

## **Section for Women in Rhinology (WIR) in the American Rhinologic Society (*version 6.27.2018*)**

The American Rhinologic Society (ARS) here establishes a Section for Women in Rhinology (WIR) and adopts the following Rules and Regulations to govern its purposes and activities.

### **Article I.**

#### **Purpose**

The purpose of the ARS is to advance the science and art of medicine as it relates to the care of people with rhinologic diseases and disorders. The Section for Women in Rhinology (WIR) is formed to support women rhinologists as they work to advance those purposes. The WIR will function in an advisory role to the Board of Directors, the membership, and committees of the ARS. More specifically, the WIR Section will help the ARS:

- a) Fully utilize the resources and talents of women in rhinology in their efforts to advance the purposes of the ARS.
- b) Support the full integration of women rhinologists into the activities of ARS by
  - a. advocating for women in ARS leadership and committee positions.
  - b. fostering research collaborations and mentoring for women rhinologists.
  - c. addressing gender issues affecting women rhinologists.
  - d. promoting the inclusion of women in educational programming and planning.
- c) Facilitate communication regarding issues of interest to and about women in the subspecialty of rhinology.

### **Article II.**

#### **Membership**

The Section for WIR will be composed of women who are active members of the ARS who wish to participate.

All other members of the ARS are welcome to 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 the Governing Council (GC). Members of the ARS Executive Committee will have a standing invitation to attend all WIR business meetings and meetings of the GC in order to discuss ARS matters that may be of interest to the WIR membership, facilitate communication between the WIR and the ARS, and provide perspective from the ARS leadership.

### **Article III. Officers**

#### **Governing Council**

##### **Section 1. Election/Designation of Governing Council Members/Officers**

At the ARS Annual Fall Meeting, beginning in 2018, the Section will elect from amongst its members one Chair, one Chair-Elect, one Information Officer/Secretary, one Financial officer, one Research officer, and two Members-at-Large. Such election will 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 ARS Board of Directors. The WIR officers listed above, along with the Immediate Past Chair, will constitute the WIR Governing Council (GC) – for a total of 8 GC members. A term will be for two years. The Chair may serve one term. The Information Officer/Secretary, and Research Officer may serve two consecutive terms maximum. The Financial Officer may serve three consecutive terms maximum. The Members-at-Large may each serve one term.

Nominating process: Any member of the WIR may run for only one office of the GC at any one time. Elections will be held at the WIR Business Meeting, which will take place in conjunction with the ARS Annual Fall Meeting. The Information Officer/Secretary may receive nominations for all positions 14 or more days in advance of the WIR Business Meeting. The proposed ballot will be circulated to WIR members electronically at least one week in advance of the WIR Business Meeting. Officers eligible for another term will be listed on the ballot as “incumbent” unless they do not wish to run for a second term. Nominations may be received from any WIR member. Self-nominations are encouraged.

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

Term limits are listed above in Section 1 Election/Designation of Governing Council Members/Officers, as well as below under the description of each GC office. The GC member terms (as specified below) will begin immediately after the ARS Annual Fall Meeting in the year the members are elected. In the event that a member of the WIR GC is unable to complete her term and a vacancy ensues, the WIR 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 in the term.

#### Section 3. Chair.

The Chair will preside at all meetings for the Section for WIR and will report on the recommendations and actions of the Section to the ARS Board of Directors. The WIR Chair, or Chair-Elect if the Chair is not available, will attend the Board of Directors meetings as a non-voting guest and will present an update on the Section of the WIR to the ARS Board of Directors. The Chair will maintain the integrity of the Section, and will be responsible for executing all initiatives on behalf of the section. The Chair will coordinate the Annual Business Meeting of the Section in conjunction with the Annual ARS Annual Fall Meeting. The term of the office of the Chair will be two years.

#### 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 ARS President-Elect regarding planning of the program for the Annual Fall Meeting and the Spring Meeting, specifically to advise when questions arise regarding the inclusion of women in the meetings and any issues pertaining to women in rhinology. The term of the Chair-Elect is two years.

#### Section 5. Immediate Past Chair

The Immediate Past Chair will remain a member of the WIR GC for an additional two-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 be responsible for the record keeping of the Section activity, the establishment and maintenance of section communications, and the maintenance of the current membership database, with the assistance of the ARS staff. The Information Officer/Secretary will be responsible for communications regarding GC elections prior to the Section Annual Business meeting. The Information Officer/Secretary will serve as Chair of the WIR Information and Communications Committee. The term of the information officer will be two years, renewable once with a maximum of two terms.

#### Section 7. Financial Officer.

The Financial Officer will be the WIR liaison to the ARS Development Committee to encourage funding attainment for ARS and WIR events/projects. The Financial Officer (working with the WIR Chair, Chair-Elect, and committee chairs) will develop a yearly budget for WIR initiatives/events and present this budget to the Treasurer of the ARS. The Financial Officer will work closely with the ARS Treasurer and BOD to provide oversight and approval of funding for all WIR events. The Financial Officer will provide an annual report to the Treasurer of the ARS detailing the financial status and activities of the WIR. The Financial Officer's term will be two years, renewable twice for a maximum of three terms.

#### Section 8. Research Officer

The Research Officer will be the Chair of the WIR Research and Academic Promotion Committee and will be a liaison to the ARS Research and Grants Committee Chair regarding any initiatives or questions relating to research items within the WIR or ARS. The Research Officer's term will be two years, renewable once with a maximum of two terms.

#### Section 9. Members-at-Large

The Members-at-Large will serve as liaisons between the WIR Section and such other organizations as the GC deems appropriate. The Members-at-Large will serve as Co-Chairs of the WIR Program Committee to coordinate the planning of WIR events at ARS meetings including the Annual Fall Meeting, the Spring COSM meeting, the ARS Summer Sinus Symposium or other events. The Members-at-Large may also be asked to perform additional tasks as assigned by the Chair. At the initial election in 2018, one Member-at-Large will be elected for a one-year term and one for a two-year term. Thereafter, the term of office of the Members-at-Large will be two years, with staggered terms, such as one is elected each year. Members-at-Large may serve a maximum of one term.

#### Section 10. 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 of the Section with

respect to all matters not specifically required of the Section members. The powers of the GC are established by and subject to approval by the ARS Board of Directors. Each GC member will be responsible for compiling a written report of actions and information on at least an annual basis to be submitted to the WIR Section Chair.

#### **Article IV.**

##### **Section Representation**

Section 1. Representative to the Board of Directors.

The Chair of the Section for WIR will represent the WIR at the ARS Board of Directors meeting as a non-voting guest. The Chair of the WIR will present an update to the BOD at each board meeting, including a financial update.

Section 2. Representatives to other medical professional organizations.

When appropriate, the Chair of the WIR or her designee may represent the WIR to the Women in Otolaryngology (WIO) Section of the Academy of Otolaryngology-Head and Neck Surgery (AAO-HNS), the AAO-HNS Board of Directors, or any other medical professional organization. The GC of the WIR, when appropriate, will provide recommendations and suggestions for potential appointees to the WIO, AAO-HNS, as well as other medical organizations as needed.

#### **Article V.**

##### **Committees**

Section 1. Committees

WIR Committees will be chaired by a current member of the Governing Council (GC) or will be appointed by the WIR Chair in consultation with the WIR GC. Committee chairs not on the GC can self-nominate prior to the WIR Annual Business Meeting after solicitation for nominations by the Information Officer/Secretary prior to the Annual/Fall meeting. Committee Chairs that have a position on the WIR GC (e.g. WIR Program Committee, Research and Academic Promotion Committee, Information and Communication Committee) will serve as chair of their respective committee for a term coincident with their term on the GC. Committee Chairs without a position on the GC (e.g. Leadership Development and Mentorship Committee) can serve up to two consecutive two-year terms. Committee members can serve for three-year terms. The WIR GC may add to or change the charges of specific committees or add new committees as needed. The GC may specify the criteria or number of members for each committee. The term of the Chair and committee members begins immediately after the Annual/Fall meeting.

The following standing committees and charges are established:

- The WIR Leadership Development and Mentorship Committee
  - Actively working towards establishing and maintaining a mentorship program for women in the ARS.
  - Identifying and implementing ways in which the ARS can best provide leadership skills training, experience and opportunities for women in the ARS and at large.

- Actively working with the WIO Leadership Development and Mentorship committee to collaborate in leadership training for women in all of otolaryngology.
- The Leadership Development and Mentorship Chair will be selected by the WIR chair and GC.
- WIR Program Committee
  - Planning and implementing the WIR activities during meetings including the Annual/Fall meeting WIR luncheon/event, the Spring COSM Meeting WIR breakfast, and a yearly social/networking event at an ARS event or meeting.
  - The GC Members-at-Large will serve as Co-Chairs of the WIR Program Committee.
  - The WIR Program Committee will work with the Financial Officer and ARS staff in the budgeting and planning of WIR events.
- WIR Research and Academic Promotion Committee
  - Supporting research conducted by women in the ARS including mentorship, collaboration and grant writing assistance.
  - Compiling a list of currently funded research by women in the ARS and tracking of research support for women as funded by the ARS Research Grants.
  - Mentoring academic rhinologists in promotion and tenure applications.
  - The Research Officer of the GC will serve as Chair of the Research and Academic Promotion committee.
- WIR Information and Communication Committee
  - Communicating WIR activities within the WIR and the ARS as a whole as well as social media and the press.
  - Providing a liaison to relevant ARS and AAO-HNS publications, including providing suggestions for interviewees and topics as well as monitoring ARS and AAO-HNS publications for gender diversity.
  - The Information Officer/Secretary will serve as Chair of the Information and Communication committee.

**Article VI.**  
**Meetings.**

Section 1. Dates and Places

The WIR Section will conduct its Annual Business Meeting during the Annual/Fall ARS Meeting at a place and time determined by the Chair. The GC members will attend all meetings of the Section for WIR. The Chair and four or more GC members may call additional meetings in person or by teleconference at their discretion.

Section 2. Quorum

Attendance to the regularly scheduled business meeting of the Section is open to all members of the WIR. Non-WIR members may attend WIR business meetings but may not vote. Attendance by a majority of the members of the GC will be sufficient to establish a quorum for conducting business at any meeting of the GC.

### Section 3. Voting

Any two members of the WIR or any committee representative of the Section for the WIR attending a meeting of the Section will have the power to propose resolutions. Any member in good standing may second recommendations and vote on any matter before the respective body. There will be no proxy voting. Non-WIR members who are members of the ARS may attend WIR business meetings but may not vote.

### Section 4. Notice of Resolutions

Resolutions for consideration at the WIR Annual Meeting must be submitted in writing including via email to the WIR Information Officer/Secretary no less than 30 days prior to such meeting.

## **Article VII.**

### **Resignation or Removal of Members**

#### Section 1. Resignation

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

#### Section 2. Removal.

The GC may vote by majority vote of all GC members to remove a GC member if deemed in the best interest of the WIR. Failure to maintain membership in the ARS with paid dues will result in automatic removal from the WIR including committees or the GC.

## **Article VIII.**

### **Amendments to Rules and Regulations**

Proposals for amending or repealing these rules and regulations, or for adoption new rules and regulations, may be presented and acted upon at any Annual or special meeting of the GC of the Section for the WIR by an affirmative vote of 2/3 of the voting members present; providing that written notice of such proposed action will have be made available to each member of the section at least 14 days before the meeting at which such action is to be considered. The ARS Board of Directors must approve any amendments to this charter by majority vote.

## **Article IX**

### **Rules of Order**

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