



Bylaws for the  
Section for Women in Otolaryngology (WIO)

Following are the governing rules and regulations of the AAO-HNS/F Women in Otolaryngology (WIO) Section, as approved by the AAO-HNS/F Boards of Directors on May 2, 2011, updated November 13, 2019, and on May 14, 2024.

Article I.

Purpose

The Section for Women in Otolaryngology (WIO) shall function as an advisory body to the Boards of Directors of the American Academy of Otolaryngology-Head and Neck Surgery, Inc. and the American Academy of Otolaryngology-Head and Neck Surgery Foundation (collectively AAO- HNS/F). The Section shall help AAO-HNS/F:

- (a) fully use the resources and talents of the women in otolaryngology;
- (b) support women otolaryngologists by identifying and addressing their needs, fostering their development, and cultivating women as leaders in the specialty;
- (c) facilitate communication regarding issues of interest to and about women in the field of otolaryngology/head and neck surgery and in medicine;
- (d) make recommendations regarding programs and policies of particular interest to women in otolaryngology; and
- (e) support the specialty of otolaryngology, clinical, and academic excellence, educational outreach, and the medical profession.
- (f) promote recognition of WIO Day, designated annually on March 8<sup>th</sup>, in recognition of the significant contributions and accomplishments of women otolaryngologists. In conjunction with International Women's Day, March 8<sup>th</sup> is a global day celebrating the social, economic, cultural and political achievements of women.

Article II.

Membership

The Section for WIO will be composed of all women who are active members of the

Academy who wish to participate.

All other members of the Academy are welcome to communicate with and participate in any open meetings of the section and its committees, but may not vote or serve in any official capacity, e.g., as committee chairs or on the Governing Council (GC).

### Article III. Officers

#### Governing Council

Section 1. Election/Designation of Governing Council Members/Officers. At the AAO-HNS/F Annual Meeting, beginning in 2012, the Section will elect from among its members a Chair, a Chair-Elect, an Information Officer/Secretary, one (1) Financial Officer, and two (2) Members-at- Large. Such election shall be by majority vote of all section members who choose to vote at the meeting. The Financial Officer will be subject to final approval by the AAO-HNS/F Boards of Directors. The WIO officers, along with the Immediate Past Chair will constitute the WIO Governing Council (GC). The GC shall establish a Nominating Committee consisting of the Immediate Past Chair (who shall chair the proceedings) and at least two other members of the Section who are not currently members of the GC (nominated from the floor). A member of the WIO may be nominated for only one office of the GC at any one time.

#### Section 2. Terms of GC Members.

No member of the GC may serve more than two (2) consecutive terms in the same position. The GC member terms (as specified below) will begin immediately after the Foundation Annual Meeting in the year members are elected, i.e., October 1- September 30. In the event that a member of the WIO GC is unable to complete her term and a vacancy ensues, the WIO GC may appoint an interim officer to serve until the next Annual Meeting, at which time an election will be held to fill the position for any remaining years left in the term.

#### Section 3. Chair.

The Chair will be elected by WIO Section members and serve a term of one (1) year.

The responsibilities of the Chair will include the following:

- Preside at all meetings of the Section for WIO.
- Ensure attendance/quorum of GC members at meetings.
- report on the recommendations and actions of the Section to the AAO- HNS/F Boards of Directors.
- The Chair, or her designee, will attend meetings of the AAO-HNS/F Boards of Directors as a non-voting guest and will represent the Section in public and private forums.
- The Chair will coordinate the Governing Council and Annual Meetings of the Section.
- Identify, in conjunction with other members, activities and goals of the section.
- Assist with the planning and coordination of WIO General Assembly Meeting.

- The Chair will maintain the integrity of the Section and will be responsible for executing all initiatives on behalf of the Section.

#### Section 4. Chair-Elect.

The Chair-Elect will execute all of the duties of the Chair in the Chair's absence. The Chair-Elect will also serve as a liaison to the Chair of the Council on Committees. In the event the Chair is unable to fulfill her term of office, the Chair-Elect will become Chair. Otherwise, the Chair-Elect will become the Chair at end of her term. The term of office of the Chair-Elect will be one year.

#### Section 5. Immediate Past Chair.

The Immediate Past Chair will remain a member of the GC for an additional one-year term following her term as Chair. The Immediate Past Chair will be responsible for increasing membership of the Section and encouraging active participation by Section members. The Chair or Chair-Elect may delegate duties to the Immediate Past Chair on a temporary basis.

#### Section 6. Information Officer/Secretary.

The Information Officer/Secretary will serve a term of two (2) consecutive years. The responsibilities of this officer, with the assistance of the Academy staff administrative liaison, are as follows:

- Record keeping of GC meetings and section activities by reviewing and maintaining database of minutes.
- Serve as a liaison between the GC and WIO Section Members.
- Serve on the Communications Committee to coordinate communication efforts with Chair of Communications Committee.
- Maintain records of WIO Section members serving on committees, task forces, or other initiatives identifying medical students, residents, fellows, private and academic practicing physicians.
- Support the Chair and Chair-elect in executing goals.
- Report to the membership on the proceedings of the Governing Council biannually.
- Engage and inform the members through dialogue on ENT Connect and other forms of social media.
- Maintain knowledge of the section and AAO-HNS/F activities in order to communicate to the membership and with the AAO-HNS/F membership at large.
- Engage women members of the Academy to volunteer for committees and attend WIO events.
- Maintain knowledge of GC positions open for election and advertise accordingly to membership for nominees.
- Establish and maintain database of standards of procedure for the section.
- Maintain a database of sponsor contact information and sponsorships.

#### Section 7. Financial Officer.

The Financial Officer shall be the chair of the WIO Endowment Committee and will work closely with the Foundation Boards of Directors to provide oversight and approval for the WIO Endowment Committee. With the Foundation Development Business Unit, the Financial Officer shall provide an annual report to the Academy membership detailing the WIO's financial status and the activities of the WIO Endowment Fund. The WIO Financial officer also serves as a member of the Foundation Finance and Investment Subcommittee (FISC) to further collaboration between the FISC, the WIO Endowment Subcommittee, and the AAO- HNS/F Executive Committee/Board of Directors. The Financial Officer's term of office shall be three (3) years.

#### Section 8. Members-at-Large.

There will be two Members-at-Large elected to serve staggered two (2) consecutive terms with one Member-at-Large elected each year to fill the position of the Member-at-Large ending the 2-year term. Members-at-Large will serve as liaisons between the Section for WIO and such other organizations as the GC deems appropriate. The Members-at-Large, with the assistance of the Program Committee, will coordinate the planning for the Annual Meeting and the BOG Leadership Forum. They will assist with developing ideas for submission for the Annual Meeting and assist with identifying panelists. The Members-at-Large may also be asked to perform additional tasks as assigned by the Chair.

#### Section 9. Responsibilities of the GC.

The GC will serve as the executive body of the Section, will deliberate and conduct business on behalf of the Section and will be responsible for managing the affairs and endowment of the Section with respect to all matters not specifically reserved to the Section members. The powers of the GC are established by and subject to approval by the AAO-HNS/F Boards of Directors. Each GC member shall be responsible for compiling a report of actions and information on at least a semiannual basis to be submitted to the Section Chair.

### Article IV.

#### Section Representation

##### Section 1. Representatives to the Board of Governors (BOG).

The Section for WIO, at its Annual Meeting, will appoint from among its members three (3) persons to act as representatives to the Academy BOG. These representatives will hold the positions of BOG Governor, an Alternate Governor (who will serve on the BOG Legislative Affairs Committee) and a second Alternate Governor (who will serve on the BOG SEGR Committee) to serve terms and fulfill responsibilities in accordance with the BOG Rules and Regulations.

Section 2. Representatives to other medical professional organizations. When appropriate, the GC of the WIO may provide recommendations and suggestions to the

AAO-HNS/F Boards of Directors for potential appointees to serve as liaisons to the American Medical Association Women Physicians Congress, American Medical Women's Association, Association of Women Surgeons, and other medical organizations as needed.

### Section 3. Historian.

The WIO GC will appoint a historian responsible for maintaining records of the activities and evolution of the WIO. The Chair or other members of the GC may identify specific tasks for the historian for the purposes of record keeping or presentation for members of the WIO section or AAO-HNS. The term of the historian shall be three years, beginning October 1 and ending September 30.

## Article V.

### Committees

#### Section 1. Committees.

WIO Committees will follow the committee guidelines as outlined in the AAO-HNS/F Committee Member Handbook. Committee Chair and membership decisions for standing committees will be in accordance with the AAO-HNS/F procedures, with appointments made in consultation with the WIO Chair. Committee chairs may serve up to three (3) consecutive, 2-year terms as chair of the same WIO committee.

The WIO GC, with approval from the AAO-HNS/F Boards of Directors, may add to or change the charges of specific committees and/or add new committees as needed. The GC may specify criteria for membership to each committee (see WIO Endowment Charter).

The following standing committees are established:

- WIO Leadership Development and Mentorship
  - Actively working towards establishing and maintaining a meaningful and effective mentorship program for women in the AAO-HNS.
  - Identifying and implementing ways in which AAO-HNS/F can best provide leadership skills training, experience, and opportunities for the ongoing development of outstanding new women otolaryngologist leaders, both at AAO-HNS/F and in the medical profession at large.
- WIO Program and Awards
  - Identifying women otolaryngologists who deserve recognition for their accomplishments.
  - Identifying and recognizing the efforts of individuals who work to promote the efforts of WIO.
  - Identifying and implementing new ways in which to recognize outstanding women in AAO-HNS.
  - Developing, proposing, and delivering high quality programming with broad appeal for the Annual Meeting.

- In conjunction with the governing council, planning, and coordinating the annual WIO General Assembly and section meeting.
- WIO Research and Survey
  - Ongoing evaluation, monitoring, and reporting of priorities and issues identified as important by women Academy members.
  - Doing more to study the status of women otolaryngologists.
- WIO Communications
  - Developing communications to inform Academy members of WIO activities and initiatives.
  - Ensuring that relevant items of interest are submitted to relevant AAO-HNS/F publications.
- WIO Endowment
  - Per the Women in Otolaryngology Endowment Fund Charter, responsible directly to the AAO-HNS/F Boards of Directors (in coordination with the WIO GC) for developing, overseeing and implementing fund-raising strategies and programs to maintain and increase the endowment.

## Article VI. Meetings

### Section 1. Dates and Places.

The Section for WIO will meet during the Annual AAO-HNS/F Meeting, at a place and time determined by the Chair. The GC members shall attend all meetings of the Section for WIO. The Chair, or four (4) or more GC members, may call additional meetings in person or by teleconference at her discretion.

### Section 2. Quorum.

Attendance by at least 30 of the members of the Section at any regularly scheduled meeting of the Section will constitute a quorum for conducting business at any such meeting of the Section. Attendance by a majority of the members of the GC shall be sufficient to establish a quorum for conducting business at any meeting of the GC.

### Section 3. Voting.

Any two members in good standing, or any committee representative, of the Section for WIO attending a meeting will have the power to propose resolutions. Any member in good standing may second resolutions and vote on any matter before the respective body.

### Section 4. Proxy Voting.

There will be no proxy voting at any meeting of the Section for WIO.

### Section 5. Notice of Resolutions.

Resolutions for consideration at the WIO Annual Meeting shall be submitted in writing, including via email, to the WIO GC no less than 30 days prior to such meeting.

## Article VII.

### Resignation or Removal of Members

#### Section 1. Resignation.

Any member of the Section for WIO may resign by giving written notice of her resignation to the Information Officer/Secretary.

#### Section 2. Removal.

The AAO-HNS/F Boards of Directors may remove any member of the GC of the Section for WIO if such removal is deemed to be in the best interest of AAO-HNS/F. The GC will present a recommendation and supporting materials (if available) regarding removal of any GC member to the AAO-HNS/F Boards of Directors for consideration.

## Article VIII.

### Amendment(s) to Rules and Regulations

Proposals for amending or repealing these rules and regulations, or for adopting new rules and regulations, may be presented and acted upon at any annual or special meeting of the GC of the Section for WIO by an affirmative vote of 2/3 of the voting members present and voting; provided, however, that written notice of such proposed action will have been made available to each member of the Section at least seven (7) but not more than forty-five (45) days before the meeting at which such action is to be considered. Such recommended action will then be presented to the AAO-HNS/F Boards of Directors for approval or other appropriate action.

## Article IX.

### Rules of Order

The most recent edition of "Robert's Rules of Order" will govern the meetings of the Section for WIO, and the GC.