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Constitution of the Infectious Diseases Society of Washington

ARTICLE I – NAME

The name of this society shall be the Infectious Diseases Society of Washington.

ARTICLE II – PURPOSE

The purpose of the Infectious Diseases Society of Washington shall be to further studies of Infectious Diseases, to promote the education of the public and members of the medical and allied health professions in Washington and to be a representative to the community regarding these issues.

ARTICLE III – MEMBERSHIP

Physicians and Ph.D.'s with training in Infectious Diseases shall be eligible for membership in the Infectious Diseases Society of Washington in accordance with the Bylaws of this organization.

ARTICLE IV – METHODS OF GOVERNMENT

The government of the Infectious Diseases Society of Washington and the responsibility for the professional direction of the Society shall rest with the Executive Committee, whose membership is set forth in the Bylaws.

ARTICLE V – AMENDMENTS

This Constitution may be altered, amended, or repealed by a two-thirds vote of the members present at the annual meeting, provided the proposed change and the reasons therefore shall have been presented in writing to the membership at least thirty (30) days in advance of the meeting.



Bylaws of the Infectious Diseases Society of Washington

ARTICLE I – MEMBERSHIP

Regular Membership:

Regular membership of the Infectious Diseases Society of Washington shall be limited to physicians holding a medical degree or individuals in the medical sciences holding a Ph.D. degree or its equivalent who have experience or special interest in Infectious Diseases. Candidates shall be recommended by any active member and elected by a majority vote of the Executive Committee.

ARTICLE II – MEETINGS

Meetings of the Infectious Diseases Society of Washington shall be held semi-annually, and the Executive Committee shall be responsible for developing the scientific program. In addition, the Society may wish to participate with other professional societies in joint meetings of a scientific nature.

ARTICLE III – DUES

Annual dues shall be proposed by the Executive Committee and approved by majority vote of members in attendance at the Fall Society meeting, payable to the Secretary-Treasurer at the beginning of the calendar year. Any member whose dues are in arrears for two (2) years shall be dropped from membership in the Society unless the Executive Committee, after investigation, decides otherwise.



ARTICLE IV – OFFICERS AND COMMITTEES

Section A – Officers:

Officers of the Society shall consist of the President, President-elect, and Treasurer. The remaining board members shall consist of the Past President and three Councilors. The President, President-elect and Treasurer are to be selected by the Executive Committee and approved by a majority of Society members in attendance at the Fall meeting of the Society every other year for a two (2) year term. The Councilors are to be nominated by the Executive Committee and elected by a majority of the chapter of active Society members in attendance at the Fall meeting by voice vote. The term of the Councilors shall be three (3) years. One councilor will be elected each year.

Section B – Executive Committee:

There shall be an Executive Committee comprised of the Officers elected at the annual meeting plus four (4) additional members, one of whom shall be the immediate past president of the Society and the other three (3) to be the elected Representative Councilors.

ARTICLE V – AMENDMENTS

These Bylaws may be amended by a majority vote of the members of the Infectious Diseases Society of Washington to the annual meeting, provided they have been presented in writing to the entire membership at least thirty (30) days in advance of the date of the meeting.



Executive Committee of the Infectious Diseases Society of Washington

EXECUTIVE COMMITTEE DUTIES

1. Develop curriculum and obtain speakers for the Spring and Fall meetings. They would also be involved in setting up the location, date and the funding for the meeting. Duties also include: catering, liquor license, and audiovisual set up as needed. One ID fellow presentation per meeting will be arranged. The secretary will be instructed when to mail out save the date notices, meeting agenda and RSVP notices, and directions by fax and e-mail.
2. The Executive Committee will ensure IDSW representation at meetings of interest to the Society (WSMAICS, Medicare CAC, WSMA delegate to annual meeting, etc.).

Duties of the President:

1. Contact person for outside agencies interested in infectious disease society expertise or involvement.
2. Coordinate committee meetings and membership, board meetings, WSMA meeting schedules.
3. Responsible for minutes of all executive committee, fall, and spring society meetings to be dictated to the secretary, published for the membership, and filed.
4. Responsible for the IDSW web site.
5. Public Health Department liaison to IDSW.
6. Liaison to IDSA, attend Regional Society Presidents meeting in May and at IDSA annual meeting.
7. Maintain “area of interest” profiles.



8. Send copy of all board minutes and all IDSW meeting announcements and newsletters to IDSA secretary.

Treasurer responsibilities:

1. The treasurer shall collaborate with the administrative secretary to mail out a dues letters, collect dues, record member's payment status and send delinquent dues notices as needed.
2. The treasurer will maintain the current IDSW roster of members. This includes adding new members and deleting members who have resigned or are more than two years delinquent in their dues. The treasurer will assist the administrative secretary in maintaining an updated roster on the IDSW website.
3. The treasurer shall maintain the IDSW checking, savings and credit accounts and attend to other financial issues of the IDSW as needed. The treasurer will report on the financial status of the IDSW at meetings as requested.
4. The treasurer shall maintain the tax-exempt status of the IDSW as possible. The treasurer will be responsible for the payment of any taxes or fees.
5. The treasurer shall inform the President and/or the Executive committee of new members, maintain their membership applications and provide any information from the membership that is received on the annual dues forms.
6. The treasurer shall provide the administrative assistant information about society sponsored events to ensure the distribution of appropriate announcements and invitations.

BOARD STRUCTURE

Past President	2 years
President	2 years
President Elect	2 years
Treasurer	2 years
Councilors	3 years