

Section of Affiliated Professionals in Pediatric Surgery (SOAPPS)  
American Pediatric Surgical Association  
**Bylaws**

**PURPOSE OF THE SECTION**

1. The Section of Affiliated Professionals in Pediatric Surgery (SOAPPS) was established (APSA Bylaws Article 1, Section 17) to have a clearly defined and nationally recognized organization for certified affiliated professionals working in pediatric surgery and on pediatric surgical teams. Section membership constitutes a valuable reservoir of expertise to be drawn upon for guidance in the development of relevant APSA committee work, policy statements, practice standards, and representation of APSA to other organizations.
2. SOAPPS provides affiliated professionals with a forum for the discussion of education, research, and relevant practice topics in their respective areas of pediatric surgical care and is dedicated to the education, advocacy, professionalism, and teamwork of all professionals working in Pediatric Surgery.
3. All policy matters relating to the Section must be forwarded to the APSA Board for final approval.

**PRINCIPLES OF MEDICAL ETHICS**

**Members:**

1. Shall maintain the needs of the patient and their family foremost in their decision-making and actions.
2. Shall strive to provide competent medical care to patients with compassion and consideration for their feelings and dignity.
3. Shall strive to maintain existing skills and to develop or acquire new medical and surgical knowledge through continuing practice in order to benefit patients.  
  
Shall avoid performing procedures that are beyond their capacity, training or experience, or are outside local state or board guidelines.
4. Shall practice medicine with honesty, fairness and equity toward patients, colleagues and all others.
5. Shall seek consultation, assistance or additional talents of other professionals where such might be of value in the care of the patient when requested by the patient or a concerned representative.
6. Shall choose from equally efficacious treatments and diagnostic procedures those that are the least intrusive, the least painful and the least expensive.
7. Shall recognize a responsibility to participate in activities benefiting the global pediatric surgery community.

**Article I            MEMBERSHIP**

**Section 1.            SOAPPS Membership**

- 1.1. All SOAPPS members must be Board Certified or Licensed by their respective national or state regulating body.
- 1.2. An applicant must work in a practice devoted predominately to pediatric surgery as evidenced in their supporting letter preferably from a current APSA member (regular, associate, or senior),

alternatively letters may come from supervisor or colleagues that can attest to the applicant's participation in pediatric surgical care.

- 1.3. Any exception to the above criteria for membership must be made by a recommendation from the SOAPPS membership committee to the APSA Membership Committee, requiring majority approval of the APSA Membership Committee.
- 1.4. The SOAPPS member pledges to abide by the obligations and objectives and core values of the association as set forth in the articles of incorporation and the principles of medical ethics as stated in the APSA preamble to the bylaws.
- 1.5. Regular members must attend at least one APSA hosted event once every five years unless a written excuse is submitted to the SOAPPS Secretary and considered justifiable by the SOAPPS Executive Committee.

## **Section 2. International Membership**

- 2.1. An affiliated professional who does not live or practice surgery within the Territory of the United States or Canada and who does not otherwise meet criteria for regular membership, may apply to the American Pediatric Surgical Association and SOAPPS as an international member. Such applicants must provide documentation that they have successfully completed the established training curriculum, work in pediatric surgery, and are licensed to practice medicine as required by their respective national or regional agencies. Such applicants must meet the same practice criteria as required of regular members.
- 2.2. International members will pay dues as set forth by the APSA Board. They will not be subject to the meeting attendance requirement. They may attend the annual business meeting. They will not have voting privileges or be eligible to hold a SOAPPS Executive Committee chair position.

## **Section 3. Senior Members**

- 3.1. Members who are at least 70 years of age and retired from practice shall be considered Senior Members.
- 3.2. Members over the age of 70 are requested to notify APSA when they retire.
- 3.3. Senior Members are not subject to the meeting attendance requirement.

## **Section 4. Application Procedures**

- 4.1. Procedures for membership application will be maintained by the SOAPPS membership committee, with approval of the APSA Membership Committee.
- 4.2. Completed applications for membership are submitted to the SOAPPS Membership Committee at any time throughout the year via APSA's application process. Applications will be reviewed by the SOAPPS membership committee and presented to the APSA Membership Committee for approval.
- 4.3. Approved applicants will become members of APSA SOAPPS upon final approval by the APSA Board of Governors.
- 4.4. The membership applicant will be notified of the results of the application process.

4.5. A rejection of the membership application by the membership committee or the Executive Committee may be appealed within one year of notification of the applicant if he/she so desires.

4.6. The appeal process is initiated by the membership applicant. He/she can, by written inquiry to the secretary of the SOAPPS Executive Committee, request a review of the application. The SOAPPS Executive Committee will make a final decision about the application status.

**Section 5. Application Form**

5.1. Membership application forms and application procedures will be outlined and approved by the SOAPPS Membership Committee.

**Section 6. Resignation**

6.1. Any member may submit their resignation at any time in writing to the Executive Committee Chair to be effective on the date of submission. Reinstatement of membership may be obtained by petitioning the SOAPPS Executive Committee. Payment of past dues may be required to resume membership, at the discretion of the Committee.

**Section 7. Fiscal Year**

7.1. The fiscal year shall be from January 1 to December 31.

**Section 8. Dues**

8.1. Dues shall be set by the APSA Board of Governors who shall direct the dues process with regard to invoice and payment due dates.

8.2. No annual dues shall be required of a Senior member upon retirement per section 3.1. No annual dues shall be required of any member during any year that person is disabled and unable to practice for six months or more.

**Section 9. Certificate of Membership**

9.1. A certificate of membership will be issued to each SOAPPS member, signed by the APSA President, SOAPPS Executive Committee Chair and the APSA Secretary.

**Section 10. Loss of Membership**

10.1. A member may be removed from membership for:

10.1.1. Not attending any APSA event for five consecutive years without written excuse, submitted to the SOAPPS Secretary and considered justifiable by the SOAPPS Executive Committee.

10.1.2. Failure to adhere to the obligations and objectives of APSA and SOAPPS set forth in the articles of incorporation and in the bylaws.

10.1.3. Failure to remit dues within six months of the announced date will result in loss of membership. Members in arrears will receive notification at least one month prior to the date of loss of membership outlining this action.

Reinstatement of membership may be obtained by petitioning the SOAPPS Executive Committee. Payment of past dues owed may be required to resume membership, at the discretion of the Committee.

10.2. The SOAPPS Executive Committee shall act by two-thirds vote to implement Article I, Section 10.1. with due process as specified by Article I, Section 10.3.3. and Article I, Section 10.3.3.7.

10.3. **Discipline**

10.3.1. The SOAPPS Executive Committee may expel, call for the resignation of or otherwise discipline a member if three-quarters of all the members of the Executive Committee find that the conduct of the member has been injurious to the purposes of the Section as outlined in the bylaws and the preamble entitled principles of medical ethics. Any disciplinary decision must be reviewed by the APSA Board of Governors.

10.3.2. Without limiting the foregoing, the following shall be considered to be conduct or conclusive evidence of conduct injurious to the purposes of the Section:

10.3.2.1. Conviction of a felony or of any crime relating to or arising out of the practice of medicine and involving moral turpitude.

10.3.2.2. Limitation or termination of any right associated with the practice of medicine in any state, province, or country.

10.3.2.3. Grossly immoral, dishonorable, or unprofessional conduct.

10.3.3. **Due process**

10.3.3.1. Questions of discipline shall be investigated by an ad hoc committee, appointed by the Chair of the SOAPPS Executive Committee and the President of APSA.

10.3.3.1.1. The ad hoc committee shall consist of one SOAPPS members-at-large, one regular APSA member-at-large (surgeon) and one member of the SOAPPS Executive committee.

10.3.3.1.2. The chair of the ad hoc committee shall be one specified SOAPPS member-at-large.

10.3.3.1.3. The ad hoc committee shall convene for the purpose of investigating the charges within six months of time of its appointment and shall report its recommendation(s) to the SOAPPS Executive Committee in writing within nine months of the committee's appointment.

10.3.3.1.4. The term of the ad hoc committee includes but does not extend beyond the time of submission of their report.

10.3.3.2. A statement of charges prepared by the ad hoc committee shall be sent by the secretary of the SOAPPS Executive Committee. The statement shall be sent to the member's last recorded address. Certified notification of the statement shall be sent at least thirty days before a designated meeting date for the committee's consideration of the matter.

10.3.3.2.1. The time and place of the meeting shall be indicated.

10.3.3.2.2. The member shall be informed that he/she may appear in person or remotely at the meeting of the ad hoc committee and with counsel, if he/she so elects, to state their response to the charges.

- 10.3.3.3. The SOAPPS Executive Committee shall consider the recommendation(s) of the ad hoc committee at its next regular meeting or upon extraordinary session, but no earlier than thirty days from the time of the member’s notification of the ad hoc committee recommendation.
- 10.3.3.3.1. Certified notification of statement of the recommendation(s) of the ad hoc committee shall be sent by the SOAPPS Executive Committee secretary to the last recorded address of the member in question. Certified notification shall be sent at least thirty days before the date of the meeting when the SOAPPS Executive Committee shall consider the matter.
  - 10.3.3.3.1.1. The time and place or method of the meeting shall be indicated.
  - 10.3.3.3.1.2. The member shall be informed that he/she may appear at the meeting of the SOAPPS Executive Committee in person or remotely and with counsel, if he/she so elects, to state their response to the recommendation of the ad hoc committee.
- 10.3.3.4. The SOAPPS Executive Committee may temporarily suspend any member and defer consideration of disciplinary action during the pending of appeal from a judicial or other governmental decision which forms the basis for disciplinary action as stated in Article I, Section 10.3. or during anytime in which he/she is prevented from appearing at a hearing by reasons of health. Upon completion of the exception, the SOAPPS Executive Committee shall implement Article I, Section 10.3.3.
- 10.3.3.5. Following consideration by the SOAPPS Executive Committee, the member shall be informed by the secretary of the result of the deliberations by certified or registered mail to the last recorded address of the member.
- 10.3.3.6. The result of the deliberations of the SOAPPS Executive Committee will be forwarded onto the APSA Board of Governors and shall be considered final unless the SOAPPS Executive Committee secretary receives in writing within thirty days from the time of issuance of the notification, as stated in Article I, Section 10.3.3.7. a request for appeal to the membership-at-large of the action of the APSA Board of Governors.
- 10.3.3.8. Upon request for appeal, the recommendations of the SOAPPS Executive Committee shall be presented to the full APSA membership at the next annual meeting. The member may elect, if they so desire, to personally present their argument for the appeal. The membership present shall confirm or refute the recommendation of the SOAPPS Executive Committee by simple voice or electronic majority vote. This vote shall be considered binding and final.
- 10.4. Upon loss of membership, the certificate of membership shall be returned to APSA.

**Article II SOAPPS EXECUTIVE COMMITTEE**

**Section 1. The Officers**

- 1.1. The officers shall be a Chair, a Chair-elect, two co-secretaries, two directors at large, and the immediate past-Chair.
- 1.2. The officers shall be elected by ballot distributed by the SOAPPS Membership committee to the SOAPPS membership. Voting shall take place as follows:
 

Chair-elect:	Annually
Co-Secretaries	Annually (alternating years)
Directors at large	Annually (alternating years)

- 1.3. The SOAPPS Membership committee will accept nominations for the open Executive Committee position annually. Nominations may be made by self-nomination or by other SOAPPS members. The annual timeline for nominations and voting will be similar to the main APSA process.
- 1.4. The nominee for each office obtaining the majority vote from the SOAPPS Membership by the deadline posted shall be elected.
- 1.5. Specific rules for nomination and voting will reside in the SOAPPS Policies and Procedures manual.
- 1.6. Since there are two Co-Secretaries and two Directors at Large, to prevent both positions turning over in the same year, initial appointments for one of the co-secretaries and one of the Directors-at-large shall be for one year.

**Section 2. Term of Office**

- 2.1. The terms of each office shall be:
 

Chair	1 year
Chair-Elect	1 year
Secretaries	2 years (alternating years)
Director at Large	2 years (alternating years)
Immediate Past Chair	1 year

**Section 3. Functions of the Executive Committee**

- 3.1. It shall generally oversee the activities of the SOAPPS Section and make certain that the spirit and the letter of the bylaws are carried out.
- 3.2. It shall review and act upon the recommendations of the APSA Board of Governors and the SOAPPS Committees.
- 3.3. It shall meet as the board deems appropriate to ensure proper operation of SOAPPS.
- 3.4. A quorum for official business at an Executive Committee meeting shall be a simple majority.
- 3.5. Vacancies on the Executive Committee, other than the Chair, shall be filled temporarily by appointment by the Chair. A replacement for the remainder of the term will be made via special election from candidates provided by the SOAPPS Membership committee.

**Article III DUTIES OF OFFICERS**

**Section 1. The Chair**

- 1.1. Shall preside at the annual meeting and at all meetings of the SOAPPS Executive Committee
- 1.2. Shall enforce all rules and regulations of the SOAPPS Section.
- 1.3. Shall sign all official documents.
- 1.4. May make appropriate committee appointments after consultation with the committee chair.

1.5. May be an ex-officio member of all committees except within three years of serving on the SOAPPS Membership Committee.

**Section 2. The Chair-Elect**

2.1. Shall preside at the annual meeting in the absence of the Chair.

2.2. Shall preside at other meetings in the Chair's absence.

2.3. Shall assume the Chair's responsibilities in the event of disability, death or inability to complete the term.

2.4. Shall become Chair the next year and become the Past-Chair the following year.

**Section 3. The Co-Secretaries:**

3.1. Oversight of the submission of a report of the minutes of the previous annual business meeting.

3.2. Shall assume the responsibilities of the Chair and then the Chair-elect in the event of disability, death, or inability to complete the term until the next annual meeting when an election will be held for Chair who will immediately assume the office.

**Section 4. Directors at Large:**

4.1. Voting members of the SOAPPS executive committee.

**Section 5. Past-President:**

5.1. Voting member of the SOAPPS executive committee.

5.2. Serves as an experienced voice to the Executive Committee and helps to maintain continuity.

**Article IV SOAPPS MEETINGS**

**Section 1. Annual Meeting**

1.1. There shall be an annual meeting that will coincide with the APSA annual meeting. Date and time will be provided with annual APSA Program. A virtual option may be provided.

1.2. There shall be a business meeting incorporated into the annual meeting, which will be open only to eligible members in good standing and at which official business shall be transacted.

1.3. All meetings shall be guided by the current edition of Robert's Rules of Order.

**Section 2. Quorum**

2.1. The members present shall constitute a quorum for business at the annual meeting and business meeting and other official committee meetings unless the number is otherwise specifically stated.

**Article V BYLAWS**

**Section 1. Time of Effect**

1.1. The Bylaws shall take effect immediately from the time of adoption.

**Section 2. Amendments of the Bylaws**

2.1. The Bylaws may be changed or amended by submitting a written resolution to the SOAPPS Executive Committee.

2.2. All Bylaws revisions and additions will be reviewed and approved by the APSA Board of Governors.

2.3. Revisions approved by the APSA Board will be presented to the SOAPPS membership for voting at least 30 days prior to the next annual meeting. Two thirds vote of the SOAPPS membership voting, in-person and virtual, will be necessary for adoption of a change or amendment of the bylaws.

**Article VI PERMANENT COMMITTEES**

**Section 1. SOAPPS Permanent Committees**

The SOAPPS Executive Committee shall establish permanent committees to conduct the business and educational affairs of SOAPPS. These permanent committees shall be outlined, and their duties described in the SOAPPS policies and procedures, and these documents shall be reviewed and updated at least every 5 years. Creation, dissolution and modification to the number and duties of the permanent committees shall be by majority vote of the SOAPPS Executive Committee. Members may be nominated or self-nominate to permanent committees. The co-chair position will be voted on by the specific committee. Final committee composition will be forwarded onto the SOAPPS Executive Committee for approval. Any changes in committees shall be submitted to the members of the SOAPPS at the yearly meeting. Reports from all permanent committees should be presented to the SOAPPS Executive Committee on an annual basis either in writing or in person.

**Section 2. APSA Permanent Committees**

SOAPPS Members may participate in the APSA Permanent Committees. Total number of SOAPPS members in each committee will be at the discretion of the APSA committee Chair.

**Article VII AD HOC COMMITTEES**

**Section 1. Membership**

From time to time, the SOAPPS Executive Chair may establish an ad hoc committee and appoint its membership. Reports from all ad hoc committees should be presented to the board Executive Committee on an annual basis either in writing or in person.