shall consist of the eight (8) YFA Executive Committee members. The Nominating Committee shall (a) identify the needs of the Governing Council to ensure representation 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; (b) solicit nominations from the YFA membership; and (c) approve the final selection of Governing Council members.

The Vice-Chair shall be nominated by a current YFA GC member or be self-nominated. Nominees should be current members of the YFA GC and have been a member of the YFA Executive Committee for one (1) year. The Nominating Committee shall review the nominees and present a slate of candidates for election by the full YFA membership prior to Clinical Congress. The winner of the election shall be presented to the Board of Regents for approval to serve a one-year term as Vice-Chair and a one-year term as Chair.

### **Section 7. Term Limits**

A term shall not continue for Fellows beyond the point where they are 46 years-of-age on September 1<sup>st</sup>. In such a circumstance, a Fellow's exit meeting will be the Governing Council Meeting held at Clinical Congress. The second, three-year term may be partial based on age.

## **IV. YFA Workgroups**

The YFA has six (6) workgroups: Advocacy & Issues, Communications, Education, Membership, Quality, and Diversity, Equity, and Inclusion. All young Fellows are welcome to join one or more workgroups. Each workgroup is chaired by a YFA Governing Council Executive Committee member. All YFA Governing



Council members shall serve on one of the YFA workgroups and each workgroup shall be chaired by a Governing Council member. The Workgroups shall hold quarterly calls with members of the workgroup.

The formation of YFA subcommittees, including ad-hoc committees 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. Miscellaneous**

### **Section 1. Meetings**

The YFA holds an open Annual Meeting during the 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). All YFA GC members are expected to attend.

### **Section 2. Expense Reimbursement**

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

### **Section 3. Minutes and Reports**

Minutes of YFA meetings will be stored electronically in the ACS Division of Member Services files and included in the ACS Archives.

### **Section 4. Representatives to the ACS Advisory Councils**

The American College of Surgeons has requested the participation of surgeons-in-training and young Fellows to serve on various Advisory Councils. Candidates for Advisory Council positions shall be reviewed and selected by the Nominating Committee. Nominees shall be requested to submit a letter of intent and an abbreviated curriculum vitae (CV). Advisory Council representatives shall serve a three-year term. The appointment may be renewed for an additional second, three-year term. The representative shall attend their respective Advisory Council meetings and act as liaisons between the Advisory Council and YFA. Representatives to ACS Advisory Councils shall be expected to actively participate in a YFA Standing Workgroup as deemed appropriate by the Executive Committee. The Liaisons are to submit semi-annual reports to the YFA on the activities of their Advisory Council using the YFA liaison & representative report template, otherwise, re-appointment to a second, three-year term will not be considered. If an Advisory Council representative is unable to complete his/her/their duties, the chair shall appoint a replacement to serve the remainder of the term.



## **Section 5. Representatives to ACS Standing Committees**

The American College of Surgeons has requested the participation of surgeons-in-training and young Fellows to serve on various committees. Candidates for ACS Committee liaison positions shall be reviewed and selected by the Nominating Committee. Nominees shall be requested to submit a letter of intent and an abbreviated curriculum vitae (CV). Standing Committee representatives shall serve a three-year term. The appointment can be renewed for an additional second, three-year term. Representatives to ACS committees shall be expected to actively participate in a YFA Standing Workgroup as deemed appropriate by the Executive Committee. The Committee Representatives are to submit semi-annual reports to the YFA on the activities of their committee using the YFA liaison & representative report template, otherwise, re-appointment to a second, three-year term will not be considered. If a Standing Committee representative is unable to complete his/her/their duties, the chair shall appoint a replacement to serve the remainder of the term.

## **Section 6: Representatives to ACS Board of Governor Workgroups**

The American College of Surgeons has requested the participation of surgeons-in-training and young Fellows to serve on various Board of Governor Workgroups. Candidates for Board of Governor Workgroup liaison positions shall be reviewed and selected by the Nominating Committee. Nominees shall be requested to submit a letter of intent and an abbreviated curriculum vitae (CV). BOG Workgroup representatives shall serve a three-year term. The appointment may be renewed for an additional second, three-year term. The representative shall attend their respective BOG Workgroup meetings and act as liaisons between the BOG Workgroup and YFA. Representatives to ACS BOG Workgroups shall be expected to actively participate in a YFA Standing Workgroup as deemed appropriate by the Executive Committee. The Liaisons are to submit semi-annual reports to the YFA on the activities of their BOG Workgroup using the YFA liaison & representative report template, otherwise, re-appointment to a second, three-year term will not be considered. If a BOG Workgroup representative is unable to complete his/her/their duties, the chair shall appoint a replacement to serve the remainder of the term.