4.4.7 Director

Three years, as specified in the Bylaws of the American Society of Anesthesiologists, Inc.

4.4.8 Alternate Director

Three years, as specified in the Bylaws of the American Society of Anesthesiologists, Inc.

Provided, however, that the officers of this Society at the time of adoption of these Bylaws shall continue to serve until expiration of the terms for which they were originally elected.

4.5 DUTIES OF OFFICERS

4.5.1 President

The President shall:

4.5.1.1 Endeavor to administer efficiently the affairs of this Society during his/her term of office.

4.5.1.2 Attempt in all ways possible to contribute to the welfare of the public through the medical specialty of anesthesiology, further the aims and activities of this Society to the fullest extent, and perform such other services as custom, necessity and parliamentary usage require.

4.5.1.3 Counsel with the officers, District Representatives, committee members and other individuals on matters pertaining to the improvement of this Society.

4.5.1.4 Appoint all committees, except as otherwise provided in these Bylaws.

4.5.1.5 Serve as ex-officio member on all committees of this Society.

4.5.1.6 Deliver a report to the members at the close of his/her term of office.

4.5.1.7 Perform such other duties as are provided in these Bylaws.

4.5.2 President-Elect

The President-Elect shall:
4.5.2.1 Assist the President in the performance of his/her duties

4.5.2.2 Preside in the absence of the President at meetings of this Society where the President usually presides.

4.5.2.3 Represent the President at other meetings and functions when requested by the President to do so.

4.5.3 **Vice President**

The Vice President shall:

4.5.3.1 Assist the President and President Elect in the performance of their duties.

4.5.3.2 Preside in the absence of the President and President-Elect at meetings of this Society where the President usually presides.

4.5.3.3 Represent the President at other meetings and functions when requested by the President to do so.

4.5.4 **Immediate Past President**

The Immediate Past President shall:

4.5.4.1 Provide continuity between the preceding year and the current year.

4.5.4.2 Contribute his/her knowledge and experience to the officials and members of this Society.

4.5.5 **Secretary**

The Secretary shall:

4.5.5.1 Serve as the official correspondent of this Society with The American Society of Anesthesiologists, Inc.

4.5.5.2 Maintain a current roster of all members of this Society, classified according to categories of membership.

4.5.5.3 Forward appropriate forms to applicants for membership in this Society, and to active and resident members of The American Society of Anesthesiologists, Inc., who have transferred the location of their professional activity or residence to the jurisdiction of this Society.
4.5.5.4 Conduct investigations and make recommendations concerning applicants for membership in this Society.

4.5.5.5 Encourage qualified persons to apply for membership in this Society.

4.5.5.6 Request members of this Society who are Program Directors at training centers in the Commonwealth of Massachusetts to notify him promptly of:

4.5.5.6.1 The name of each resident in anesthesiology training.

4.5.5.6.2 The dates of training period of each resident

4.5.5.7 Notify each resident or fellow member of this Society, upon receiving notice of termination or his/her training, that to maintain membership in The American Society of Anesthesiologists, Inc. application for change of category of membership in this Society is required within sixty (60) days.

4.5.5.8 Certify all applicants who have been accepted for membership in this Society.

4.5.5.9 Notify the Executive Committee of the American Society of Anesthesiologists, Inc., the name and category of membership of each new member of this Society changing his/her status; and the name and category of any member dropped from membership in this Society and the reasons for such action; and any change made in any elective office of this Society.

4.5.5.10 Forward to the Executive Office of The American Society of Anesthesiologists, Inc. by January 15th of each year, a report showing as of December 21st of the preceding year:

4.5.5.10.1 The roster of membership classified as to categories of membership,

4.5.5.10.2 The names of the officers of this Society,

4.5.5.10.3 A copy of the current Bylaws of the Society, specifying all changes.

4.5.5.11 Forward to the Executive Office of The American Society of Anesthesiologists, Inc. at least sixty (60) days prior to each annual session of that Society, a list of authorized delegates and alternate delegates who will represent this Society in the House of Delegates of The American Society of Anesthesiologists, Inc.
4.5.5.12 Supervise and handle the secretarial material of this Society, and act as the corporate secretary in so far as the execution of official documents or institution of official actions may be required.

4.5.5.13 Serve as recording secretary of this Society.

4.5.6 Treasurer

The Treasurer shall:

4.5.6.1 Act as the official custodian of all monies, securities, and valuable papers of this Society as the Executive Committee may require, and supervise their deposit in banking institutions.

4.5.6.2 Be responsible for a detailed accounting of all receipts and disbursements of the Society.

4.5.6.3 Pay all authorized obligations of this Society by vouchers signed in his/her official capacity and countersigned by the President, President Elect, or Secretary.

4.5.6.4 Submit at each annual session a proposed budget for the ensuing fiscal year, which has been previously approved by the Executive Committee, as well as a report, which may be unaudited, concerning the financial transactions of this Society during the immediate preceding fiscal year, the funds in his/her care, and his/her actions as Treasurer. Included in this report shall list the number of members of the Society who applied for and had their dues waived / not waived.

4.5.6.5 Submit to the Executive Committee at its meeting next following the annual session and to the membership at the next semi-annual meeting, an audited financial statement of transactions during the immediately preceding fiscal year.

4.5.6.6 Perform such duties as are provided in these Bylaws.

4.5.7 Director from Massachusetts to the American Society of Anesthesiologists, Inc.

The Director from Massachusetts to the American Society of Anesthesiologists, Inc. shall:

4.5.7.1 Counsel with the officers and members of this Society on matters pertaining to the improvement of this Society.

4.5.7.2 Represent this Society on the Board of Directors and in the House of Delegates of The American Society of Anesthesiologists, Inc.

4.5.7.3 Report to the members of this Society immediately following each meeting of the Board of Directors and of the House of Delegates of The American
Society of Anesthesiologists, Inc., the actions taken and recommendations made at such meetings.

4.5.7.4 Perform such other duties as are provided in these Bylaws.

4.5.8 **Alternate Director from Massachusetts to the American Society of Anesthesiologists, Inc.**

The Alternate Director from Massachusetts to the American Society of Anesthesiologists, Inc. shall represent the Director from Massachusetts when requested by the Director to do so.

### 4.6 VACANCIES

If for any reason the incumbent in any elective or appointive office of this Society, including that of Director, becomes unable or unwilling to perform the functions of his/her office, or is removed from office, or moves from the jurisdiction of the body which elected him/her to office; such office shall be declared vacant and shall be filled in the following manner.

#### 4.6.1 President

The President-Elect shall immediately assume the office.

#### 4.6.2 President-Elect

The Vice President shall immediately assume the office.

#### 4.6.3 Vice President

The vacancy shall remain unfilled until the close of the next annual session.

#### 4.6.4 Secretary

The Executive Committee shall appoint a member to fill this vacancy until the next annual session.

#### 4.6.5 Treasurer

The Executive Committee shall appoint a member to fill this vacancy until the next annual session.

#### 4.6.6 Director

The Alternate Director shall immediately assume the office.

#### 4.6.7 Alternate Director