

BY LAWS
of the
AMERICAN LARYNGOLOGICAL
ASSOCIATION

Revised 2016

Article I

NAME OF THE ASSOCIATION

The name of this corporation shall be:

AMERICAN LARYNGOLOGICAL ASSOCIATION.

Article II

MISSION STATEMENT

The Mission of the American Laryngological Association (ALA) is to promote education and research and disseminate important new scientific information relative to laryngology, the study of basic science, promoting and presenting the latest scientific discoveries, publishing peer-reviewed reports, establishing funding sources for pilot research studies that facilitate subsequent NIH funding, and sponsoring educational seminars and courses, public service announcements, and all under approval of the governing Council.

PURPOSES

This Association shall be dedicated to enhancing the care and well-being of patients and shall have for its purposes:

1. The advancement and promotion of the study of the science of medicine and surgery, devoting special attention to the upper aerodigestive tract and to engage in, and to encourage, research with respect thereto.
2. The elevation of standards of the fundamental study and teaching of Laryngology in the - undergraduate and postgraduate medical schools of America.
3. The publishing annually of the proceedings of this Association.
4. The honoring of those who, by their contributions in the field of Laryngology, have aided in its advancement.

Article III

OFFICES

Section 1. *Offices.* The registered office of this organization shall be maintained in Washington, D.C.

Section 2. *Additional Offices.* The organization may have other and additional offices both within and without the District of Columbia as the Council may from time to time determine.

Article IV

MEMBERSHIP

Section 1. *Designation of Classes.*

Members of the organization shall be designated as “Fellows” and shall consist of the following five classes and one designation as “Members”:

- A. Active
- B. Emeritus
- C. Honorary
- D. Corresponding
- E. Associate
- F. Post-Graduate Members

Section 2. *Qualifications for Membership: Active Fellows.*

- A. A candidate for Active Fellowship must be a duly licensed physician, admitted to practice in the country in which he/she resides, and must have been a recognized specialist in the diseases of the upper aerodigestive tract for a period of seven (7) years. The candidate must be a diplomat of the American Board of Otolaryngology or its equivalent as determined by the Council and, be a member of the Triological Society. A resident of any country in North, Central, or South America may, when duly qualified, become a candidate for Active Fellowship.
- B. Each candidate for admission must be proposed by one Active Fellow, and seconded by another Active Fellow over their respective signatures, on an application form provided for that purpose.
- C. The name and residence of the candidate, a complete history of his/her professional attainments and standing, together with the names of the proposing and seconding Fellows shall be mailed to the Membership Committee not later than the third Monday of September in each year by the Secretary.
- D. Each Fellow shall be expected to comment confidentially to the Secretary on the candidates proposed by the Membership Committee, and these comments shall be in the hands of the Secretary before the 15th day of December next following.
- E. Any candidate whose admission may be opposed by 10% of the Fellows should not be considered by the Council, and his or her name should be eliminated from the list of applicants. His or her name may be proposed again the following year.
- F. The candidates shall be considered by the Council at its **Winter Meeting** after review by the Membership Committee. The Council may then make nominations to the Association, and it shall be the sole nominating body.
- G. Any candidate not nominated to the Association by the Council within three (3) years after his/her proposal shall be removed from consideration. Such a candidate may be proposed again after an interval of three (3) years.
- H. The election of candidates shall occur at the Annual Meeting of the Association and each candidate shall be voted upon separately. A candidate to be admitted to membership must receive the affirmative vote of three quarters (3/4) of the Fellows present.
- I. The Active Fellowship shall not exceed one hundred fifty (150) Fellows.

Section 3. *Qualifications for Membership: Emeritus Fellows.*

- A. Any active Fellow **or Corresponding Fellow**, regardless of duration of fellowship, may, after full retirement from active practice, apply for Emeritus Fellowship. Any Fellow who desires to make application for Emeritus Fellowship may do so by making written request of the Council for nomination to Emeritus Fellowship. Upon recommendation of the Council, the above-mentioned requirements for Emeritus Fellowship may be waived. An Emeritus Fellow is not subject to payment of regular dues, and may not hold office. Active Emeriti Fellows may vote at the Annual Meeting.
- B. The election of Emeritus Fellows shall take place in the same manner as that for Active Fellows.

Section 4. *Qualifications for Membership: Honorary Fellows.*

- A. Any person, who in the judgment of the Council, shall have made distinguished contributions in

the field of Laryngology, shall be eligible for Honorary Fellowship and may be recommended by the Council to the Association for election.

- B. Honorary Fellows shall not exceed twenty (20) in number.
- C. The election of Honorary Fellows, by the Association, shall take place in the Annual Meeting. Recommendation for Honorary Fellowship shall be made solely by the Council, which shall consider candidates only on the written request of two (2) Active Fellows. A candidate to be admitted to Honorary Fellowship must receive the affirmative vote of three fourths (3/4) of the Fellows present. The Honorary Fellow is not subject to payment of dues; he/she may not hold office nor vote.

Section 5. *Qualifications for Membership:
Corresponding Fellows.*

- A. Any person, who in the judgment of the Council, shall have made distinguished contributions to medicine or the sciences related to the field of Laryngology and has been a recognized specialist in the diseases of the upper aerodigestive tract for a period of seven (7) years following completion of all training, shall be eligible for Corresponding Fellowship and may be recommended by the Council to the Association for election.
- B. Corresponding Fellows shall not exceed one hundred (100) in number.
- C. The election of Corresponding Fellows, by the Association, shall take place at the Annual Meeting. Recommendation for Corresponding Fellowship shall be made solely by the Council, which shall consider candidates only on the written request of two (2) Active Fellows. A candidate to be admitted to Corresponding Fellowship must receive the affirmative vote of three fourths (3/4) of the Fellows present. The Corresponding Fellow is subject to payment of dues equaled to one-half of dues for Active Fellows; he/she may not hold office nor vote.

Section 6. *Qualifications for Membership:
Associate Fellows.*

- A. Any person, who in the judgment of the Council, shall have made distinguished contributions to medicine or the sciences related to the field of Laryngology and is a resident of North, Central, or South America shall be eligible for Associate Fellowship and may be recommended by the Council to the Association for election. Such individual must be a resident of North, Central, or South America. This category will usually be reserved for non-physician scientists or those physicians who do not qualify for Fellowship under Article IV, Section 2. A of these By-laws.
- B. Associate Fellows should not exceed thirty (30) in number.
- C. The election of Associate Fellows by the Association shall take place at the Annual Meeting. Recommendation for Associate Fellowship shall be made solely by the Council which shall consider candidates only on the written request of two (2) Active Fellows. A candidate to be admitted to Associate Fellowship must receive the affirmative vote of three fourths (3/4) of the Fellows present. The Associate Fellow is subject to payment of dues at half the rate of Active Fellow; may not hold office nor vote.

Section 7 – *Qualification for Membership:
Post-Graduate*

- A. Any person having completed a recognized Laryngology fellowship upon the recommendation of the fellowship director and/or residency Department Chairman, Vice-Chairman and/or program director shall be eligible for post-graduate status. The appointment is time sensitive, with the candidate being required to become an Active fellow within ten (10) years of appointment or Corresponding fellow within seven (7) years of appointment. The candidate for Active Fellowship must be a diplomat of the American Board of Otolaryngology or its equivalent as determined by the Council. No dues will be applicable for years 1-5. Post-Graduates members who are eligible to become Active Fellows will be responsible for fifty percent (50%) of dues assessed to Active Fellows during years 6-10. Post Graduate members who are eligible to become Corresponding Fellows will be responsible for 50% of the dues assessed to Corresponding Fellows for years 6 and 7.
- B. A complete history of professional attainments must be available to the membership committee. The election of the candidate shall be formalized at the annual meeting by a three-fourth vote of those in attendance. No dues will be applicable for years 1-5. Post-Graduates members will be responsible during years 6-10 for fifty percent (50%) of dues assessed to Active Fellows.

Article V

MEETINGS

Section 1. *Annual Meeting.*

- A. The Annual Meeting of the Association shall be held at such time and place as may be fixed by the Council at its Annual Meeting in January, and notice shall be mailed to each Fellow at least thirty (30) days prior to such Annual Meeting of the Association. Twenty (20) Active Fellows shall constitute a quorum.
- B. The Business Meeting of fellows and members of the Association will be held prior to the first designated session of the Association or at a time of minimal conflict with other meeting functions. The order of the business meeting shall be as follows:
 - 1. Call to Order. Establish presence of a quorum
 - 2. Introduction of all new fellows and members
 - 3. Presentation of the reports of the President, Secretary, Treasurer, Editor, and Historian
 - 4. Discussion of old business with reports of committee chairs
 - 5. Discussion of new business
 - 6. Presentation of the report of the Nominating Committee
 - 7. Vote of approval of the Report of the Nominating Committee/election of Council
 - 8. Reorganization of Council
- C. Nominating Committee
 - 1. Structure: Five (5) Active Fellows will be appointed to serve a one-year term. The Nominating Committee will consist of three (3) Past Presidents and two (2) Members-at-large. The make-up of the Past Presidents shall include the Immediate Past President as chair, the Second Councilor and a Past President who is no longer a member of the Council. This third Past President shall be selected at the discretion of the Council at its Winter Meeting during the prior year. In the event that any member could not serve, the Nominating Committee chair (Immediate Past President) would select an alternate. In an instance in which the Immediate Past President could not serve, the Second Councilor would serve as chair and select an alternate.
 - 2. Charge: Identify one (1) Active Fellow of merit to serve as new Councilor-at-Large and two (2) Active Fellows, not on the Council, to serve on the Nominating Committee over the following year. In addition, when necessary, the Committee shall identify a candidate for the position of Historian. Candidates for positions will be identified through a good faith query of the current membership. Fellows of the Association are invited to suggest names of candidates to any member of the Nominating Committee. Over the year, the Committee will vet all suggested candidates. A list of candidates for these positions will be presented to the Council during the Council's Winter meeting. The Council will have the opportunity to discuss these candidates and after consensus, make recommendations to the Nominating Committee. The vote of acceptance of the slate of officers for the Council shall be during the annual business meeting following the completion of the reports of officers and other new business.
- D. Six (6) members of the Council shall constitute a quorum.
- E. The Council shall meet immediately after its election and organize from among its number the following officers:
 - President
 - Vice-President/President-Elect
 - Secretary
 - Treasurer
 - Editor
 - Historian
 - Three (3) Councilors
 - Two (2) Councilors at LargeSuch officers shall perform the usual duties of their respective offices for the Council and Association.

- F. Program Committee: The Incoming President shall appoint a program committee chair to organize the meeting for the following year. The President and Secretary will serve as advisors to the program committee and may participate in the review process of submitted abstracts. The program committee will review and rank submitted abstracts in a blinded manner. In discussion with the President and Secretary, the program chair will organize the order of presentations of abstracts, invited lecturers and panels. This will be subject to review and approval by Council during its winter meeting.
- G. The final titles and abstracts of all scientific papers to be presented at any Annual Meeting shall be forwarded to the Secretary on or before the specified deadline preceding the first day of the meeting.

Section 2. *Special Meetings*

- A. Special meetings of the Association may be held only at the direction of the Council acting at the request of six (6) or more Active Fellows.
- B. For the purpose of such a meeting, voting may be by mail, fax, or email prior to the meeting. Twenty (20) percent of the Active Fellows shall constitute a quorum.

Article VI

OFFICERS

Section 1. *Duties of the President.*

A. The President shall preside at all General Sessions of this Association and sessions of the Council. He/she shall perform such duties as pertain to the principal administrative officer of a corporation. He/she shall be an ex officio member of all committees of this Association. As immediate Past President, he/she shall be a member of the Council for a period of three (3) years immediately following his/her term of office. He/she shall appoint all Committees upon assuming office. He/she shall deliver an annual address at the first General Session of the Annual Meeting.

Section 2. *Duties of the Vice-President.*

A. There shall be one (1) Vice-President who is President-Elect. He/she shall be a member of the Council and shall serve for a period of one (1) year. He/she shall assume the duties of the President during the absence or disability of the President.

Section 3. *Duties of the Secretary.*

- A. The Secretary shall attend and keep a record of all meetings of the Association and the Council. He/she shall notify candidates of their election to Fellowship. He/she shall send notification of Annual Meetings thirty (30) days in advance.
At the Annual Business Meeting of the Association he/she shall review the minutes of the meetings of the Council that have been held during the current year. He/she shall furnish nomination blanks to any Fellow upon request. Upon receipt of a properly prepared blank, nominating and seconding a candidate for election, he/she shall endeavor to ascertain from other Fellows the record of professional and personal qualifications of the candidate, for the guidance of the Council in determining the eligibility of the candidate for Fellowship in the Association. He/she shall send notification of the death of a Fellow to the members of the Association.

Section 4. *Duties of the Treasurer.*

- A. The Treasurer shall receive all money due and pay all debts.
- B. No unusual expenditures may be made by the Treasurer except when so ordered by the Association at its Annual Meeting, or by resolution of the Council at any of its meetings.
- C. The Treasurer shall present at the Annual Business Meeting a written report of the financial condition and operation of the Association which, together with the books and accounts of the Association, shall be audited by a qualified accountant approved by the Council.
- D. The Treasurer shall issue a check yearly to each Council Member for an amount to cover a portion of travel expenses to attend the Spring Council meeting. This amount will be voted on yearly by the Council and approved by the Audit Committee
- E. The Treasurer shall also pay the above if a Councilor made a special trip for the sole purpose of attending the Council meeting.
- F. At the meeting of the Council, immediately preceding the Annual Meeting of the Association, the Treasurer shall submit a budget of expenditures for the ensuing year. Upon his/her recommendation, the Council may apply to the principal of any special fund, any part of the

earned income of that special fund, or such part of a general fund and surplus as it may deem advisable.

- G. The amount of the administrator's salary shall be determined by the Council.

Section 5. Duties of the Editor:

- A. He/she shall be a voting member of the Council.
- B. He/she shall publish the *Transactions* from the annual meeting under the direction of the council. This publication can be in a format to include electronic or hard copy media.
- C. He/she shall provide the *Transactions* to each Active Fellow annually at no cost. This may include electronic access via the ALA website. Those Fellows, who due to their classification are exempt from paying annual dues, shall be furnished with copies of the *Transactions* at a cost to be determined by the Council. It shall also be the duty of the Editor to offer for sale to libraries, or others, copies of the *Transactions* upon request.
- D. He/she shall work with the editor of the official contracted journal of the ALA to ensure representation in said journal by ALA sponsored papers.
- F. He/she shall develop and maintain the association website.

Section 6. Duties of the Historian:

- A. He/she shall be an emeritus Council member as a requirement for nomination.
- B. He/she shall be a voting member of the Council.
- C. He/she shall participate in Council activities.
- D. He/she shall provide continuity within the Council to maintain council membership protocol.
- E. He/she shall be the liaison between the Council and emeritus ALA members to foster continued representation and input into ALA activities.
- F. He/she shall maintain all records of potential historical significance and advise the Council regarding historical precedent.
- G. At the annual meeting he/she shall announce the names of all Fellows who have deceased since the last annual meeting.
- H. The term of office will be five years with an option for a second term upon recommendation by the Council.

Section 7. *Transitions.*

- A. In case of the death of the Secretary, Treasurer or Historian and Editor, or for any reason of sufficient gravity to interfere with the performance of their duties by any of these officers, or of any Councilor, the President shall appoint another Active Fellow to fill the vacant office until the next following Council meeting, with the approval of the Council.

Section 8. *Call of Meeting.*

- A. The President shall call a special meeting of the Council at any time at the written request of six (6) members of the Council, or he/she may call such a meeting at any time on his/her own motion. Each member of the Council shall have at least two (2) weeks' notice of such special meeting.

Article VII

COUNCIL

Section 1. *Number.*

- A. The Council shall consist of **eleven (11)** in accordance with the articles of incorporation of this corporation and the laws of the District of Columbia.

Section 2. *When elected; term; Past Presidents as Members.*

- A. The members of the Council shall be elected at the Annual Meeting of the Association.
B. The two (2) Councilors at Large are to be elected annually and may serve for two (2) years, in this capacity.

Section 3. *Powers and Rights.*

- A. The Council shall have the management of the affairs of the Association within the powers and rights conferred on it by the laws of the District of Columbia and the articles of incorporation and these bylaws, subject to such restriction or enlargement as shall be decided upon at an Annual Meeting of this Association.

Section 4. *Consideration of Candidates for Fellowship.*

- A. It shall consider the qualifications of candidates for Fellowship and the confidential communication regarding them, and shall submit the names of its choices for the vote of the Fellows at the Annual Meeting. It shall have sole authority to nominate candidates and recommend the acceptance of resignations.

Section 5. *Review Program Committee.*

- A. It shall review, whenever necessary, the work of the Program Committee and that of other officers having to do with the scientific publications and contributions of this Association.

Section 6. *Annual Meeting.*

- A. The Annual Meeting of the Council shall be held in January of each year at such place as the Council shall determine. It shall meet also immediately preceding the Annual Meeting and at other times and places at its own discretion or upon notice from the President and Secretary.

Section 7. *Council Action for Fellowship Review.*

- A. The President shall, when called upon, present to the Fellows for discussion at the Executive Sessions any action of the Council.

Section 8. *Creation, Appointment, and Dissolution of Special Committees.*

- A. The Council shall have authority to create and dissolve special committees.

Article VIII

COMMITTEES

Section 1. *Membership Committee.*

- A. There will be a Membership Committee consisting of three (3) Active Fellows appointed annually by the President. The President will appoint one member to serve as chair. All committee appointment will be approved by the Council.

Section 2. *Finance Committee.*

- A. There shall be a Finance Committee, consisting of the Treasurer, the President, and the immediate Past President, which may buy or sell subscription rights and exercise voting privileges. This committee shall have power to sell, invest, or reinvest all special funds of the Association as they deem advisable. No unusual expenditures, however, may be made by the Committee, except when so ordered by the Association at its Annual Meeting, or by a resolution of the Council at any of its meetings. This Committee shall review the investment portfolio of the Association at least twice a year.

Section 3. *Casselberry Fund Committee.*

- A. There shall be the Casselberry Fund Committee consisting of three (3) Active Fellows appointed annually by the President. The President will appoint one member to serve as chair. All committee appointments will be approved by the Council.

Section 4. *deRoaldes Fund Committee.*

- A. There shall be a deRoaldes Award Committee, a rotating committee, consisting of five (5) Fellows appointed by the President, one member of which shall be appointed annually to serve five (5) years.

Section 5. *Newcomb Award Committee.*

- A. There shall be the Newcomb Award Fund Committee consisting of three (3) Active Fellows appointed annually by the President. The President will appoint one member to serve as chair. All committee appointments will be approved by the Council.

Section 6 – *Research Committee*

- A. The President shall appoint a committee made up of five (5) fellows and/or members to perform the function of judging difference awards, such as the Seymour Cohen and the ALA/ALVRE research grants.

Section 7 – *Appointment of Other Committee*

- A. The President may appoint Ad Hoc Committees as deemed necessary.

Section 8 - *President as ex officio member.*

- A. The President shall be an ex officio member of all committees.

Article IX

MEMBERSHIP DUES AND FEES

Section 1. *Annual Dues.*

- A. The annual dues of members shall be established by the Council. Changes shall be subject to the approval of the Active Fellows present at the Annual Meeting.

Section 2. *Unpaid Dues.*

- A. If dues or other indebtedness of any Fellow shall remain unpaid for a period of nine (9) months after they fall due, the Treasurer shall inform him/her by **RETURN RECEIPT COMMUNICATION** of such delinquency. If, after such demand for payment, dues or other debts shall remain unpaid, then the matter shall be reported to the Council for action. On vote of the Council, the Fellow may be suspended from the Association and later recommended to the Association for expulsion.

Section 3. *Remitting Dues.*

- A. The Council may remit entirely or in part the dues or other indebtedness of any Fellow at its request for reasons justifiable within its judgment.

Section 4. *Reinstating Fellows.*

- A. Any Fellow who shall have been suspended from the Association for failure to pay his/her dues, or other indebtedness, shall be automatically reinstated if the debt in question is paid within two (2) months after suspension.

Section 5. *Assessments.*

- A. Assessments may be levied by the Association on the recommendation of the Council.

Article X

SUSPENSION AND EXPULSION FOR NON-ATTENDANCE

Any Fellow or Member who shall have absented himself/herself from three (3) consecutive meetings, may upon vote of the Council, be suspended from the Association and later brought before the Association for expulsion. This rule shall not apply to Fellows of twenty (20) or more years standing.

Article XI

RESIGNATIONS

Any Fellow in good standing who has met with the required obligations of the Association, may, at any time resign from membership. He/she shall present to the Secretary in writing his reasons for his/her request. His/her request shall be brought before the Council at its next meeting for their decision and action.

Article XII

CENSURE, SUSPENSION AND EXPULSION OF FELLOWS

Section 1. *Disorderly or Prejudicial Conduct.*

- A. If the conduct of a Fellow shall appear to be disorderly or prejudicial to the character and welfare of the Association, contrary to or in violation of or not authorized by its bylaws, the Council shall inform him/her thereof in writing; this written notice shall be personally delivered, or sent by registered mail to the offending Fellow, informing him/her of the time appointed when he/she may be heard in his/her defense before the Council, which shall constitute the Board of Trial. The accused Fellow may be represented and defended by counsel if he/she so desires, at his/her own expense. The Association may likewise be represented by a prosecuting officer appointed by the Council. At least thirty (30) days shall elapse between the service of a written notice containing the particulars of the charge preferred and the trial before the Council.

Section 2. *Sanctions.*

- A. At such meeting, the offending Fellow, if found guilty by seven (7) members of the Board of Trial, shall be censured, or suspended or his/her expulsion may be recommended.

Section 3. *Referral to Association.*

- A. The findings of the Council together with the supporting evidence must be presented to the Association at the ensuing Annual Meeting. If expulsion of the Fellow is recommended, then a three quarters (3/4) affirmative vote of the members present and voting shall be sufficient to expel the accused Fellow.

Article XIII

AMENDMENTS

The bylaws may be amended pursuant to a resolution presented at a regular meeting of the Association by a three quarters (3/4) vote of the Active Fellows present. A copy of such resolutions shall have been sent to each Active Fellow at least thirty (30) days prior to such regular meetings.

Article XIV

MISCELLANEOUS PROVISIONS

Section 1. *Parliamentary Authority.*

- A. The current edition from time to time of *Robert's Rules of Order* shall be the parliamentary authority for any meeting held pursuant to these bylaws.

Section 2. *Fiscal Year.*

- A. The corporation's fiscal year shall end on December 31.

Section 3. *Seal.*

- A. The seal of the corporation shall be circular in form and there shall be inscribed thereon the name of the corporation and the year of its organization. The Council may alter and change said seal at its pleasure. Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise.

REGULATIONS GOVERNING THE SPECIAL
FUNDS AND AWARDS
of the
AMERICAN LARYNGOLOGICAL
ASSOCIATION

The American Laryngological Association has received Gifts and Bequests to be used for certain designated purposes. These Special Funds are held in Trust by the Association and used for the purposes to which they were designated.

In June 1940 President Gordon Berry appointed a Committee to investigate these funds regarding their financial status and the validity of their investment; to propose regulations as to the expenditure of principal and earnings, together with suggestions for their conservation, and finally to propose rules relating to the granting of awards from some of these funds. The Committee consisted of:

Dr. James A. Babbitt
Dr. George M. Coates
Dr. Charles J. Imperatori, Chairman

Since that time these Trust Funds have been carefully invested, the purpose for which they were designated has been fulfilled and the unused interest added to the original Fund. Additional bequests have been received and placed in a Laryngological Research Fund.

Since it seemed advisable that the Special Funds and Awards should be reviewed again, President Fred Dixon in 1958 appointed a Committee for this purpose with the request that they suggest any changes which should be made in the disposition of these special funds. The Committee consisted of:

Dr. Harry P. Schenck
Dr. Gordon D. Hoople
Dr. Frederick T. Hill, Chairman

In recent years, it seemed appropriate to again review the Special Funds and Awards to update them and make revisions where necessary. This most recent updating came about as the result of the efforts of the following Committee appointed by President M. Stuart Strong in 1983:

Dr. Gabriel F. Tucker, Jr., Chairman
Dr. Raleigh E. Lingeman
Dr. Charles M. Norris
Dr. Eugene N. Myers (ex-officio)
Dr. William M. Tribble (ex-officio)

THE DANIEL C. BAKER, JR. TRUST FUND

- I. Historical Note:
The Fund was established in 1975 by contributions (\$30,000) from the family and friends of Dr. Daniel C. Baker, Jr. Dr. Baker died in 1974 during his term as President of the Association.
- II. Purpose:
To establish a special Lectureship to be given during the Annual Meeting of the Association.
- III. Administration:
 1. The income of the Fund shall be used to support the Daniel C. Baker, Jr. Lectureship.
 2. The principal shall be maintained intact. Unexpended income in any year shall be added to the principal.
 3. The principal may be added to by additional gifts.
 4. There shall be the Daniel C. Baker, Jr. Committee consisting of three (3) Fellows appointed annually by the President. Each member of the Committee shall serve for three years. The Fellow senior in service on this Committee will serve as its Chairman.
 5. The Committee will submit a report to the Council proposing a speaker for the Baker Lectureship.
 6. The report of this Committee will be presented to the Council at its Winter Meeting for approval.

CASSELBERRY FUND

- I. Historical Note:
The Fund was established in 1906 by a bequest of \$5,000 from the Estate of Dr. William E. Casselberry, President of the Association in 1898.
- II. Purpose:
To establish a prize award for an outstanding manuscript or manuscripts in the field of Laryngology, submitted in competition to the Association.
- III. Administration:
 1. The Casselberry Award has been established to encourage the advancement of the art and science of Laryngology. The Award is given for outstanding manuscripts or accomplishments in Laryngology and consists of a suitable sum of money and a certificate from the Association.
 2. The award shall consist of a sum of money to be decided by the Council, but should not exceed \$1,000. In the case of multiple authors (no more than three), the money shall be divided equally among the authors. A certificate shall also be presented to the author(s) at the Annual Meeting of the Association.
 3. Income from the Fund shall be used to cover the expenses of making the award. The income may be supplemented from other funds, when necessary.

CASSELBERRY AWARD

- I. Historical Note:
The Award was established in 1906 by a bequest of \$5,000 from the Estate of William E. Casselberry, President of the Association in 1898.
- II. Purpose:
To establish an award for an outstanding manuscript or manuscripts in Laryngology, submitted in competition to the Association.
- III. Administration:
 1. The President shall appoint, annually, a Casselberry Award Committee, consisting of three (3) Fellows. One shall be appointed to serve as chair. These appointments will be approved by Council.
 2. The Secretary shall advertise the Award and provide a list of regulations to interested contestants. Fellows of the Association are eligible.
 3. Competition for this Award will be limited to those persons whose abstracts are accepted for inclusion on the program of the Annual Scientific Meeting. Once the abstract is accepted, the authors will be informed. Those wishing to compete for this Award must submit their completed manuscript by the designated deadline as determined by the Program Committee.
 4. The Committee shall review all manuscripts submitted to them by the Secretary, and shall judge their originality, scientific, and literary merit. The authors shall be unknown to the Committee.

5. The Committee shall submit to the Council a detailed report of their evaluation of each manuscript, and shall recommend which manuscript or manuscripts is/are deserving of the Award.
6. The Committee shall send its report to the Secretary, one month prior to the Annual Mid-Winter Council Meeting.
7. The Council shall review the report of the Committee. It shall also review the credentials of the author(s). The Council will make the decision on granting the Award, and its decision will be final. The Council shall determine the amount of the award (not to exceed \$1,000).
8. The Award shall be presented at the Annual Scientific Meeting and the certificate awarded at the Annual Banquet.

deROALDES FUND

- I. Historical Note:
The Fund was established in 1907 by a gift of \$500 from Dr. A.W. deRoaldes, President of the Association (1906). The Fund was increased in 1941 to \$4,000 by action of the Council.
- II. Purpose:
To establish an award to be presented to an individual whose outstanding work in Laryngology deserves special recognition.
- III. Administration:
 1. The income from the Fund shall be used to cover the expenses of the Award, i.e., a medal and a certificate, usually granted every three years.

deROALDES AWARD

- I. Historical Note:
Established in 1907 with a donation of \$500 from Dr. A.W. deRoaldes, President of the American Laryngological Association in 1906.
- II. Purpose:
To establish an award to be presented to an individual in recognition of outstanding accomplishments in the field of Laryngology. .
- III. Administration:
 1. The Council shall appoint a deRoaldes Award Committee, consisting of five (5) Fellows: one member shall be appointed annually to serve a five year term. The Award shall be known as “deRoaldes Award” for the Achievement in Laryngology.
 2. The Committee shall submit its recommendation to the Secretary one (1) month prior to the Annual (**Winter**) Meeting of the Council.
 3. The Award selection shall be made by the Council on recommendation of the deRoaldes Award Committee.
 4. The prospective recipients of the deRoaldes Award shall be selected on the basis of outstanding accomplishments in Laryngology. Fellows of the Association are not excluded.
 5. The Award shall consist of a medal, suitably inscribed on the obverse side with a figure of Hippocrates, a staff and serpents, a wreath of laurel, and surrounded by the words, “American Laryngological Association.” The reverse shall be inscribed, “deRoaldes Award for the Achievement in Laryngology” with the recipient’s name and year. The size of the medal shall be approximately 45mm. The Award shall be accompanied by an appropriately inscribed certificate.
 6. The Secretary shall arrange for striking the die and its safekeeping. He/she shall notify the recipient of the Council’s selection after the Annual (Mid-Winter) Council Meeting. He/she shall announce in the post-session report that the Committee will accept suggestions for suitable candidates for the Award.
 7. The Award shall be presented at the Annual Banquet of the Association.
 8. Fellows may send suggestions for the Award to the Secretary.

JOHNSON FUND

- I. Historical Note:
The Fund was established on May 21, 1926 by a bequest of \$5,000 from Dr. Samuel Johnson, who was President of the American Laryngological Association in 1899.
- II. Purpose:
To provide financial support to carry on the activities of the Association.
- III. Administration: (Rules and Regulations)
 1. The Fund shall be maintained at or above its original amount (\$5,000).
 2. The income may be used to support the current activities of the Association when needed, or may be added to the principal.
 3. The principal may be used to meet unusual or special financial needs of the Association. The Fund should never be completely depleted and shall be restored to its former amount or as soon thereafter as possible.
 4. Suggestions as to the use of this Fund shall be the responsibility of the Finance Committee and must be included in the Committee's annual report to the Council for its approval.

MEMORIAL FUND

- I. Historical Note:
The Fund was established on March 9, 1959 by a bequest of \$1,000.00 and added to by gifts from Fellows and friends of the Association.
- II. Purpose:
To provide financial support to carry on the activities of the Association.
- III. Administration:
 1. The Council shall be responsible for the administration of the Fund and shall decide how it shall be used.
 2. The income from the Fund may be used to supplement the General Fund, or to support any special activity (program, research, or administrative) of the Association.
 3. The principal shall be maintained at a level sufficient to accomplish its stated purpose.
 4. Special recognition shall be given to benefactors and contributors:
 - a. Contributors of \$500, or more, shall be listed in the program of the Annual Meeting and the *Transactions*.
 - b. Special Memorials to a designated individual may be established by contributions of \$1,000. These shall be listed separately in the program of the Annual Meeting and the *Transactions*.

JAMES E. NEWCOMB TRUST FUND

- I. Historical Note:
The Fund was established in 1939 by a bequest of \$2,000 from the Elizabeth W. Newcomb Estate in memory of her husband, Dr. James E. Newcomb, Secretary of the Association (1900-1910) and President (1911).
- II. Purpose:
To preserve and maintain the Archives of the Association.
- III. Administration:
 1. The income of the Fund shall be used to preserve and maintain the Archives of the Association.
 2. The principal shall be maintained and may be added to from the annual income.
 3. Suggestions as to the use of these funds should be included in the Annual Report to the Council of the Historian/Editor.
 4. The Council shall have sole discretion of the Fund's use and shall notify the Treasurer when to make expenditures from the Fund.

JAMES E. NEWCOMB AWARD FUND

- I. Historical Note:
The Fund was established in 1939 by a bequest of \$500 from the Estate of James E. Newcomb.
- II. Purpose:
To establish an award to be given annually to a Fellow of the Association as a mark of recognition and esteem for services to the Association, or for outstanding contributions and accomplishments in the field of Laryngology.
- III. Administration:
 1. A Committee, known as The Newcomb Award Committee, shall be appointed annually by the President.
 2. The Committee shall consist of Three (3) Fellows, not members of the Council.
 3. The Committee shall report to the Secretary.
 4. Income from the Fund shall be used for expenses connected with the Award.

JAMES E. NEWCOMB AWARD

- I. Historical Note:
Established in 1939 in memory of James E. Newcomb by a bequest from the Estate of James E. Newcomb.
- II. Purpose:
To establish an annual award to be given to a Fellow of the American Laryngological Association as a mark of esteem and appreciation for service to the Association, or for outstanding contributions to the literature of laryngology.
- III. Administration:
 1. The President shall appoint, annually, a Committee, known as The Newcomb Award Committee, consisting of three (3) Fellows, not members of the Council. The Committee shall submit its recommendation to the Council one (1) month prior to the Annual Mid-Winter Council Meeting.
 2. The Council alone shall make the selection for the Award.
 3. Award shall be presented at the Annual Banquet.
 4. Fellows may suggest candidates for the Award to the Secretary.

THE GABRIEL F. TUCKER FUND

- I. Historical Note:
The Fund was established in 1987 by a bequest of \$5,000.00 from the Estate of Gabriel F. Tucker, Jr., and gifts from Fellows of the Association and friends of Gabriel F. Tucker, Jr.
- II. Purpose:
To establish an award in memory of Gabriel F. Tucker, Sr. and Gabriel F. Tucker, Jr., to be given preferably to an American Laryngological Association member, but not necessarily, in recognition of the individual's contributions to the field of pediatric laryngology or for outstanding service to the Association. The award will be given annually if an outstanding recipient is identified.
- III. Administration:
 1. A Committee, known as the Gabriel F. Tucker Award Committee, will be appointed annually by the President.
 2. The Committee will consist of three (3) Fellows who will serve staggered terms and may include one or more Gabriel F. Tucker Award recipients.
 3. The Committee will report to the Secretary.
 4. Income from the Fund will be used for expenses connected with the Award.

THE GABRIEL F. TUCKER AWARD

- I. Historical Note:
Established in 1987 in memory of Gabriel F. Tucker, Sr. and Gabriel F. Tucker, Jr., by a bequest from the Estate of Gabriel F. Tucker, Jr. and gifts from Fellows of the Association and friends of Gabriel F. Tucker, Jr.
- II. Purpose:
To establish an award in the form of a medal to be given annually, if an outstanding candidate is identified. The prospective recipient of the Gabriel F. Tucker Award will usually be an American Laryngological Association member who has made significant contributions either to the field of pediatric laryngology or to the Association, or both.
- III. Administration:
 1. The President will appoint, annually, a Committee, known as the Gabriel F. Tucker Award Committee, consisting of three (3) Fellows. The Committee will submit its recommendation to the Secretary one (1) month before the Mid-Winter Council Meeting.
 2. The Council alone will make the selection for the Award.
 3. The Award will be presented at the Annual Meeting.
 4. Fellows may suggest candidates for the Award to the Secretary.

AMERICAN LARYNGOLOGICAL ASSOCIATION AWARD

- I. Historical Note:
Established in 1987 on the recommendation of an ad hoc committee of the American Laryngological Association which carefully assessed the activities and long range goals of the Association.
- II. Purpose:
To establish an annual award as a mark of recognition and esteem for outstanding achievement, either in medicine or in another discipline, which has contributed significantly to laryngology.
- III. Administration:
 1. The President will appoint, annually, a Committee, known as the American Laryngological Association Award Committee, of three (3) Fellows, to serve staggered terms of three (3) years each. The Committee will submit its recommendation to the Secretary one (1) month prior to the Winter Council Meeting.
 2. **The Council alone shall make the selection for the Award. I think we should keep this. It allows the council to override the committee if needed.**
 3. The Award will be presented at the Annual Meeting.
 4. Fellows may suggest candidates for the Award to the Secretary.

SEYMOUR R. COHEN FUND

- I. Historical Note:
The fund was established in 1989 with a bequest of \$100,000 by Seymour R. Cohen, M.S. M.D., Odelia A. Cohen and their daughters Lori Dee Jekelis and Cathy Lynne Cross during Dr. Cohen's Presidency. The Award is to be announced in 1996 and implemented in 1997.
- II. Purpose:
To establish an award in the name of Seymour R. Cohen to be given **bi-annually** to further research in pediatric otolaryngology and/or pediatric neurolaryngology. Research must be done in the nature of basic science only. **I think we answered this in the revisions. We removed the phrase "bi-annually." See below the quote from the voting document**
To establish an award in the name of Seymour R. Cohen to be given annually to further research in pediatric laryngology and/or pediatric neurolaryngology. Research must be done in the nature of basic science only.
- III. Administration:
 1. The Research Committee, specified under committees, will review grant proposals submitted for consideration to the Association
 2. The Committee will report to the President.

3. Income from the fund will be used for the Award. The principal (corpus) of the fund will remain in perpetuity. If no contribution has been deemed to qualify for the award, the interest will be added to the principal so as to enhance the following award.

SEYMOUR R. COHEN AWARD

I. Historical Note:

Established in 1989 in honor of Seymour R. Cohen with the bequest of \$100,000 from the Cohen family.

II. Purpose:

To establish a monetary award to be given annually, if an outstanding candidate is identified. The prospective candidate(s) must perform basic science or clinical research in order to be eligible. This proposed research must be relevant to pediatric laryngology and/or pediatric neurolaryngology. The scope of the grant is limited to citizens of the United States of America and Canada. Should multiple candidates collaborate in the research, all authors must comply with the citizenship requirements. The primary author must certify that he/she has done at least 70% of the work and must also attest to the fact that a majority of the materials results will be submitted to the ALA for presentation and the Journal of the Association for consideration for publication prior to submission for presentation or publication in other venues.

III. Administration:

1. The Grant Award will be overseen by the Research Committee.
2. The Committee will report to the Council.
3. The Grant Award will be presented at the Annual Meeting.