



Puerto Rico
CHAPTER

BYLAWS
THE PUERTO RICO CHAPTER
OF THE AMERICAN COLLEGE OF CARDIOLOGY

ARTICLE I
NAME AND PURPOSE

Section 1. Name: This organization, a non-profit corporation*, shall be known as the Puerto Rico Chapter of the American College of Cardiology.

Section 2. Purpose: The purpose of the Chapter shall be to contribute to the prevention of cardiovascular diseases and to ensure optimal quality of care for individuals with such diseases. In carrying out these purposes, the Chapter shall function, in consultation with the leadership of the College, as a source of advice to local and state governmental and professional organization concerning issues related to cardiovascular disease. The Chapter shall, in interest of patients, physicians and the public in general, maintain a high level of social consciousness and involvement with socioeconomic factors and access to the highest possible quality of cardiovascular health care.

*This Chapter will be formed as a /501 (c), (6)/not-for-profit corporation under the federal and state tax codes.

ARTICLE II
MEMBERSHIP

Section 1. Eligibility: All members of the American College of Cardiology residing in Puerto Rico shall be eligible for membership in the Chapter.

Section 2. Classes of Members: The Chapter shall have four classes of membership. The qualifications for membership in the respective classes are:

- a) **Active Members:** all Fellows, Associate Fellows, Affiliates, Distinguished Fellows and Honorary Fellows of the American College of Cardiology.
- b) **Fellows In Training (FIT) Members:** all Fellows-in-Training of the American College of Cardiology.
- c) **Emeritus Members:** all Emeritus Members of the American College of Cardiology in Puerto Rico.

- d) Cardiovascular Team (CVT): Clinical Nurse Specialist, Clinical Pharmacist, Clinical Psychologist, Clinical Social Worker, Exercise Physiologist, Genetic Counselor, Nurse Practitioner, Occupational Therapist, Physical Therapist, Physician Assistant, Registered Cardiac Electrophysiology Specialist, Registered Cardiac Sonographer, Registered Cardiovascular Invasive Specialist, Registered Congenital Cardiac Sonographer, Registered Diagnostic Cardiac Sonographer, Registered Dietician, Registered Nurse, Registered Vascular Specialist, Registered Vascular Technologist.

Section 3. Voting and Office Holding Rights: Only active members of the Chapter in good standing shall be eligible to vote. Active members with Fellowship status may hold office in the Chapter. Other classes of Chapter membership shall be eligible to serve in committees of the Chapter. The CVT and FIT members will have participation in committees and have voice and vote for decisions in their designed committees. The CVT and FIT will be able to vote for the election of their directives but not to the Officers of the council of the PR ACC Chapter.

Section 4. Termination of Membership: Membership in the Chapter shall terminate when the member ceases to hold membership in the American College of Cardiology or fails to pay Chapter dues as specified in Article VIII.

ARTICLE III OFFICERS

Section 1. Officers: The Officers of the Chapter shall consist of the President, the Immediate Past President and Secretary-Treasurer. The American College of Cardiology Governor for Puerto Rico shall serve concurrently as the President of the Chapter. The American College of Cardiology Immediate Past Governor for Puerto Rico shall serve concurrently as the Immediate Past President of the Chapter.

Section 2. Election and Term of Office: Governors of the College are elected through a process as set forth in Article III, Section 6 of the Bylaws of the American College of Cardiology.

The term of the office for College Governors is three (3) years; therefore, the Chapter President's term shall be for a like number of years. The Chapter Immediate Past President shall also serve a term of three (3) years. The Chapter Secretary-Treasurer shall serve a term of three (3) years and shall be elected by the members of the Chapter at an annual meeting or by mail ballot. The Secretary-Treasurer may serve a maximum of two (2) consecutive terms as Secretary-Treasurer.

Section 3. Vacancies: If a vacancy for the office of President occurs for any cause, it shall be filled after consultation with the Chapter, in accordance with Article VI, Section 1 of the Bylaws of the American College of Cardiology. If the offices of Immediate Past President or Secretary-Treasurer become vacant, these offices shall be filled by decision of the members of the Council and subsequently ratified by the members of the Council at any meeting of the Council.

ARTICLE IV
DUTIES OF OFFICERS

Section 1. President: The President of the Chapter, who currently is the American College of Cardiology Governor for the Commonwealth of Puerto Rico shall be the chief elected officer of the Chapter and shall in general supervise and direct the business and affairs of the Chapter, in consultation with the Council. The President shall serve as a Chairman at all meetings of the membership and of the Council. The President, in consultation with the Council and committee chairman, shall appoint the members of all standing and ad-hoc committees of the Chapter.

Section 2. Immediate Past President: The Immediate Past President shall assist the President in the discharge of the duties of the President as the President may direct, and shall perform such duties as from time to time may be assigned by the President. In the absence of the President, the Immediate Past President shall perform the duties of the President.

Section 3. Secretary-Treasurer: The Secretary-Treasurer shall:

1. Maintain a current roster of all member of the Chapter.
2. Send all notices of the meetings of the Chapter and of the Council.
3. Keep a record of proceeding of all meetings of the Chapter, and
4. Shall have responsibility for maintenance of adequate books and accounts for the Chapter.
5. Have charge and custody of all funds and securities of the Chapter, and be responsible for the receipt and disbursement thereof.
6. Deposit all funds and securities of the Chapter in such banks, trust companies or other depositories as shall be selected by the Council, and
7. In general perform all duties customarily incident to the offices of Secretary and Treasurer, and such other duties as from time to time may be assigned by the Chapter President or Council.
8. If required by the Council, the Secretary-Treasurer shall give a bond for the faithful discharge of duties of that office in such sum and with such surety or sureties as the Council shall determine the cost of any such bond or survey to be paid from the funds of the Chapter.

ARTICLE V
COUNCIL

Section 1. General Powers: The administration, properties and activities of the Chapter shall be managed by it Council.

Section 2. Composition: The Council shall consist of the officers of the Chapter; four (4) area councilors: (one of each area in Puerto Rico) and two (2) members at large appointed by the Council. The Chapter President shall serve as Chairman of the Council.

Section 3. Election and Term of Office: During the initial year of the Chapter, half of the councilors shall be appointed to one (1) year terms and half of two (2) years terms. For subsequently years, Councilors shall be elected by the members of the Chapter residing in each area, using a mail ballot of candidates proposed by the Nominating Committee, and shall serve three (3) years

terms. The Chapter Secretary-Treasurer shall be responsible for mailing ballots containing nominees recommended by the Nominating Committee and approved by the Council. Area Councilors are eligible to succeed themselves for one additional three (3) year term.

Section 4. Vacancies: A vacancy on the Council for members other than the President may be filled by action of the members of the Council at any meeting of the Council. The individual so appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 5. Meetings: Meetings of the Council may be called by the Chapter President, who also serves as Chairman of the Council, or at the request of four (4) Council members. The President shall fix the place for holding all Council meetings unless otherwise directed by the Council. The Council shall meet at least twice each year.

Section 6. Notice: A notice stating the place, day and hour of the meeting and the purpose or purposes for which the meeting is called shall be sending an email and a text message to each Council member not less than seven (7) days before the date of the meeting.

Section 7. Quorum: A majority of the members (one more than the half) of the Council, when duly called and assembled, shall constitute a quorum for the transaction of business at any meeting of the Council.

ARTICLE VI COMMITTEES

Section 1. Establishment and Composition: There will be standing and ad-hoc committees. Ad-hoc committees may be established by resolution of the Council adopted at any duly called and constituted meeting. The size, purposes and powers of any such committee shall be as provided in such resolution. The President of the Chapter shall, in consultation with the Council, appoint the members of each Ad-hoc committee. All standing committee appointments must have the approval of the Council. The term of service of any committee member may be terminated by the President, whenever, in the judgment of the President and the Council the best interests of the Chapter shall be served by such termination.

Section 2. Term of Office: The term of office of the members of all committees, with the exception of the Nominating Committee, shall be determined by the Council.

Section 3. Chairman: A chairman of each committee, with the exception of the Nominating Committee, shall be appointed by the President of the Chapter.

Section 4. Vacancies: Vacancies in the membership of any committee shall be filled by appointments made by the Chapter President. Standing committee vacancy replacements require the approval of the Council. The individual so appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 5. Reporting: All Chapter committees shall report to the Council.

Section 6. Standing Committees: Standing Committees of the Chapter shall be: Government Relations Committee, Nominating Committee and Education Committee.

A) Nominating Committee:

1. Committee Composition- the Immediate Past President shall serve on this committee. With the Immediate Past President representing his/her area, the Chapter President shall select four (4) additional Chapter members to this committee. These shall be area councilors or members of other Chapter committees. This process shall produce at least one member of each designated area district. The Immediate Past President shall not be eligible to serve as committee chairman. Each year, the chairman of the committee shall be elected by the members of the committee in a meeting held not later than 30 days after their appointments.
2. Term of Committee Membership-the term of Immediate Past President shall be for as long as that individual holds office as Immediate Past President of the Chapter. The remaining four (4) members of the committee shall serve three (3) years terms. No member shall be eligible to serve a second consecutive term on the committee. Vacancies in the membership of this committee shall be filled by the process set forth in Article VI, Section 4 of these Bylaws.
3. Charge and Function of Nominating Committee-the committee shall recommended to the Council at least two (2) nominees for each area councilor position whose term is due to expired. Nominations shall be restricted to Active members of the Chapter residing in the area where the vacancy is to occur. The committee shall not nominate any of its members to any position on the ballot. The committee shall recommend to the Chapter membership at the annual business meeting the committee's nominee(s) for the office of Secretary-Treasurer. It is recommended that whenever possible, consideration be given for a balanced representation on this committee (i.e., Adult Cardiology, Pediatric Cardiology, Cardiovascular Surgery, Private Practice and Academic Practice).

B).Government Relations Committee: The President of the Chapter will be an ex-officio member of this committee. With the President representing his/her area, the Chapter President in consultation with the Council shall select three (3) additional Chapter Members to this committee. The objectives of this committee are to monitor all legislation and regulations by third party carriers affecting cardiovascular health care. The Chapter President shall appoint the Chairman of this committee.

C). Education Committee: The President of the Chapter shall serve on this committee as an ex-officio member. With the President representing his/her area, the Chapter President in consultation with the Council shall select three (3) additional Chapter members to this committee. The Chapter President shall appoint the chairman of this committee. The objective of this committee is to plan the yearly educational activities and scientific meeting to be presented in the Annual Business

Meeting. The CVT's and FIT's can develop concomitant similar activities with the assistance and approval of the Education Committee.

ARTICLE VII

MEETINGS

Section 1. Annual Business Meeting: The Chapter shall hold an Annual Business Meeting, open to all members and invited guest, at time and place designated by the Council. The purpose of the meeting shall be to transact any business that may occur before the consideration of the Chapter.

Section 2. Special Meeting: Special meeting of the membership may be called by the President after consultation with the Council or upon written request of not less than 20% of the membership.

Section 3. Notice of Meeting: A notice stating the place, day and hour of the meeting shall be sending an email and a text message to each member of the Chapter not less than seven (7) days before the date of the meeting. In the case of special meetings, purpose or purposes of the meeting shall be stated in the notification and no other business shall be transacted except that stated in the call.

ARTICLE VIII

DUES AND ASSESSMENTS

Annual dues and assessments shall be sent by the Council and approved by the American College of Cardiology prior to implementation. The dues set by the Council have been \$100.00/year. The obligatory dues for the CVT's will be \$25.00/year. The American College of Cardiology shall be responsible for billing all ACC members in the Commonwealth of Puerto Rico Chapter dues. Upon receipt of the dues payment, the American College of Cardiology shall promptly remit such payments to the Chapter Secretary-Treasurer. Active members shall be deemed as dues paying members. Dues shall be waived for Emeritus members and Fellows In Training (FIT) members.

ARTICLE IX

REPORTING

The Chapter shall submit to the American College of Cardiology an annual report which includes: a) a statement of income and expenses signed by a duly-authorized Chapter officer (usually the Secretary-Treasurer); b) a copy of Internal Revenue Service (IRS) Form 990 and other required IRS forms submitted by the Chapter; and c) a summary of Chapter activities for the previous twelve months period and plans for the coming year.

ARTICLE X
CHAPTER AND NATIONAL RELATIONS

Neither the Chapter nor any of its officers, or members is authorized to represent or in any way bind the American College of Cardiology, unless authorized to do so by the College President, nor will any of them in any way hold themselves out as being authorized to do so specific authorization of the College President. The College shall inform the Chapter of all policy and position statements in order for Chapter statements to be consistent with those of the College, and major new policy statements by the Chapter shall be developed in consultation with the College leadership. The relationship between the Chapter and the governing bodies of the American College of Cardiology is defined in the American College of Cardiology Constitution Bylaws. Article XI of the Constitution states that: 1) Chapters may be organized under guidelines established by ACC Board of Trustees for the Purpose of furthering the objectives of the College; 2) Articles or Certificate of Incorporation and Bylaws of each Chapter must be approved by the Board of Trustees of the College; and 3) after incorporation, no Chapter shall amend restate or otherwise change the provision of the Article of Incorporation, Bylaws or other governing documents without the approval of the ACC Board of Trustees.

The American College of Cardiology may terminate the Chapter status for any Chapter in the ACC Board of Trustees finds that the Chapter has engaged in activities detrimental to the best interest of the College. The Chapter shall be afforded an opportunity to be heard pursuant to such reasonable procedures as the ACC Board of Trustees shall provide.

ARTICLE XI
INDEMNIFICATION

The Chapter may purchase and maintain insurance of behalf of any of all officers, council members or committee members against any liability asserted against any such person, and incurred in any such capacity, whether or not the Chapter would have the power to indemnify them against such liability under the provisions of this article.

ARTICLE XII
ETHICS

Members of the Chapter are expected to exhibit high ethical and moral standards. The Bylaws of the American College of Cardiology provide a mechanism for addressing matters related to the ethical conduct of all members of the College.

ARTICLE XIII
AMENDMENTS

Bylaws may be amended or repealed and new Bylaws may be adopted by mail ballots with a two-thirds ($\frac{2}{3}$) approval by the respondents, provided that written notice of the proposed change or changes has been mailed and e-mailed to each voting member at least thirty (30) days before the final vote count. However, before becoming effective such amendments must have the approval of the Board of Trustees of the American College of Cardiology.