

# CHINESE AMERICAN SOCIETY OF ANESTHESIOLOGY (CASA)

## BYLAW

(Effective January 1 2020,  
Revised January 1, 2023)



## **Title I—Organization**

### **1.0 Definition and Purpose**

#### **1.01 Definition**

This organization shall be known as the “CHINESE AMERICAN SOCIETY OF ANESTHESIOLOGY”, as the Society thereafter. The Abbreviation is CASA.

#### **1.02 Mission and Vision**

It shall be the purpose of this Society to associate and affiliate into one organization all of the reputable physicians and scientists of Chinese descent or other anesthesiologists who actively promote and contribute to the society in the United States or other countries, territories and possessions, who are engaged in the practice, research or have other special interest in anesthesiology; to act as a channel of the public voice with regards to the public health system; to improve the standards of the specialty by fostering and encouraging education, research and scientific progress in anesthesiology; to disseminate information to the general public and members in regard to anesthesiology and public health; to enhance the professional communication and exchange of international physicians and scientists in the field of anesthesiology and related fields in order to improve international standard of public health; to protect the general public against irresponsible practice of anesthesiology; to safeguard the professional interest of its members, to advocate the wellness and mental health of Chinese American anesthesiologists and their families, and in all possible ways to develop and advance the specialty of anesthesiology for the general improvement of the standards of medical practice.

### **1.10 Board of Trustees**

#### **1.11 Composition**

The Board of Trustees is composed of:

- a. Living and interested past presidents of CASA and without conflict of interest with CASA.
- b. Removal of any trustee shall be approved by both Executive Committee and Board of Trustees with more than 2/3 majority votes.
- c. Chairman of the Board of Trustees shall be Immediate Past Chairman of CASA Foundation.
- d. Honorary Board of Trustees Membership
  - Must have held CASA office as Vice President or Executive Committee Member for Five or more years
  - Must have made extraordinary contributions to CASA
  - The application must be approved by 75% or more votes by CASA Board of Trustees and CASA Executive Committee
  - Honorary Board Trustee of CASA has equal voting rights as

other CASA Board Trustees.

**1.12 Meetings of the Board of Trustees**

**1.131 Annual Meeting**

The Board shall hold its Annual Meeting at the Annual Meeting of the Society.

**1.132 Additional Meetings**

The Chairman may call for additional meetings of the Board of Trustees.

**1.13 Quorum**

Fifty percent (50%) of the voting members of the Board shall constitute a quorum.

**1.14 Voting Members**

Each member of the Board of Trustees shall have one vote.

**1.15 Voting**

All questions shall be determined by the affirmative vote of simple majority of those voting, except as otherwise provided in the Bylaws.

**1.16 Powers and Duties**

The Board of Trustees shall:

- a. Approve new Executive Board member
- b. Participate in strategic guidance for the Executive Board
- c. Revise CASA bylaws.
- d. Participate in fundraising for the Society

**1.20 Executive Committee Officers**

**1.21 Election**

New Officer shall be

- a. Nominated by current CASA President, voted by Executive Committee and approved by Board of Trustees.
- b. Each candidate for office shall have been a contributing member in good standing of the Society.
- c. Election to the office shall require a simple majority of votes by Executive Board.
- d. If there are more than one candidate for the same position, the candidate who receives more votes wins the office.
- e. Any elected officer may be removed from the office for not fulfilling the duties of the position or for misconduct in office by at least two-thirds votes of the Board of Trustees.

**1.22. Voting members**

The Executive Committee members are voting members for CASA major decisions.

### **1.23. Terms of Office**

**1.231** All officers shall be limited to one-year term except Treasurer.

**1.24** Removal of any Executive Committee Officer shall be approved by both Executive Committee and Board of Trustees with more than 2/3 majority votes.

### **1.25 Duties**

The Officers of this Society shall have the rights, duties and prerogatives customarily attached to their respective offices in professional societies, and more particularly,

#### **1.241 President**

- a.** The President shall be the Chief Executive Officer and shall administer the affairs of this Society, whose term of office shall begin at the beginning of each calendar year and ends at the end of each calendar year.
- b.** Each president shall establish at least one new project for this Society during his/her tenure as president. The President shall participate in fundraising for the Society.
- c.** The President may delegate to other officers the responsibility of representing the President and the Society at meetings of regional societies, other medical organizations, other specialty societies, and allied health organizations and societies. The President may also delegate qualified individuals to speak on behalf of the President before various governmental bodies, agencies, and any other group so designated by the President.

#### **1.242 President-Elect**

- a.** The President-Elect shall witness the administration of the affairs of this Society in anticipation of the term of office as President, whose term of office shall begin at the beginning of each calendar year and ends at the end of each calendar year. The President-Elect shall serve in such other positions as provided in these Bylaws and as directed by the President.
- b.** The President-Elect shall charge the chairs of all operational entities with specific tasks consistent with the goals of the strategic plan to be accomplished.

#### **1.243 Vice-President**

The Vice-President shall assist the President in the administration of the affairs of this Society and shall preside in the absence of the President and the President-Elect.

#### **1.244 Immediate Past President**

The Immediate Past President shall be available for consultation to the President and shall be the Chair of CASA Foundation and remains as a member of the Executive Board.

#### **1.245 Secretary**

The Secretary shall maintain and preserve the records of this

Society, shall document and report the Executive Board minutes after each meeting.

**1.246 Treasurer and Assistant Treasurer**

The Treasurer and Assistant Treasurer shall receive, disburse, manage and account for all funds of this Society, as directed by the Executive Board. Treasurer's term is limited to 5 years unless it is approved by CASA Board of Trustees and CASA Executive Committee.

**1.247** All officers of the Society and editors of CASA Bulletin shall serve without compensation, and no funding of the Society shall inure to the benefit of any Officers thereof. Reasonable expenses incurred by any Officer in performance of their duties for CASA shall be reimbursed when approved by the Executive Board.

**1.248** CASA Executive Committee shall provide CASA Board of Trustees a written report at least twice a year.

**1.26 Vacancies**

If for any reason the incumbent officer becomes unable or unwilling to perform the functions of the office, or is removed from office, such vacancy shall be filled in the following manner:

- a. President: The President-Elect shall become the President.
- b. President-Elect: The Vice-President shall become President-Elect.
- c. Vice-President: The Secretary shall become the Vice-President.
- d. Treasurer: The Assistant Treasurer shall become Treasurer.
- e. Secretary: Vice President shall assume functions of Secretary until a new Secretary is identified and approved.

Any other questions of succession shall be determined by the Board of Trustees.

**1.30 Committees**

**1.31 Purpose**

To accomplish the objectives of this Society, certain activities may be performed by delegating such activity to a committee consisting of members of this Society.

**1.32 Appointment**

The chairmen and members of the committees shall be nominated by the President and approved by the Executive Board.

**1.33. Term of Office**

Committee members shall serve for two years, unless otherwise specified in these Bylaws, provided that the President may replace a committee member at the end of any year prior to the expiration of their term for any cause deemed sufficient, which cause shall be specified in writing.

**1.34 Committee Chairs**

All appointments to committee chairs shall be for two year unless otherwise

specified in these Bylaws.

#### **1.40 Annual Meeting**

**1.41** This Society shall, at a time and place to be determined by the Executive Board, convene annually for the purpose of conducting necessary educational, scientific, fiscal and professional activities pursuant to the provisions contained in the Articles of Incorporation and these Bylaws.

#### **1.5 CASA Foundation**

**1.51 Name: Chinese American Society of Anesthesiologists Foundation, Inc.**

#### **1.52 Purpose:**

1. To promote education, research, professional development and social connection among Chinese American Anesthesiologists, Pain Specialists and Critical Care Physicians.
2. To improve public health and anesthesiologists' well-beings.
3. To facilitate international medical mission trips to underdeveloped regions.
4. To enhance communication with Chinese anesthesiologists and Chinese-descent anesthesiologists in the world for the advancement of anesthesiology specialty.

#### **1.53 Composition**

The Managing Board of The CASA Foundation is composed of:

- A. Chairman
- B. Chairman-Elect
- C. First Vice Chairman
- D. Vice Chairman
- E. Board Member at Large, shall be a member of CASA Board of Trustees, nominated and approved by the CASA Board of Trustees.
- F. Treasurer, a nonvoting member
- G. Founding Chairman

#### **1.54 Powers**

The Managing Board shall:

- a. Approve new CASA Foundation Board member,
- b. Participate in the major decisions and activities of the CASA Foundation
- c. Approve the CASA Foundation's expenses and projects
- d. Fundraising for the foundation

#### **1.55 Meetings of the Board**

##### **Annual Meeting**

The Managing Board shall hold its Annual Meeting at the Annual Meeting of the Society.

##### **Additional Meetings**

The Chairman may call for additional meetings of the Board.

**Quorum**

Three voting members of the Board shall constitute a quorum.

**Voting Members**

Each member of the Board shall have one vote. The treasurer does not have voting right.

**Voting**

All questions shall be determined by the affirmative vote of simple majority of those voting, except as otherwise provided

**Funding Allocation**

The foundation chairman, together with The Executive Board and the Board of Trustees, shall decide the funding allocation based on the nature of expense and legal consideration.

**Board Member Terms**

Each board position is one-year term except Treasurer and CASA Foundation Founding Chairman.

CASA Immediate Past President is the Chairman

CASA current President is the Chairman-Elect

CASA President-Elect is the first Vice Chairman

CASA Vice President is the Vice Chairman

The Treasurer's term is limited to 5 years unless it is approved by CASA Foundation Managing Board.

CASA Foundation Founding Chairman is a permanent position and serves as Member-at Large.

One additional Member at Large appointed by current CASA President and approved by Board of Trustees.

**TITLE II—Regional Chapters****2.00 Regional Chapters**

**2.01** A Regional Chapter shall consist of a geographic area comprised of one or more states, districts or territories.

**2.02 Application Procedure**

**221** Whenever a Chapter as defined in 2.01 would provide better communication and representation for the Society's membership, the active members of the area shall initially obtain approval for a new Chapter.

**222** Request for a new Chapter shall be made to the Executive Board.

**223** Elections of a Chapter Director shall be conducted by a majority vote of active members of the chapter according to 1.21 of this Bylaw.

## **2.03 Chapter Designations**

Chapters are currently designated as follows (January 2023):

A. East Chapter—NY, NJ, CT, ME, MA, VT, NH, RI, PA, DL

B. Southeast Chapter—MD, DC, FL, MI, IL, IN, OH, VA, WV, KY, TN, AL, GA, NC, SC

C. West Chapter—CA, NV, UT, AZ, CO, NM, WA, OR, ID, MT, WY, AK, ND, SD, NE, KS, MN, IA, MO, WI, IN, TX

## **TITLE III—Membership**

### **3.00 Membership**

Members of this Society shall recognize and comply with the Guidelines for the Ethical Practice of Anesthesia of American Society of Anesthesiologists and Principles of Medical Ethics of the American Medical Association.

### **3.10 Categories of Membership**

#### **3.11 Contributing Members**

Contributing members should be limited to members who have made the minimum monetary contribution to the Society. Contributing members are voting members for CASA and they should be qualified to run and hold office in this Society.

#### **3.12 Regular Members**

Regular members shall be limited to licensed physicians either actively engaging in clinical anesthesia practice or holding responsible positions in teaching and research related to anesthesiology.

#### **3.13 Associate Members**

Associate members shall be limited to scientists in the field related to anesthesiology who have outstanding achievement, upon recommendations by one active member and seconded by another.

#### **3.14 Resident Members**

A resident member shall be a physician in full time training in an anesthesiology residency program accredited by the Accreditation Council for Graduate Medical Education (ACGME).

#### **3.15 Medical Student Members**

A medical student member shall be an individual in full time training in a medical school approved by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association.



### **3.16 Emeritus Members**

Emeritus members shall be limited to active members who no longer engage in active clinical or academic work. Emeritus members shall have full privileges of active members except voting rights.

### **3.17 Honorary Members**

Any person who has made outstanding contributions to the Society (CASA) or the field of medical science may be recommended by the President for Honorary Membership. Upon approval by a simple majority vote by the Executive Board, an Honorary membership may be conferred upon him or her.

### **3.18 Outstanding Members**

Outstanding members shall be limited to active members who have done distinguished service to this Society. Outstanding members shall be recommended by the President and approved by the Executive Board.

### **3.20 Application for Membership**

Application shall be made in writing on the membership application form, supplied by the Society. The application which has been signed by the applicant and received by the Secretary shall be referred to the Membership Committee for evaluation.

### **3.30 Resignation and Reinstatement**

**3.31** Any member in good standing may resign his or her membership by presenting a communication to that effect in writing to the Society, addressed to the Secretary of the Society.

## **TITLE IV. – Publications Section**

- 1.1. CASA Bulletin of Anesthesiology is the official journal of the Society. It shall be published at intervals determined by the Executive Board and Editor-in-chief. It should be consistent with CASA's Mission and Vision.
- 1.2. The candidates of Editor-in-chief should be nominated by current, past Editor-in-chief, or CASA members. The Editor-in-chief shall be approved by the Executive Board.
- 1.3. Term of the Editor-in-chief can be determined by Editor-in-chief and the Executive Board.
- 1.4. Editors of the CASA Bulletin of Anesthesiology are appointed by the Editor-in-chief.
- 1.5. The Editors shall perform the duties generally associated with the Publications as the official society journal.

## **TITLE V—Society Funds and Assets Finance**

### **5.00 General Authority**

**5.01** The Treasurer shall act as official custodian of the funds of this Society, shall supervise the deposit of such funds into banking institutions and shall invest and reinvest them upon the directions of the CASA Executive

Committee.

#### **5.10 Expenditures**

- 5.11** All expenditures must be for purposes authorized by the Executive Board, or be for purposes authorized by the Bylaws, and must be within the annual budget.
- 5.12** Checks issued by this Society must bear the signature of one of the following officers: The Treasurer, the Assistant Treasurer, and the Secretary.
- 5.13** The account balance and activities of both CASA (501C6) and CASA Foundation, Inc. (501C3) should be reported to the Executive Committee, CASA Foundation Managing Board, and the Board of Trustees on a semiannual basis.

#### **5.2 Audit**

- 5.21** An audit of the financial records and accounts shall be made annually, and other times requested by the Executive Committee or the Board of Trustees.

### **TITLE VI—Miscellaneous Provisions**

#### **6.10 Ethics**

The Principles of Medical Ethics of the American Medical Association and the Guidelines for the Ethical practice of Anesthesia of the American Society of Anesthesiologists are accepted as the governing code of ethics for members of this Society.

#### **6.20 Bylaws Amendments**

The Bylaws or the Articles of Incorporation may be amended by the Board of Trustees with a two-thirds majority of those voting. Bylaws changes shall take effect when they are approved unless otherwise specified at the time of approval.

# Chinese American Society of Anesthesiology (CASA) Organizational Structure

