



the Pediatric & Congenital
Electrophysiology Society

**CONSTITUTION AND BYLAWS
OF THE
PEDIATRIC AND CONGENITAL
ELECTROPHYSIOLOGY SOCIETY (AMENDED)**

ARTICLE I - NAME

The name of this organization shall be the Pediatric and Congenital Electrophysiology Society. Hereafter, the organization shall be referred to as "the Society."

ARTICLE II - PURPOSE

The purposes of the Pediatric and Congenital Electrophysiology Society are to promote, maintain, and pursue excellence in the study of cardiac arrhythmias in the human fetus, infant, child, adolescent and adult with congenital heart disease (hereafter referred to as "pediatric and congenital").

ARTICLE III – MEMBERSHIP

Membership in the Society will consist of four types: 1) regular, 2) associated professional, 3) trainee, and 4) affiliate. Regular membership is open to individuals with an MD, DO or Ph.D. degree who are interested in arrhythmias in the pediatric and congenital patient, who have completed training and who engage in the practice of Pediatric Cardiac Electrophysiology through clinical service, research, or teaching. Associated Professional membership is open to individuals who are interested in arrhythmias in the pediatric and congenital patient, assist in Pediatric Cardiac Electrophysiology through clinical support, research, or teaching, and do not hold one of the degrees required for regular membership. Regular and Associated Professional members are eligible to vote, to hold office, and to serve on committees. Trainee membership is open to individuals who are interested in arrhythmias in the pediatric and congenital patient and are currently in the process of training. Trainee members may apply for one of the other membership categories once training is complete. Affiliate membership is open to individuals who are non-practitioners, such as industry engineers involved in product development (as distinct from marketing), the officers of family support groups and other groups such as the SADS Foundation. Trainee and Affiliate members are NOT eligible to vote, hold office, or serve on committees. All categories of membership shall pay dues as specified by the Executive Committee of the Society.

ARTICLE IV – OFFICERS

Officers of the Society shall be President, Vice President for Communications, Vice President for Research, Treasurer, and Immediate Past-President. These officers shall comprise the Executive Committee. Regular and Associated Professional members in good standing are eligible for office. Every year one new member will be elected to the Executive Committee electing a Treasurer, a Vice President for Communications and a Vice President for Research in turn, each of which will serve in that position for three years, and then move up to the office of President. At the conclusion of the 1-year term as President, the President shall serve a one-year term as Immediate Past President. Nominations for any new officers will be selected by the Nominating Committee. The New Officer will be elected by a majority of those responding by electronic ballot preceding the annual meeting. Vacancy in the office of the President will be filled by the President-Elect. Vacancies in any other office shall be filled by appointment by the President until the next general election.

Any officer may be removed from office at any regular meeting by 2/3 majority of the membership with due cause.

The duties of the officers are as follows:

A. The President. The President shall preside at all meetings. The President will distribute an agenda to members before each meeting. The President shall appoint the chairperson and members to all committees, and shall be ex-officio member of all committees. The President shall sign all written contracts and financial obligations of the Society that have been authorized by the membership.

B. Vice President (President-Elect). The Vice President for Communications shall perform all functions of the President in the absence or disability of the President. This officer will also have responsibility for Communications and will function as the Secretary of the Society. As such, the Vice President for Communications shall keep accurate and legible notes of the minutes of all meetings, shall maintain a ledger of all motions affecting the Society listing date, contact and maker. The Vice President for Communications will distribute the minutes by mail or electronically to all members within 2 months of the meeting. The Vice President for Communications shall see that role is taken at all meetings and shall sign in lieu of the President all legal documents and financial obligations authorized by the Society. The Vice President for Communications shall preside at the meetings in the absence of the President, maintain an accurate up-dated list of all officers, members of the Society, conduct correspondence as directed, read important correspondence at meetings, notify members of meetings, and distribute Society mail. A current roster of the Society will be maintained by the Vice President for Communications.

C. The Vice President for Research: The Vice President for Research shall be responsible for overseeing the involvement of the Society in any and all research projects that in any way utilize the resources of the society. This will include supervising and organizing annual Young Investigator Competitions, as well as chairing the Research Committee of the Society.

D. The Treasurer. The Treasurer shall receive and bank all monies due, issue receipts thereof, and keep accurate records of the same. The Treasurer shall pay all bills for utilities, necessary maintenance and repairs without further authorization. However, all bills must be approved by the Executive Committee at the next meeting. The Treasurer may make all disbursements by checks signed with a single signature. In the event of the absence of the Treasurer, the President or Vice President for Communications shall be authorized to sign checks. The Treasurer shall keep records of all financial transactions and give a complete financial report within 60 days of the close of each fiscal year. (October 1-September 30)

E. Immediate Past-President. The Immediate Past-President shall advise the President and other officers and provide leadership continuity to the Society.

F. The Executive Committee will meet in person when possible and by telephone conference call at the discretion of the President.

ARTICLE V - MEETINGS OF THE SOCIETY

The Society shall hold at least one annual meeting to consider such business as may arise. These meetings shall be composed of at least two parts. Part I, the Educational Meeting, will consist of but not be limited to the presentation of selected topics, reports on collaborative studies, and invited speakers. Part II of the meeting will be the Business Meeting. This session will consist of but not be limited to the reading of the minutes (written), the report of the treasurer, the announcement of new officers, the selection of collaborative study proposals, and other business as brought before the membership. In addition, the Society will hold special meetings when deemed necessary. One regular meeting per year of the Society shall be held at the time of the Scientific Sessions of the Heart Rhythm Society unless changed by a simple majority vote of the regular members. All meetings shall require four weeks written notice to the Society members and shall be open to all classes of membership.

ARTICLE VI - RAISING OF FUNDS

Funds for the conduct of the affairs of the Society shall be obtained in the following ways:

1. The annual dues which will be set by the Executive Committee.
2. Voluntary contributions, bequests, and other gifts.
3. Any fund raising program approved by the Executive Committee and notified by the membership of the Society.

ARTICLE VII - COMMITTEES

The standing committees of the Society shall consist of:

A. The Nominating Committee. The officers of the Society shall comprise the Nominating Committee. It shall convene annually by telephone conference call at the discretion of the President (see Article IV, Officers, for Nominating Committee duties).

B. Research Committee. The Research Committee shall consist of members appointed by the Vice-President for Research, who chairs the committee. This committee will be responsible for reviewing proposed collaborative studies for consideration by the membership. The proposed studies may be distributed electronically at anytime, or distributed to the membership at least two months before each annual meeting. Comments will be elicited from the general membership either electronically or at the annual business meeting. The Vice-President for Research will appoint appropriate subcommittees to implement these individual approved proposals. The committee or its designated subcommittee will be responsible for seeking funding if needed and providing a timely report at the Annual Educational Meeting.

C. Constitution Committee. The duties of this Committee shall be to review the constitution and by-laws of the Society annually and make amendments to the constitution when necessary which will help maintain a functional constitution and by-laws of the Society. Amendments to the constitution and by-laws must be passed by a simple majority vote of the regular membership. The proposed amendment should be distributed to the membership at least four weeks prior to the regularly scheduled meeting. The Committee will be comprised of the officers and any other President-appointed regular members.

D. Membership Committee. This committee, composed of Executive Committee members, shall receive nominations for membership from any physician actively interested in the practice of pediatric cardiac electrophysiology indicated in Article III. The recommendations of the committee on new members will be presented to the general membership at any regular meeting for approval.

E. Standards and Education Committee. This committee is not a standing committee. When appropriate issues arise, an ad hoc committee shall be appointed by the President to review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient. The committee shall also work to establish standardization for the techniques and nomenclature used in the practice of electrophysiology in the pediatric and congenital patient. These terms should conform to standard time honored terms used for decades by cardiologists except when new information indicates otherwise.

ARTICLE VIII - FISCAL YEAR

The fiscal year shall begin October 1 of each year and end on September 30 of the following year.

Initial by-laws were approved by unanimous vote at the annual meeting of the Pediatric Electrophysiology Society, Dallas, Texas, November 10, 1990.

AMENDMENTS

November 15, 1992: Length of term of elected officers extended to two years. By mail vote.

October 4, 2004: The membership category “Affiliate” is changed to “Associated Professional” and a new category of membership, now called “Affiliate” is created for representatives of patient-advocacy groups and scientifically-oriented industry people. Dues increased to \$75 for regular members. By website vote.

November 14, 2006: Name of society changed from “Pediatric Electrophysiology society” to “Pediatric and Congenital Electrophysiology Society.” E-mail vote.

August 22, 2007: Separate category of membership “Trainee” created for trainees and trainees removed from the “Associated Professional” category. Associated Professionals allowed to vote, hold office and serve on committees. Adult patients with congenital heart disease added as a Society focus. The term “young” changed to “pediatric and congenital”. Electronic means of communication and voting to replace methods by mail. Annual meeting changed from time of the American Heart Association to the Heart Rhythm Society Scientific Sessions. Dues to be set by the Executive Committee rather than set in the By-Laws. Program Committee changed such that new collaborative studies can be distributed, reviewed and approved electronically. The Standards and Education Committee changed to an ad hoc committee appointed by the President as needed.

June 1, 2009: Yearly elections, Executive Committee made up of: President, VP for Communications, VP for Research, Treasurer, and Immediate Past-president. The President and Immediate Past President serve 1 year, other positions serve 3 years, then move to president. This creates a total service commitment = 5 years. Finally, "Program Committee" changes name to "Research Committee" and is chaired by VP for Research.

Past Presidents:

1988	Woody Benson
1989	Grace Wolff
1990	John Kugler
1991	Mac Dick
1992	Ann Dunnigan
1993	Barbara Deal
1995	Jeff Moak
1997	Bert Ross
1999	Mike Silka
2001	Ed Walsh
2003	Jim Perry
2005	John Triedman

2007 George Van Hare

2009 Richard Friedman