

**CONSTITUTION AND BY-LAWS
OF THE
NEW MEXICO DERMATOLOGY AND DERMATOLOGIC
SURGERY SOCIETY**

CONSTITUTION

Article I
Name and Purpose

- A. The Name of this Society shall be the New Mexico Dermatology and Dermatologic Surgery Society, hereinafter referred to as the “Society”.
- B. The purposes of the Society are scientific and educational: to promote and advance the science and art of medicine pertaining to diseases of the skin and to promote the highest possible standards in clinical practice, education and research in dermatological medicine and surgery.
- C. The Society is a non-profit 501(c)(6) corporation registered in the state of New Mexico.
The current address is 1021 Medical Arts Ave, NE, Albuquerque, NM 87102.

Article II
Membership

Membership shall be composed of Active, Associate, Honorary, Resident/Fellow, Life/Retired, Nurse Practitioner/Physician Assistant, and Corresponding/Inactive members.

- A. Eligibility for Active Membership
 - 1. Certification or eligibility for certification by the American Board of Dermatology or the American Board of Osteopathic Dermatology
 - 2. Practice limited to Dermatology for one year, in New Mexico prior to application for membership. This may include residency training.
 - 3. New Mexico Medical Licensure in good standing.
 - 4. Approval by a majority of the Executive Council.
 - 5. Dermatologists in bordering states shall also be eligible. They must have resided in their community for one year, have appropriate state medical licensure and have met the other eligibility requirements.

Any applicant fulfilling the above requirements, having submitted an application, may be nominated by an active member at a regular meeting and if passed favorably by the Executive Council, shall be voted on by members of the Society in accordance with Article VI, Section D. Voting shall be by secret ballot, unless waived by the majority. Any one or more of the above requirements (1-5) may be waived if unanimously recommended by the Executive Council.

Active membership shall not commence until the member has subscribed to the Constitution and By-Laws by acknowledging acceptance and subscription to the Secretary, and has paid their dues and/or assessments for the first year.

An Active Member has full voting rights, can serve on committees, and may hold office.

B. Eligibility for Associate Membership

Eligibility requirements for Dermatopathologists

1. Certification or eligibility for board certification by the American Board of Dermatology and Dermatopathology.
2. Practice of Dermatopathology for one year in New Mexico prior to application for membership.
3. New Mexico Medical Licensure in good standing.
4. Approval by a majority vote of the Executive Council
5. Dermatopathologists in bordering states shall also be eligible. They must have resided in their community for one year, have appropriate state medical licensure, and have met the other eligibility requirements.

A candidate for Associate Membership must complete an application and must be nominated by an Active Member at a regular meeting. A majority of the Executive Council must approve the application, prior to a vote by the membership. The Executive Council may then recommend the candidate to the Society membership at any meeting for a vote in accordance with Article VI, Section D. Voting shall be by secret ballot, unless waived by the majority.

Associate Membership shall not commence until the member has subscribed to the Constitution and By-Laws and by acknowledging acceptance and subscription to the Secretary, and has paid his/her dues or assessments for the first year. He/she shall be required to pay the same dues and assessments as Active Members and may enjoy all the privileges of the Society, may serve on committees but may not vote or hold office.

C. Eligibility for Honorary Membership

Candidates for Honorary Membership shall be nominated by the Executive Council, and if elected by the Active Membership in accordance with Article VI, Section D, he/she shall be excused from paying dues and assessments, may serve on committees, but may not vote or hold office. This category may include physicians in other fields whose work relates to Dermatology.

D. Eligibility for Resident/Fellow Membership

Membership in the Society is automatic for Residents enrolled in the University of New Mexico Dermatology Residency Program. While in training, they shall be excused from dues and assessments and shall be able to attend meetings, serve on committees, but may not vote or hold office.

E. Eligibility for Life/Retired Membership

1. The candidate must be fully retired and have been a prior Active or Associate Member of the Society. They must notify the Executive Council of their change in status. They will enjoy the privileges of their previous category, but shall pay reduced dues. They shall be able to serve on committees, vote and hold office.

OR

2. The candidate must be a retired, non-practicing dermatologist or dermatopathologist residing in New Mexico or a bordering state. They shall pay reduced dues, may serve on committees, but may not vote or hold office.

F. Eligibility for Nurse Practitioner/Physician Assistant Membership

These candidates must be working primarily in Dermatology and under the direct supervision of an Active Member for one year. They must have appropriate New Mexico Licensure in good standing. They shall pay the same dues as Active Members, may serve on committees, but may not vote or hold office.

G. Corresponding/Inactive Membership

This category may include those not in a previously mentioned membership category and others who request to remain informed of the Society's activities. These members may be assessed an annual administrative fee to be determined by the Executive Council. They may not serve on committees, vote, hold office, or earn CME at Society meetings unless they pay the registration fee.

H. Change in Membership Category

A change in membership category may occur if requested by a member and approved by the Executive Council.

I. Expulsion of Members and /or Removal of Officers

When three members appeal to the Executive Council in writing for the expulsion or suspension of any member or removal of an officer from office, the Executive Council shall consider said appeal and contact the defendant member. After due consideration by a quorum of the Executive Council, they

shall submit their report and recommendations to the Society members. When an officer is considered for removal, that officer shall be excluded from the deliberations. A secret ballot vote of two thirds is required by the Active membership to expel, suspend or remove from office said member. All members of the Society shall be notified of the impending action and a vote may be taken by paper ballot or email. A candidate may reapply for membership three years after being expelled. In addition to the usual application, he must petition the Executive Council in person to approve his reapplication. The majority of the Council must then approve the application.

J. Failure to Maintain Membership Requirements

Failure of a member to maintain the requirements of their membership category shall revoke their status in the Society. A current member may have membership revoked upon non-payment of dues for 90 days and upon written notification. Membership may be reinstated upon payment of dues. If membership has lapsed more than five years, the candidate must resubmit an application for membership.

Article III
Officers

The officers of the Society shall consist of: President, Vice-President, Secretary/Treasurer, Educational Program Director and the Executive Council. The Executive Council shall consist of the above 5 officers plus the immediate two Past-Presidents. Officers shall be elected yearly at the first meeting of the Society. The term is for one year. If an officer must resign early, the Executive Council can name a replacement till the next election. The Educational Program Director will be an appointed position. The position may remain unfilled and its duties assumed by another officer.

Article IV
Duties of Officers

- A. The President shall preside over all meetings, sign documents as required, and perform other duties as required by the office. The President may appoint ad hoc or standing committees.
- B. The Vice-President shall assist the President in the discharge of all official duties, and in the absence of the President, shall perform those duties.
- C. The duties of the Secretary/Treasurer include: keep minutes of the proceedings when deemed advisable by the presiding officer; notify officers and committee members of their appointments and the duties required of them; notification of all members in advance of the meetings: arrange a place

- for the scientific discussion; maintain a list of all members and membership records; notify new members of their election; collect dues and pay bills; and maintain appropriate financial records to be reviewed and approved by the Executive Council on a periodic basis. The Secretary/Treasurer shall perform the duties of the President in the absence of the President and Vice-President.
- D. The Executive Council shall assist the President in implementing the policies of the Society and act on applications for membership. A quorum for conducting business by the Executive Council shall be fifty per cent. Vacancies in the positions of officers may be filled by appointment by the Executive Council.

Article V Indemnification of Officers

The society shall defend and indemnify and hold its officers who are acting in good faith harmless from all claims, actions, damages, costs incurred arising from the performance of their society duties.

Article VI Meetings

- A. The Society shall hold no less than two and up to four meetings per year.
- B. CME credit is a benefit to Active and Associate Members, Life/Retired, Nurse Practitioner/Physician Assistant, Honorary and Resident/Fellow Members. All others Guests may receive CME but will be assessed an appropriate fee. CME credit will not be given until the assessment is paid in full
- C. Guests:
1. Recognized dermatologists not residing in New Mexico and non-resident bona fide graduate students in dermatological training may be invited as Guests to a scientific meeting by an Active Member. This member will be responsible for the Guest's expenses and must accompany the Guest to the meeting.
 2. A physician who has made notable contributions to the advancement of dermatology may be invited as a Guest by an Active Member at the expense of the inviting member. Said Member must accompany the Guest.
 3. At the discretion of the Executive Council, dermatologists or dermatopathologists beginning practice in New Mexico may be invited at their own expense to attend the scientific meetings of the Society prior to their fulfilling the requirements for eligibility as Active or Associate members.
 4. From time to time, "interested" non-dermatologic physicians may be invited by an Active Member to a scientific session. Said member must accompany this Guest.

- D. At all meetings, twenty per cent of the Active Membership shall constitute a quorum for the transaction of any official business. A simple majority vote of the quorum shall be required for passage. The presiding officer may declare a quorum; however, a motion and a second to notify the entire membership of a specific issue will postpone the vote on that issue until the next meeting.

Article VII Dues and Assessments

- A. The dues will be determined by a vote of the members with two thirds of a quorum required for acceptance. These monies are to be under the control of the Executive Council and are to be utilized at their discretion for the good of the Society.
- B. Assessments may be levied from time to time as recommended by the Executive Council. An Assessment may only be levied with the consent of three-quarters of the members present and voting after notification of the entire membership.

Article VIII Amendments

This Constitution may be amended at any meeting by a two-thirds vote of all the Active Members provided that the amendment was submitted to the Society at the previous meeting. Adoption of an amendment may be expedited by a mail or electronic ballot.

Article IX Procedure

Roberts Rules of Order shall be the guide in all procedures not covered by the Constitution and By-Laws.

Article X Dissolution

The Society can be dissolved by a vote of three-quarters of its Active Members. After payment of all the Society's liabilities, remaining assets will be transferred to another New Mexico non-profit corporation of similar purpose to the Society or if this does not exist, donated to the University of New Mexico Department of Dermatology Residency Education Fund.