

# ASSOCIATION OF CHAIRS OF DEPARTMENTS OF PHYSIOLOGY, INC.

## BY-LAWS

### ARTICLE I

#### Office

**SECTION 1. Principal Office.** The principal office of the Corporation shall be at the American Physiological Society, 9650 Rockville Pike, Bethesda, MD 20814.

**SECTION 2. Other Offices.** The Corporation may also have an office or offices in such other places as the business of the Corporation may require and the Board of Directors may from time to time appoint.

### ARTICLE II

#### Members

**SECTION 1. Applications for Membership.** Membership shall include the chairs of Departments of Physiology in accredited schools of medicine in the United States, Puerto Rico, Canada and Mexico. Upon approval of the Board of Directors, membership will also be open to

- a. individuals in other types of institutions who have similar responsibilities, and
- b. the administrative officer of an academic unit responsible for the discipline of physiology in colleges of medicine lacking a department of physiology.

Emeritus Membership status is granted to former chairs that have held membership in ACDP for a total of 5 or more years. Emeritus members are invited to attend the annual meeting. Emeritus members can neither vote on Association business nor hold office.

**SECTION 2. Procedure.** Membership eligibility shall be automatic upon appointment to a chair of a Department of Physiology, notification of the Secretary/Treasurer by the new member and payment of dues by the member.

**SECTION 3. Dues.** The Board of Directors shall determine the annual dues for the members.

**SECTION 4. Attendance.** Attendance at meeting shall be limited to members or guests invited with the approval of the Board of Directors.

**SECTION 5. Annual Meeting.** The annual meeting of the members of the Corporation shall be held on a day duly designated by the Board of Directors either within or without the United States if not a legal holiday, and if a legal holiday then the next succeeding day not a legal holiday, for the transaction of such corporate business as may come before the meeting.

**SECTION 6. Special Meetings.** Special meetings of the members may be called at any time for any purpose or purposes by the Chair of the Board, by the President, by the President-elect, or by a majority of the Board of Directors, and shall be called forthwith by the Chair of the Board, the President, the President-elect, the Secretary-Treasurer or any director of the Corporation upon the request in writing of a majority of all the members entitled to vote on the business to be transacted at such meeting. Such request shall state the purpose or purposes of the meeting. Business transacted at all special meetings of members shall be confined to the purpose or purposes stated in the notice of the meeting.

**SECTION 7. Place of Holding Meetings.** All meetings of members shall be held within or without the United States at a place designated by the Board of Directors.

**SECTION 8. Notice of Meetings.** Written notice of each meeting of the members shall be mailed, postage prepaid by the Secretary/Treasurer, or sent by e-mail over the Internet or similar electronic communications equipment by the Secretary/Treasurer, to each member of record entitled to vote thereat at his/her post office address or e-mail address, as it appears upon the books of the Corporation, at least thirty (30) days before the meeting. Each such notice shall state the place, day, and hour at which the meeting is to be held and, in the case of any special meeting, shall state briefly the purpose or purposes thereof.

**SECTION 9. Quorum.** The presence in person or by proxy of twenty percent (20%) of the members of the Corporation shall constitute a quorum at all meetings of the members except as otherwise provided by law, by the Articles of Incorporation or by these By-Laws. If less than a quorum shall be in attendance at the time for which the meeting shall have been called, the meeting may be adjourned from time to time by a majority vote of the members present or represented, without any notice other than by announcement at the meeting, until a quorum shall attend. At any adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted if the meeting had been held as originally called.

**SECTION 10. Conduct of Meetings.** Meetings of members shall be presided over by the President or the Corporation or, if the President is not present, by the President-elect, or, if none of said officers is present, by a chair to be elected at the meeting. The Secretary/Treasurer of the Corporation shall act as secretary of such meetings, in the absence of the Secretary-Treasurer the presiding officer may appoint a person to act as Secretary of the meeting.

**SECTION 11. Voting.** At all meetings of members, every member entitled to vote thereat shall have one (1) vote. Such vote may be either in person or by proxy appointed by an instrument in writing subscribed by such member or the member's duly authorized attorney, bearing a date not more than three (3) months prior to said meeting, unless said instrument provides for a longer period. Such proxy shall be dated, but need not be sealed, witnessed or acknowledged. All elections shall be held and all questions shall be decided by a majority of the votes cast at a duly constituted meeting, except as otherwise provided by law, in the Certificate of Incorporation or by these By-Laws. If the chair of the meeting shall so determine, a vote by ballot may be taken upon any election or matter, and the vote shall be so taken upon the request of ten percent (10%) or more of all the members entitled to vote on such election or matter. In either of such events, the proxies and ballots shall be received and be taken in charge and all questions touching the

qualification of voters and the validity of proxies and the acceptance or rejection of votes, shall be decided by members appointed by the chair of the said meeting.

## **ARTICLE III**

### **Board of Directors**

**SECTION 1. General Powers.** The property and business of the Corporation shall be managed under the direction of the Board of Directors of the Corporation. The Board shall be the policy making and administrative body of the corporation during the interval between the regular annual meetings and shall be empowered to enter into contracts and to authorize such expenditures as may be necessary to carry on the affairs of the Corporation.

**SECTION 2. Number and Term of Office.** The number of Directors shall be either (8) or such other number, but not less than three (3) nor more than nine (9), as may be designated from time to time by resolution of a majority of the entire board of Directors. Directors shall be members of the Corporation.

**SECTION 3. Filling of Vacancies.** In the case of any vacancy in the Board of Directors through death, resignation, disqualification, removal, or other cause, the office shall be left vacant unless filled by a vote of the members at a special meeting.

**SECTION 4. Place of Meeting.** The Board of Directors may hold their meetings and have one or more offices, and keep the books of the Corporation, either within or outside the State of Maryland, at such place or places as they may from time to time determine by resolution or by, written consent of all the directors. The Board of Directors may hold their meetings by conference telephone, e-mail over the Internet or other similar electronic communications equipment if everyone can hear everyone else in accordance with the provisions of the General Corporation Law of the State of Maryland.

**SECTION 5. Regular Meetings.** Regular meetings of the Board of Directors may be held without notice at such time and place as shall from time to time be determined by resolution of the Board, provided that written notice of each meeting of the Board of Directors shall be mailed, postage prepaid by the Secretary or sent by e-mail over the Internet or similar electronic communications equipment by the Secretary, to each member of record entitled to vote thereat at his/her post office address or e-mail address, as it appears upon the books of the Corporation, at least ten (10) days before the meeting. The annual meeting of the Board of Directors shall be held immediately following the annual meeting of members. Any business may be transacted at any regular meeting of the Board.

**SECTION 6. Special Meetings.** Special meetings of the Board of Directors shall be held whenever called by any member of the Board of Directors. The Secretary shall give notice of each special meeting of the Board of Directors, by mailing the same at least three (3) days prior to the meeting or by e-mailing over the Internet the same at least two (2) days before the meeting, to each Director, but such notice may be waived by any Director. Unless otherwise

indicated in the notice thereof, any and all business may be transacted at any special meetings. At any meeting at which every Director shall be present, even though without notice, any business may be transacted and any Director may in writing waive notice of the time, place and objectives of any special meeting.

**SECTION 7. Quorum.** A majority of the whole number of Directors shall constitute a quorum for the transaction of business at all meetings of the Board of Directors, but, if at any meeting less than a quorum shall be present, a majority of those present may adjourn the meeting from time to time, and the act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be specifically provided, by law, or by the Articles of Incorporation or by these By-Laws.

**SECTION 8. Required Vote.** An affirmative vote of a majority of those present shall be necessary for the passage of any resolution. All proceedings at the meeting of the Board of Directors or of any committee appointed by the Board shall be governed by Roberts Rules of Order, Revised, except where otherwise provided in these By-Laws.

**SECTION 9. Compensation of Directors.** Directors shall not receive any stated salary for their services as such, but each director shall be entitled to receive from the Corporation reimbursement of the expenses incurred by the Director attending any regular or special meeting of the Board, and, by resolution of the Board of Directors a fixed sum may also be allowed for attendance at each regular or special meeting of the Board and such reimbursement and compensation shall be payable whether or not a meeting is adjourned because of the absence of a quorum. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity, and receiving compensation there for.

**SECTION 10. Standing Committees.** The Board of Directors shall:

- a. Elect two members of the Corporation to represent the corporation at the Council of Academic Societies ("CAS") of the Association of American Medical colleges ("AAMC"). The CAS representatives shall attend Board meetings and make periodic reports to the Board and to the members of the Corporation. The term of appointment shall be for four (4) years, renewable once.
- b. Elect a member of the Board to serve a three year term as Director of Public Affairs.

**SECTION 11. Other Committees.** The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more other committees, each committee to consist of two or more of the directors of the Corporation, which, to the extent provided in the resolution, shall have and may exercise the powers of the Board of Directors, and may authorize the seal of the Corporation to be affixed to all papers which may require it. Such committee or committees shall have such names as may be determined from time to time by resolution adopted by the Board of Directors.

**SECTION 12.** The Board of Directors shall allow Chairs in good standing to designate a member of the faculty of his or her Department to attend annual meetings in their absence as a

non-voting representative of the Department. Non-voting representatives shall not count toward the number of members needed to constitute a quorum.

## **ARTICLE IV**

### **Officers**

**SECTION 1. Election, Tenure and Compensation.** The officers of the Corporation shall be a President, a President-elect, and a Secretary/Treasurer, and also such other officers including a Chair of the Board as the Board of Directors from time to time may consider necessary for the proper conduct of the business of the Corporation. The President and President-elect shall be elected annually by the members at the annual meeting of the members. The Secretary/Treasurer shall be elected every three years by the members at the annual meeting of members. All officers of the Corporation shall be directors. The Secretary and Treasurer offices may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity if such instrument is required by law or by these By-Laws to be executed, acknowledged or verified by any two or more officers.

The procedures for nominating and balloting will be determined at the time of the meeting of members. A majority of the members voting at a duly authorized meeting shall be necessary to elect the nominees.

In the event that any office other than an office required by law, shall not be filled by the members, or, once filled, subsequently becomes vacant, then such office and all references thereto in these By-Laws shall be deemed inoperative unless and until such office is filled in accordance with the provisions of these By-Laws.

All officers and agents of the Corporation shall be subject to removal at any time by the affirmative vote of a majority of the members voting at a duly authorized meeting of members, and any officers, agents, and employees, shall hold office at the discretion of the members.

**SECTION 2. Powers and Duties of the Chair of the Board.** The Chair of the Board shall preside at all meetings of the Board of Directors unless the Board of Directors shall by a majority vote of a quorum thereof elect a chair other than the Chair of the Board to preside at meetings of the Board of Directors. The Chair of the Board may sign and execute all authorized bonds, contracts, or other obligations in the name of the Corporation, and he/she shall be ex-officio a member of all standing committees.

**SECTION 3. Powers and Duties of the President.** The President shall be the chief executive officer of the Corporation and shall have general charge and control of all its business affairs and properties. The President shall preside at all meetings of the members.

The President may sign and execute all authorized bonds, contracts or other obligations in the name of the Corporation. The President shall have signature power to sign checks under his/her signature in amounts below \$1,000. The President shall have the general powers and

duties of supervision and management usually vested in the office of president of a corporation. The President shall be ex-officio a member of all the standing committees. The President shall do and perform such other duties as may, from time to time, be assigned to him/her by the Board of Directors.

In the event that the Board of Directors does not take affirmative action to fill the office of Chair of the Board, the President shall assume and perform all powers and duties given to the Chair of the Board by these By-Laws.

**SECTION 4. Powers and Duties of the President-elect.** The Board of Directors shall appoint a President-elect and the Board of Directors may appoint a Vice President. The President-elect (unless otherwise provided by resolution of the Board of Directors) may sign and execute all authorized bonds, contracts, or other obligations in the name of the Corporation. The President-elect shall have such other powers and shall perform such other duties as may be assigned to him/her by the Board of Directors or by the President. In case of the absence or disability of the President, the duties of that office shall be performed by the President-elect, and the taking of any action by the President-elect in place of the President shall be conclusive evidence of the absence or disability of the President.

**SECTION 5. Secretary/Treasurer.**

- a. The Secretary shall handle all voting matters, whether at actual meetings, telephonic meetings or meetings held on the Internet or other electronic media; he/she shall give, or cause to be given, notice of all meetings of members and directors and all other notices required by law or by these By-Laws, and in case of his/her absence or refusal or neglect to do so, any such notice may be given by any person thereunto directed by the President, or by the directors or members upon whose written request the meeting is called as provided in these By-Laws. The Secretary shall record all proceedings of the meetings of the members and of the directors in books provided for that purpose, and shall perform such other duties as may be assigned to him/her by the directors or the President. The Secretary shall have custody of the seal of the Corporation and shall affix the same to all instruments requiring it, when authorized by the Board of Directors or the President, and attest the same. In general, the Secretary shall perform all the duties generally incident to the office of Secretary, subject to the control of the Board of Directors and the President.
- b. Treasurer. The Treasurer shall have custody of all the funds and securities of the Corporation, and he/she shall keep full and accurate account of receipts and disbursements in books belonging to the Corporation. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the Corporation in such depository or depositories as may be designated by the Board of Directors. The Treasurer shall have the power to sign checks under his/her signature in amounts up to \$1,000. All checks for amounts over \$1,000 shall require the signatures of two officers.

The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements. He/she shall render to the President and the Board of Directors, whenever either of them so requests, an account of all his/her transactions as Treasurer and of the financial condition of the Corporation.

The Treasurer shall give the Corporation a bond, if required by the Board of Directors, in a sum, and with one or more sureties, satisfactory to the Board of Directors, for the faithful performance of the duties of his/her office and for the restoration to the Corporation in case of his/her death, resignation, retirement, or removal from office of all books, papers, vouchers, moneys, and other properties of whatever kind in his possession or under his control belonging to the Corporation.

The Treasurer shall perform all the duties generally incident to the office of the Treasurer, subject to the control of the Board of Directors and the President.

**SECTION 6. Assistant Secretary.** The Board of Directors may appoint an Assistant Secretary or more than one Assistant Secretary. Each Assistant Secretary shall (except as otherwise provided by resolution of the Board of Directors) have power to perform all duties of the Secretary in the absence or disability of the Secretary and shall have such other powers and shall perform such other duties as may be assigned to him/her by the Board of Directors or the President. In case of the absence or disability of the Secretary, the duties of the office shall be performed by any such Assistant Secretary, and the taking of any action by any such Assistant Secretary in place of the Secretary shall be conclusive evidence of the absence or disability of the Secretary.

**SECTION 7. Assistant Treasurer.** The Board of Directors may appoint an Assistant Treasurer or more than one Assistant Treasurer. Each Assistant Treasurer shall (except as otherwise provided by resolution of the Board of Directors) have power to perform all duties of the Treasurer in the absence or disability of the Treasurer and shall have such other powers and shall perform such other duties as may be assigned to him/her by the Board of Directors or the President. In case of the absence or disability of the Treasurer, the duties of the office shall be performed by any Assistant Treasurer, and the taking of any action by any such Assistant Treasurer in place of the Treasurer shall be conclusive evidence of the absence or disability of the Treasurer.

## **ARTICLE V**

### **Corporate Seal**

**SECTION 1. Seal.** In the event that the President shall direct the Secretary to obtain a corporate seal, the corporate seal shall be circular in form and shall have inscribed thereon the name of the Corporation, the year of its organization and the word "Maryland". Duplicate copies of the corporate seal may be provided for use in the different offices of the Corporation but each copy thereof shall be in the custody of the Secretary of the Corporation or of an Assistant Secretary of the Corporation nominated by the Secretary.

## **ARTICLE VI**

### **Bank Accounts and Loans**

**SECTION 1. Bank Accounts.** Such officers or agents of the Corporation as from time to time shall be designated by the Board of Directors shall have authority to deposit any funds of the Corporation in such banks or trust companies as shall from time to time be designated by the Board of Directors, and such officers or agents as from time to time shall be authorized by the Board of Directors may withdraw any or all of the funds of the Corporation so deposited in any such bank or trust company, upon checks, drafts, or other instruments or orders for the payment of money, drawn against the account or in the name or behalf of this Corporation, and made or signed by such officers or agents; and each bank or trust company with which funds of the Corporation are so deposited is authorized to accept, honor, cash and pay, without limit as to amount, all checks, drafts or other instruments or orders for the payment of money, when drawn, made or signed by officers or agents so designated by the Board of Directors until written notice of the revocation of the authority of such officers or agents by the Board of Directors shall have been received by such bank or trust company. There shall from time to time be certified to the banks or trust companies in which funds of the Corporation are deposited, the signature of the officers or agents of the Corporation so authorized to draw against the same. In the event that the Board of Directors shall fail to designate the persons by whom checks, drafts and other instruments or orders for the payment of money shall be signed, as hereinabove provided in this Section, all of such checks, drafts and other instruments or orders for the payment of money shall be signed by the President or President-elect and countersigned by the Secretary/Treasurer or an Assistant Secretary or an Assistant Treasurer of the Corporation.

**SECTION 2. Loans.** Such officers or agents of this Corporation as from time to time shall be designated by the Board of Directors shall have authority to effect loans, advances or other forms of credit at any time or times for the Corporation from such banks, trust companies, institutions, corporations, firms or persons as the Board of Directors, shall from time to time designate, and as security for the repayment of such loans, advances, or other forms of credit to assign, transfer, endorse and deliver, either originally or in addition or substitution, any or all stocks, bonds, rights and interests of any kind in or to stocks or bonds, certificates of such rights or interests, deposits, accounts, documents covering merchandise, deposits and accounts receivable and other commercial paper and evidences of debt at any time held by the Corporation, and for such loans, advances or other forms of credit to make, execute and deliver one or more notes, acceptances or written obligations of the Corporation on such terms, and with such provisions as to the security or sale or disposition thereof as such officers or agents shall deem proper; and also to sell to, or discount or rediscount with, such banks, trust companies, institutions, corporations, firms or persons any and all commercial paper, bills receivable, acceptances and other instruments and evidences of debt at any time held by the Corporation, and to that end to endorse, transfer and deliver the same. There shall from time to time be certified to each bank, trust company, institution, corporation, firm or person so designated the signatures of the officers or agents so authorized; and each such bank, trust company, institution, corporation, firm or person is authorized to reply upon such certification until written notice of the revocation by the Board of Directors of the authority of such officers or agents shall be delivered to such bank, trust company, institution, corporation, firm or person.



## **ARTICLE VII**

### **Reimbursements**

**SECTION 1. Reimbursements.** Any payments made to an officer or other employee of the Corporation, such as salary, commission, interest or rent, or entertainment expense incurred by him/her, which shall be disallowed in whole or in part as a deductible expense by the Internal Revenue Service, shall be reimbursed by such officer or other employee of the Corporation to the full extent of such disallowance. It shall be the duty of the Directors, as a Board, to enforce payment of each such amount disallowed. In lieu of payment by the officer or other employee, subject to the determination of the Board of Directors, proportionate amounts may be withheld from his/her future compensation payments until the amount owed to the Corporation has been recovered.

## **ARTICLE VIII**

### **Miscellaneous Provisions**

**SECTION 1. Fiscal Year.** The fiscal year of the Corporation shall end on the last day of December.

**SECTION 2. Notices.** Whenever, under the provisions of these By-Laws, notice is required to be given to any Director, officer or member it shall not be construed to mean personal notice, but such notice shall be given in writing, by email over the Internet, by mail, by depositing the same in a post office or letter box, in a postpaid sealed wrapper, addressed to each member officer or director at such address as appears on the books of the Corporation, or in default of any other address, to such director, officer or member at the general post office in the City of Rockville, Maryland, and such notice shall be deemed to be given at the time the same shall be thus mailed. Any member, Director or officer may waive any notice required to be given under these By-Laws.

**SECTION 3. Waiver, Consent.** Any notice required to be given under these By-Laws or otherwise may be waived by the Director, officer or member to whom such notice is required to be given and the presence of any person at a meeting shall constitute waiver of notice thereof as to such person. Any action which may be taken at a meeting of the Directors, officers or members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors, officers or members entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as an unanimous vote of the Directors, officers or members, as the case may be.

## **ARTICLE IX**

### **Amendments**

**SECTION 1. Amendment of By-Laws.** Any member can propose an amendment of the By-Laws by submitting the change to the President. If a majority of the Members adopt the amendment it shall be adopted provided that such amendment has been submitted in writing to all Members by mail at least thirty days prior to such meeting. Without prior notification, amendment of the By-Laws may be accomplished by the unanimous consent of the members voting at an annual or special meeting of the members.

## **ARTICLE X**

### **Indemnification**

**SECTION 1. Definitions.** As used in this Article X, any word or words that are defined in Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended from time to time, (the "Indemnification Section") shall have the same meaning as provided in the Indemnification Section.

**SECTION 2. Indemnification of Directors and Officers.** The Corporation shall indemnify and advance expenses to a Director or officer of the Corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

**SECTION 3. Indemnification of Employees and Agents.** With respect to an employee or agent, other than a Director or officer, of the Corporation, the Corporation may, as determined by the Board of Directors of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification Section.

Amended 12/2006