

2025-2026 Constitution & Bylaws Committee Charge



Purpose

The Constitution & Bylaws Committee is responsible for oversight of the Society's policy rules and regulations. This includes maintenance of an effective set of Society Bylaws, policies and procedures, and other governing documents as needed. The Committee will work with other volunteer leaders and SSO staff to keep SSO policies and procedures in line with best practices to meet the needs of the Society.

Responsibilities

- Regularly review SSO Bylaws to ensure they are kept current with best practices and make recommendations for amendments.
- Review and resolve any conflicts of interest disclosed by SSO committee members, and volunteer leadership.
- Review and recommend updates to current SSO Policy & Procedures Manual.
- Assist with development of SSO policies and procedures reflecting the current Strategic Plan goals.
- Oversee implementation of SSO Code of Conduct and related policies.
- Serve as advisory body to SSO Board of Directors related to ethical issues.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 12 members: 2 years
- Board Liaison: current President

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
• Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement.	• Multiple virtual meetings per year (approx. quarterly). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting.	Andrea King: andreaking@surgonc.org