

OTOLARYNGOLOGY PROGRAM COORDINATORS ORGANIZATION
OPCO
BYLAWS
(Effective January 2025)

ARTICLE I: MEMBERSHIP

The organization is supported by the Society of University Otolaryngologists (SUO) in conjunction with the OPDO (Otolaryngology Program Directors Organization). No membership in the SUO is required for membership in OPCO. Application for membership can be obtained by contacting the secretary. Your application must be supported and signed by your Program Director.

ARTICLE II: EXECUTIVE BOARD

SECTION 1. Composition, THE OPCO EXECUTIVE BOARD is comprised of seven members.

Chair: 1-year term (year 1)
Chair-elect: 1-year term (year 2)
Past-chair:
Secretary: 2-year term (year 1)
Board member: 2-year term (year 1)
Board member: 2-year term (year 2)
Board member: 2-year term (year 2)

SECTION 2. Responsibilities

- It shall be the responsibility of the Executive Board to direct the affairs of the Group and to recommend action by the membership.
- The Executive Board shall meet quarterly via videoconference.

SECTION 3. Nominations

- The Executive Board will solicit nominations in the summer from interested members.
- Members will submit application with biography/CV.
- These names will become part of the ballot sent to members.
- In the case of more than 2 nominations for each Board position, the current Executive Board will vote to narrow the field.

SECTION 4. Elections

- The election of officers shall be by majority of the documented members.
- Elections will be held in September of each year and ballots will be distributed via electronic survey.
- The new officers will be notified and announced at the fall meeting and will take office at the end of the meeting for the coming year.

SECTION 5. Vacancies.

- In the event of vacancy for any reason in any office or committee appointment, such vacancy shall be filled by chair appointment upon advice of the Executive Board.
- Vacancy in the office of the Chair shall be fulfilled by succession of the Chair-Elect, who shall complete the unexpired term as well as the prescribed succeeding term.

ARTICLE III: OFFICERS

SECTION 1. Chair.

- The Chair-Elect of the Organization shall become Chair following one year of service as Chair-Elect or if the Chair is unable to complete the term of office.
- The Chair shall preside at all meetings and meetings of the Executive Board, shall make such committee appointments as are prescribed and necessary.
- The Chair shall be responsible for the general conduct of group's affairs.

SECTION 2. Chair-Elect. The Chair-Elect shall be elected annually, and shall succeed to the chair in the succeeding year. The Chair-Elect will preside at the group meetings or the Executive Board in the absence or disability of the Chair, and shall advise and assist the Chair as necessary.

SECTION 3. Secretary. The Secretary shall be elected to a 2-year term. The Secretary shall ensure meeting is conducted in accordance with parliamentary procedures and will be responsible for group meeting minutes. Other duties include tracking membership, maintaining membership database, an email distribution list, and meeting attendance.

SECTION 4. Board Members, Board members shall be elected annually. Beginning in 2012, all members will serve a 2-year term. Board members shall advise and assist the Chair. Other duties of Board Members will include, but are not limited to, maintenance of the website.

ARTICLE IV: MEETINGS

The membership shall meet yearly in conjunction with the OPDO and SUO. The OPDO and SUO determine the location and date of this meeting. The Executive Board shall announce date of meeting to all members.

ARTICLE V: DUES

Dues. No dues are required of the members at this time.

ARTICLE VI: AMENDMENTS

Amendments, deletions, and additions to the Bylaws may be effected by a majority of members present and voting at any regular meeting, provided that written presentation of such proposed amendments, deletions, or additions has been given to the membership at least 30 days in advance of the ballot.

ARTICLE VII: VOTING

As mentioned above in membership, each member will have one vote on elections and other important issues pertaining to the group. Ballots for the election of officers will be distributed 60 days prior to the annual fall meeting.

<p style="text-align: center;">Executive Board 2024 - 2025</p>
<p style="text-align: center;"><u>Chair</u> Annette Lemire (e-mail: lemire.annette@mayo.edu)</p>
<p style="text-align: center;"><u>Chair Elect</u> Stephanie Brown (e-mail: sbrown7@mcvh-vcu.edu)</p>
<p style="text-align: center;"><u>Secretary</u> Becky Smith (e-mail: bjsmit@email.uky.edu)</p>
<p style="text-align: center;"><u>Board Members</u> Barbara Chapman (1 year) (e-mail: chapman.barbara@mayo.edu) Marci Guyer (2 years) (e-mail: GUYERM@upstate.edu)</p>