

ARCS
Association of Residency Coordinators in Surgery
Bylaws

Effective July 2009

Article I - Name

Association of Residency Coordinators in Surgery (ARCS)

Article II – Mission Statement

The ARCS is an organization established as an educational resource, a method for encouraging the exchange of ideas, and a support network for persons in the position of managing surgery residency programs. The ARCS supports and promotes the certification process of training administrators of graduate medical education.

Article III - Membership

The ARCS is supported by the Association of Program Directors in Surgery (APDS). You must be an Associate Member of the APDS in order to be a member of the ARCS. Application for associate membership requires a letter of support from your Program Director on your behalf to include your curriculum vitae. These documents should be forwarded to:

APDS/ARCS Headquarters Office
6400 Goldsboro Road
Suite 450
Bethesda, MD 20817-5846
or
PO Box 342260
Bethesda, MD 20827-2260
Phone: 301-320-1200

Applications are reviewed and voted on by the APDS Executive Committee at the fall planning meeting and the annual spring meeting. New members will receive notification upon approval of membership along with an invoice for the annual membership fee.

Article IV – Steering Committee

The ARCS Steering Committee is comprised of a maximum of nine members. Two Committee members are added each year and will serve a four-year term. The immediate Past President will serve one additional year as the ninth member. The officers are elected from the Membership as follows:

President – a one-year term

President- Elect – a one-year term

Secretary – a minimum of one two-year term and/or a maximum of four years

Requirements and Responsibilities

To be a member of the Steering Committee you must:

1. be a member of ARCS (refer to Article III)
2. have attended at least three APDS/ARCS meetings
3. have written support, including financial support from your surgery program director and chair
4. be able to attend the fall ACS meeting, spring ARCS conference and one additional planning session called by the President. (Article VI)
5. be willing to host a business meeting if elected President

Steering Committee Roles

President - It shall be the responsibility of the President of the Steering Committee to:

1. set the agenda for the fall business meeting
2. preside over the annual business meeting
3. act as the liaison between the ARCS and the APDS
4. advise Steering Committee members of current correspondence and ongoing changes
5. be responsible for all correspondence related to planning and implementation of the ARCS

President-Elect - It shall be the responsibility of the President-Elect to:

1. assist the President in the preparation for the fall business meeting and the annual meeting
2. assume the responsibility of President the following year, or sooner, should the incumbent be unable to fulfill the duties of President

Secretary - It shall be the responsibility of the Secretary to:

1. ensure that the meetings are conducted in accordance with parliamentary procedures
2. take minutes of the fall business meeting
3. transcribe the minutes, submit them to the President and other members of the Steering Committee for approval
4. assist the President as required

Please refer to the Steering Committee Handbook for other roles and responsibilities.

Article V – Professionalism

Committee Member Responsibilities are expected to fulfill all responsibilities as assigned.

- 1) In the event, that a committee member is unable to fulfill his or her responsibilities, the steering committee will meet to discuss what action, if any will be taken.
- 2) Steering Committee members who are absent two consecutive meetings may be removed by action of the President.
- 3) At the discretion of the President and the ARCS Steering Committee, the role of the open position may be filled by an alternate/former Steering Committee member for the remainder of that year.

Article VI – Meetings

The annual ARCS conference is held in conjunction with the annual spring meeting of the Association of Program Directors in Surgery. The APDS shall determine the location and date of this meeting. The Steering Committee will conduct three business meetings per year as listed in Article IV.

Article VII – Dues

Dues and any assessments for the ARCS are established by the APDS.

Article VIII – Logo

The use of the ARCS logo, for any purpose, must be approved in advance by the President of ARCS.