

**Supplementary Articles to the bylaws of Society of Chinese Bioscientists in America  
for the Hepatology Division**

**Article I. The Hepatology Division**

The Hepatology Division (hereafter referred to as the Division) affiliates with the Society of Chinese Bioscientists in America (hereafter referred to as SCBA), under the SCBA's non-profit corporate structure and abides with the bylaws of the SCBA.

The Hepatology Division is also known as Chinese American Liver Society (hereafter referred to as CALS) due to its history, which was formed before it became affiliated with SCBA.

**Article II. The purpose of the Supplementary articles;**

Per the agreement with SCBA, the Division is highly autonomous in terms of its management, activities, and finance. It is thus necessary to stipulate the Supplementary articles to govern the operations of the Division.

**Article III. The mission of the Hepatology Division.**

We follow the mission of SCBA; in addition, we set the following specific mission for the Division.

- 1). To promote collaborations and interactions among researchers and physicians in basic, pre-clinical and clinical studies with the goal of understanding the mechanisms and developing novel therapies related to liver diseases.
- 2). To help research training and career development for the next generation scientists devoted to liver research.
- 3). To address issues that affect the professional and business interests of Chinese American researchers and clinicians in the field of Hepatology through the efforts of the Division and working with other professional organizations with the same interests.

**Article IV. The membership**

The membership categories follow those set up by SCBA.

Regular Membership of the Division is open to the liver researchers, hepatologists, gastroenterologists, and clinicians of other sub-specialties with a strong interest in liver diseases from North America.

International Membership is open to the liver researchers, hepatologists, gastroenterologists, and other clinicians with a strong interest in liver diseases from countries other than the US.

Associate Membership is open to trainees, including post-doctoral fellows, clinical fellows, residents, and graduate students no matter whether they are in the US or other countries.

Qualified candidates will first apply for the corresponding membership of SCBA. They will then send the acknowledgement notice from SCBA Executive Director and the membership payment receipt to the Secretary of the Hepatology Division to be registered as a member of this Division.

To apply SCBA membership, go to <http://www.scbasociety.org/Membership/Membership.html>. Download the membership application form and fill it. Pay the membership fee at the selected level as indicated using Paypal. Send the filled application form along with the Paypal receipt, or alternatively, with a check, to the Executive Director of SCBA as instructed on the website. An acknowledgment of approval should be sent to the applicant from the Executive Director via e-mail.

The Secretary of the Division keeps the membership record, and will send the Supplementary Articles to be new members so that they will be familiar with the Division affairs.

#### **Article V. The Governing Body**

The Division is governed by its Executive Council, which is composed of the President, the President-elect, the immediate past President, the Treasurer, the Secretary, one to three non-officer Standing Councilors, and one optional Councilor-at-large. The Executive Council member must be a Regular member of the Division at good standing for at least three years before serving on the Council. The Councilor-at-Large may not be subjected to the three-year requirement and can be a member of any category.

#### **Article VI. The election and appointment of the members of the Executive Council.**

The President is automatically succeeded by the President-elect when the term is completed. Once being succeeded, the President becomes the immediate past President.

The President-elect is nominated by the members or self-recommended. The nomination is approved by the Council before it is put on the ballot for election. One nominee may be sufficient, but two or more nominees should be proposed, whenever possible, for the candidate President-elect. The members will then elect one nominee as the President-elect. The nomination and election should be completed within 3 months before the current President-elect becomes the President at the end of the annual meeting. The President-elect will start his/her term immediately after the annual meeting.

The Treasurer and the Secretary can be nominated and elected as the President-elect is, but can also be appointed by the President upon the recommendation by the current members of the Executive Council.

The remaining standing council members of the Executive Council (up to three in number) are solicited from the Regular Members with the willingness to serve voluntarily. The current Council will approve the appointment of these members.

The President can appoint a Councilor-at-Large for a special task as deemed necessary, such as the organization of the annual meeting.

The nomination and election can be conducted via e-mails or WeChat group of the Division or other proper means.

## **Article VII. The term of the Council members**

The term of the President, the President-elect and the immediate past President is one year, spanning the period from the next day of the completion of the annual meeting to the end of the day of the following annual meeting.

The term of the Secretary is one year but can be extended by the Council for up to three years in total.

The term of the Treasurer can be multi-years but need to be reviewed every year by the Council.

The term of the non-officer standing council members is one year but can be extended upon the recommendation by the President for up to three years in total.

The term of Councilor-at-Large is one year or less, appointed by the President.

The members of the Council may resign from the post before the end of the term for appropriate reasons.

## **Article VIII. The duties of the Executive Council members.**

**The President:** Responsible for carrying on the mission of the Division and the general operation of the Division. Some of the more specific tasks include, but not limited to the following: chairing the Executive Council, calling the meeting and setting the agenda for the business of the Division, organizing the annual meeting, setting up proper working committees for approval by the Council, appointing the Counselor-at-Large, promoting the membership, being the representative of the Division for external affairs, such as the public relationship with SCBA, media and sponsoring entities.

**The President-elect and the immediate Past President:** Assist the President in all aspects.

**The Secretary:** Keeping the minutes of the meeting, keeping the records of the members, generating communication with the members through e-mail listing and WeChat groups, promoting the publicity of the Division through booklets, web content and other social media where appropriate, receiving the registration of the annual meeting via interaction with the Secretary of SCBA, and other tasks assigned by the President and/or the Council. The Secretary also serves as the monitoring person for the Treasurer for financial matters.

**The Treasurer:** Responsible for running the financial operation of the Division, keeping the books about the income and expense, submitting the financial papers for annual review by the Finance Committee and/or the Council, performing the transactions that have been approved by the Executive Council, and other tasks assigned by the President and/or the Council related to financial affairs.

**The Standing Councilors:** Assisting the Presidents in policy formation, and in decision making, performing the necessary check-and-balance function for a democratic process of the operation, being chairs of a standing committee, and participating in the voting for the decisions of the Executive Council.

**The Councilor-at-Large:** Appointed by the President for any special tasks. The Councilor-at-Large does not participate in decision-making or voting on issues other than the special tasks that he/she is taking on.

Major decision-making requires the participation of a minimal of 5 council members including the President and requires a simple majority vote. A full voting council may have up to 8 members (three presidents, Secretary, Treasurer, 2-3 EC members).

## **Article IX. The Committees**

The Division may establish specific committees to handle operational issues of the Division. These may include Membership Committee, Election Committee, Finance Committee and so on. The establishment of these committees are determined and approved by the Executive Council. Council members may lead the committee as the Chairperson. Committees report to the Executive Council through their chairs.

The Membership Committee will determine the category of the membership and the privileges, and maintain the record of the membership due and status.

The Election Committee will determine the eligibility of candidates, run the election, collect the votes and report the results to the Executive Council and the members.

The Finance Committee will examine the financial status of the Division and audit the financial statement prepared by the Treasurer.

The Program Committee will assemble the scientific program and determine the logistic arrangement of the annual meeting.

## **Article X. The Annual Meeting.**

The annual meeting is organized by the President and the Executive Council with the active input from the members of the Division. The Executive Council can serve as the program committee with the President being the Chair of the committee. The program can be a half-day or one-day event depending on the scale of the program. The date of the meeting is in concordance with the annual American Association for the Study of the Liver Diseases (AASLD) meeting. Note that the Division annual meeting is entirely separated and independent from the AASLD events.

The meeting is open to all who is interested in participation, domestic and international, including but not limited to the Division members and the SCBA members,

The level of the registration fee will be set by the Council and there will be a discount applied to those registrants who is a registered member of SCBA-Hepatology Division. The level of discount is set by the Council for each annual meeting.

Sponsorship: Monetary sponsorship is allowed as long as they are approved by the Council for its appropriateness. Publicity can be offered in exchange for sponsorship but needs to be approved by the Council. Commercial bias should be avoided in educational events.

Meeting venues: Meeting venues are determined by the Council. A Councilor-at-Large may be appointed by the President as a special task agent, who will be invited to participate in Council meeting regarding the annual meeting. The Council will determine the final venue for the meeting, considering the expense, location and other relevant factors.

## **Article XI. The interpretation, the revision, the approval of the Supplementary Articles**

The interpretation, the revision and the initial approval of the Supplementary articles are the right of the Executive Council, but the final approval is given by the members of the Division.

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Revision: Feb 14, 2019

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Approval by the Council: Feb 15, 2019

Approval by the membership: Feb 18, 2019

Version 6: Revision on membership procedure

Approved by the Council: May 29, 2019