

**Department of Otolaryngology-Head and Neck Surgery
Alumni Association Constitution**

**ARTICLE I
NAME**

The name of this society shall be the Crowe Society.

**ARTICLE II
PURPOSES**

The purpose of this Society shall be:

(1)

To assist residents in training in the Department of Otolaryngology-Head and Neck Surgery at The Johns Hopkins University and to achieve excellence by supporting their research and educational activities.

(2)

To advance the art and science of otolaryngology by promoting educational, scientific, and community functions.

(3)

To encourage fellowship among the alumni and faculty of the department.

**ARTICLE III
OFFICERS**

Section 1. The officers of the Society shall be:

The President
The President-Elect
The Secretary-Treasurer

Section 2. Officers shall be elected and shall serve a two-year term. The President-Elect, at the expiration of his/her term of office, shall automatically succeed to the office of President.

Section 3. The Executive Committee shall consist of the President, the President-Elect, the Secretary-Treasurer, two Council-at-Large and the Chairman of the Department of Otolaryngology-Head and Neck Surgery at The Johns Hopkins University.

The Executive Committee shall have discretionary power to administer the affairs of the Society and to consider all matters to be presented to the Society at large.

ARTICLE IV MEETINGS

Section 1. A meeting of the Society shall be held each year in conjunction with the Annual Meeting of the American Academy of Otolaryngology-Head and Neck Surgery or the Biennial Meeting of The Johns Hopkins Medical Surgical Association.

ARTICLE V MEMBERSHIP

Section 1. Active Members. All graduates of the Department of Otolaryngology-Head and Neck Surgery of The Johns Hopkins University, all past and current faculty members, fellows, including those who hold adjunct and volunteer appointments in the Department shall be eligible for Active Membership in the Society. Graduating Residents will be awarded a one year membership in the Society upon completion of their training. Continuation of membership shall be subject to compliance with Article VI.

Section 2. Associate Members. Graduates and members of paramedical programs within the Department shall be eligible for Associate Membership in the Society.

Section 3. Honorary Members. The Society may elect to offer Honorary Memberships to individuals, who would not otherwise be eligible, whose contributions to the Department have, in the opinion of the Society, merited their membership. Honorary Members may not vote, or hold office, or serve on committees in the Society.

Section 4. Senior Members. Active and Associate Members, at the age of sixty-five years, shall be designated Senior Members. Membership in this category shall not alter their privilege to vote, serve on special committees, or hold office.

ARTICLE VI DUES AND FUNDS

Section 1. No annual dues will be assessed for membership in the Society; however, contributions to the Samuel Crowe Society will afford all eligible individuals admission into the Society. No contributions will be used for administration of the Society.

Section 2. Certificates. The Secretary-Treasurer shall send a Certificate of Membership in the Society to each member in good standing. This Certificate shall be signed by the officers of the Society.

Section 3. Management of Society Funds. Management of Society Funds will be at the discretion of the Executive Council.

Section 4. Distribution of Funds upon Dissolution. In the event of the dissolution of this Society, any residual funds in its treasury and all unpaid notes shall be paid over and delivered to The Johns Hopkins University for the use and benefit of the Department of Otolaryngology-Head and Neck Surgery.

ARTICLE VII AMENDMENTS

This Constitution may be amended by a vote of two-thirds of the members present at any meeting, provided such amendment shall have been submitted to the Secretary-Treasurer in writing at least three (3) months prior to the date of such meeting and by the Executive Committee to the membership in writing at least one (1) month prior to the date of such meeting.

BYLAWS

ARTICLE I COMMITTEES

Such committees deemed necessary shall be appointed by the President to serve as long as the purpose requires.

ARTICLE II DUTIES OF OFFICERS

- (a) **President:** The President shall preside at all regular meetings of the Society, unless prevented by illness or by some other unavoidable circumstances. The President shall appoint the Councilmen-at-Large and all interim and temporary committees for special purposes. The President shall be Chairman of the Executive Committee.
- (b) **President-Elect:** The President-Elect shall preside at regular meetings of the Society on the unavoidable absence of the President.
- (c) **Secretary-Treasurer:** The Secretary-Treasurer shall keep minutes of all regular meetings of the Society and all official meetings of the Executive Committee. He/she shall read the minutes of the previous Society meeting at each regular meeting and shall read an annual report of the proceedings and actions of the Executive Committee at each *regular meeting* of the Society. He/she shall keep strict account of all funds received by the Society and render a report to the Society at each regular meeting.

If the Secretary-Treasurer is unable to attend any given meeting, another active member of the Society may be designated to read the reports and to keep minutes.

The Secretary-Treasurer shall conduct such correspondence on behalf of the Society as may be necessary to its administration.

ARTICLE III

The Active and Associate Members present at the meeting shall constitute a quorum for business.

ARTICLE IV

All questions before the Society shall be determined by the majority vote of those present at any regular meeting.

ARTICLE V

The usual parliamentary rules governing deliberative bodies shall govern the sessions of the Society.

ARTICLE VI

These bylaws may be amended at any meeting of the Society by a majority vote, provided such amendments have been submitted to the Secretary-Treasurer at least one (1) month prior to the meeting and have been reviewed by the Executive Committee, which shall indicate to the meeting its approval or disapproval of the proposed amendment.