

ACCESS Charter

Purpose

Bring together a group of physicians who share a common interest in shoulder and elbow surgery for the purposes of:

1. Providing a peer group with whom to share clinical cases.
2. Furthering our own education in shoulder and elbow surgery.
3. Develop a network of shoulder and elbow surgeons for patient care and referral.
4. Provide a platform for evaluating patient outcome in multi-centered studies.
5. Develop a collegial atmosphere for members and their families to encourage long-term interactions and sharing of ideas.

Leadership

Board of Directors: 5 members-

- 3 current or former officers elected at the annual meeting to maintain long-term stability for the association. Will be approved at each annual meeting.
- 2 members of governing committee consisting of the current president as well as the most recent past-president. Most recent past president to take minutes during conference calls.

Governing Committee:

President, President-elect, Treasurer, Secretary, and Secretary-elect

Election of secretary-elect to take place at meeting. Nominations on first day of meeting and election on final day.

The governing committee will then undergo a progressive change of positions with the secretary-elect becoming secretary, secretary becoming president-elect and president-elect becoming president. Each position lasts for 1 year.

The Treasurer- 2 year term (or lifetime if Cy agrees)

President –

Responsibilities:

1. Set agenda for the meeting
2. Preside over meeting
3. Coordinate fund-raising with treasurer
4. Enroll new members
 - a. Send invite letter, charter, and arrange addition of new member to Yahoo site
5. Arrange Spouse activity at Annual Meeting

President-elect –

Responsibilities:

1. Coordinate research projects
2. Police involvement of members
 - a. Echat group
 - i. 1 case every 3 months
 - b. Meeting attendance
3. Manage Echat Access group

Treasurer –

Responsibilities:

1. Manage account
 - a. Tax ID
2. Collect annual dues from members
 - a. \$250 (Collect in February)
3. Coordinate fund-raising
4. Collect annual meeting dues prior to or during meeting.

Secretary –

Responsibilities:

1. Arrange food and facilities for meeting
2. Arrange activities during meeting
3. Take minutes during business aspects of annual meeting
4. Arrange dinners at Academy meetings, ASES meetings
5. Assist with fund-raising

Secretary-elect-

Responsibilities;

1. Select site for meeting 2 years in advance.
2. Assist secretary in arranging upcoming meeting.

Practice Management Position-

To assist in developing an organized, systematic collection of information discussed throughout the year to assist members in practice management. Member will also assist in developing rehab protocols to be shared amongst ACCESS members.

Responsibilities-

- 1- Develop a list of all discussed surgical codes or office practice discussions through the website and conference discussions. This list should be provided at the annual conference to members with current recommendations.
- 2- Implement a system to organize/save case discussions and clinical studies into a retrievable format via website or annual distribution to members at the meeting.
- 3- Save all articles discussed into an organized file for distribution to members either at annual conference or via website.
- 4- Develop consensus on rehab protocols. Choose 1-2 protocols per year. Label with year of modification and distribute to members.

Research Committee: 3-5 members selected annually

Develop and follow-up on collaborative research efforts developed through Access. Progress should be reported at annual meetings and displayed on the website.

Website Committee: 3-5 members with one chairperson selected annually

Spend time updating website with recent photos, presentations, articles presented by ACCESS members throughout the year. Members of ACCESS will now have a point member (Chairperson) to send their recent accomplishments in order to better disseminate this information.

Work with website designer to update appropriate security and confidentiality measures for the safety of our patients and members of Access.

Inclusion/Exclusion Criteria:

Eligibility:

1. Shoulder and elbow fellowship trained
 - a. Sports fellowship acceptable if significant training in shoulder/elbow
2. Completed recent fellowship
3. Practice that specializes in Shoulder and Elbow Surgery (>50%)
4. A separate category, Corresponding Member, has been developed to allow members who would like to participate but are unable to attend meeting biannually (international).

Nomination of New Members:

1. Membership not to exceed 40 active members.
2. Nominations for membership will be taken every 2 years. Any member desiring to nominate a candidate must submit a letter of recommendation for membership at

least one month prior to the meeting. Please note, this is a personal letter of recommendation which should exemplify why the member feels that the candidate would be a good addition to the group. It is not necessary to submit a CV. In fact, nominees should NOT be aware that they are being nominated. Furthermore, no one should agree to nominate someone who campaigns to join the group unless he/she is someone that you would otherwise nominate for membership. At the meeting, the candidates will be discussed. The list of nominees will go out after the meeting. Each member will have a year to acquaint him/herself with the nominees. At the following meeting, a maximum of 2 new members will be chosen from the list of nominees. Each member may vote for 2 nominees. The top 2 vote getters will be offered membership as long as there is a strong consensus amongst current members.

3. A member must be an active member for at least 3 years prior to making a nomination. (A new member may nominate prior to his/her 3rd meeting)
4. The member must be present at the meeting in order to formalize his/her nomination.
5. No member may nominate more than one candidate per nomination period.
6. Once a member has nominated two candidates who are elected to membership, he/she will not be allowed to make further nominations.
7. Nominees will not automatically be reconsidered after a failed nomination but would have to be nominated again in the future in order to be considered.
8. New members are added on a probationary basis, so that at the end of one year either the nominee or organization may opt out with no further commitment.

Once nominated, new members are encouraged to participate in all social activities (AAOS, ASES) as well as the echat group. They should attend the next annual meeting for which they will pay the standard rate. However, they do not pay annual membership fee until the year after their 1st meeting.

Requirements:

1. Yearly dues must be paid to maintain membership
2. Must attend and present at least once every 2 years
3. Must submit at least one case every 3 months to the Echat group

Exclusion:

1. Failure to pay dues, remain active on the website, or attend meeting every 2nd year will result in exclusion from ACCESS.
2. Exclusion will be based on above criteria and unanimous vote of board of directors.

Dues:

1. Annual dues to be paid to treasurer and must be paid regardless of attendance at meeting
2. Dues will go towards meeting expenses (i.e. – meeting rooms, food, research, web site maintenance)
3. Dues can be raised only by unanimous vote of board of directors

Annual meeting

Location and Date:

1. Locations and dates nominated on the first day of the meeting for site 2 years in future.
2. Members to vote on location area and date on the final day of meeting (majority wins).
 - a. Final specific location to be selected by Board of Directors and current Governing Committee. Options will be researched and presented by secretary-elect.
3. Secretary – Elect will give update and information on the next upcoming meeting.

Format:

3-day format

Thursday – afternoon case presentation / business meeting / social activity

Friday – Morning meeting and Dinner

Saturday – Morning meeting and Dinner

Interspersed social events

Informal atmosphere

Family involvement is strongly encouraged and is a central core mission of ACESS.

-Families included in all social events.

-Family activities will be coordinated and are encouraged.

(Family involvement is at a cost separate from ACESS funding)

(Coordinated by secretary and their spouse)

Necessary elections:

1. Day 1 – Nominations for location, date, board members, committee members, and officers.
2. Final Day – Vote on location area, dates and leadership positions (majority wins).
3. New members nominated at the previous meeting will be elected during the meeting. Therefore, an election of new members will occur every other year (odd years) with nomination of new members occurring every other year as well (even years).

