

## ASPS/PSF Governance Restructure Frequently Asked Questions *as of 1/13/2023*

This document is a collection of questions and answers related to the ASPS / PSF Governance Restructure and, in particular, the implementation of the Council of Representatives structure and will be updated as needed. If your question is not answered below, please send a message to [governance@plasticsurgery.org](mailto:governance@plasticsurgery.org) or call Ms. Peggy Pissarreck at 847-228-3334.

### Question

Where can I access the application to become a recognized stakeholder entity to one of the Subcouncil?

### Answer

State, Regional, and Subspecialty Societies may access their application at <https://www1.plasticsurgery.org/members/subcouncil/societies/>. ASPS Special Interest Groups and Forums may access their application at <https://www1.plasticsurgery.org/members/subcouncil/sigs/>

However, please note that the application to participate during the inaugural year will close on February 1, 2023. The ASPS Board of Directors will be asked to approve those applicants that meet the requirements at their March 9, 2023 meeting. Requirements are outlined on [www.plasticsurgery.org/GovernanceRestructure](http://www.plasticsurgery.org/GovernanceRestructure).

### QUESTION

We are a multi-specialty organization. I don't think we reach the 90% threshold of ASPS Active and Life Active Members. However, we would like the opportunity to participate in the Council of Representatives. Is there another avenue we can take to participate?

### ANSWER

The ASPS Bylaws provide that the Subcouncil of Subspecialty Societies can accept organizations where the membership is comprised of less than 90% ASPS Active and Life Active Members IF the organization is contractually affiliated with ASPS as approved by the ASPS Board of Directors.

If contractual affiliation is not an avenue your organization wishes to pursue at this time, please know that non-participation will not reduce our interactions or desire to grow together moving forward. We will continue to work together to improve patient safety.

### QUESTION

- 1) Please clarify whether subspecialty societies will be allowed one delegate per 250 voting members, or one delegate per 250 life and active members. I ask this question because in many organizations, the senior membership category does not vote. I will need to understand this as we appoint delegates to the ASPS Council of Representatives.
- 2) We are tallying our membership numbers, but our society has 403 members who are Active or Life members of ASPS. If these need not be voting members of our society, then I believe our number of eligible members will be 403. Therefore, the first 250 members would warrant one delegate. Do any membership counts above 250 warrant an additional delegate, or does this number need to reach 250 before our society is eligible for an additional delegate?

**ANSWER**

Delegates are awarded based on the number of ASPS Active and Life Active members on your society's membership roster.

Each approved subspecialty society or state and regional society is entitled to one (1) delegate. Those approved societies with between 251 and 500 ASPS Active and Life Active members are entitled to a second delegate. Those approved societies with 501 or more ASPS Active and Life Active members are entitled to a third delegate. No society is entitled to more than three delegates. Only ASPS Active members in good standing are eligible to be delegates to the Subcouncil of Subspecialty Societies or the Subcouncil of State and Regional Societies.

**QUESTION**

When you count membership, is this only voting membership, or all ASPS Active and Life Members who are members? Note that our society has a Senior membership category. These individuals are ASPS life members, but are not active voting members of our society. Are they to be included in the membership count for our society?

**ANSWER**

Your organization's bylaws may explain who counts as members within your society. However, to participate in the ASPS Council of Representatives, your organization's membership must be comprised of at least 90% ASPS Active and Life Active members, unless the subspecialty society is contractually affiliated with ASPS as approved by the ASPS Board of Directors. Regardless of participation status, ASPS will continue to work with our related organizations to improve patient safety.

If you would like ASPS to confirm the percentage of your members who are ASPS Active and Life Active members, you may send your membership roster to [governance@plasticsurgery.org](mailto:governance@plasticsurgery.org) in the same format as is required for the application. Applicant organizations interested in a seat on the Subcouncil of State and Regional Societies and Subcouncil of Subspecialty Societies must provide their membership roster in an Excel file or comma delimited text file containing the following columns or fields in the order indicated.

1. First Name
2. Middle Initial
3. Last Name
4. Suffix (*ex: Jr. Sr. III, IV*)
5. Medical Credentials (*s*) (*ex: MD, PhD, FACS, etc.*)
6. City
7. State/Province
8. Country
9. Email Address (*used to resolve name conflicts only*)
10. ASPS Member ID, if available

**QUESTION**

I see that the delegate position is for one year. Is there a number of terms that a delegate can be renewed (e.g., 3 year maximum)?

**ANSWER**

Subcouncil delegates may serve up to three consecutive one-year terms (excluding any year(s) such individual also serves as Chair, Vice-Chair or Secretary of this Subcouncil) for the same stakeholder entity. Delegates who have served three consecutive one-year terms must have a gap of one year before they may serve as Subcouncil delegate again for any entity or Subcouncil.

Delegates for the current term (2023) are expected to carry over into the next governance year (2024), without the inaugural year counting against the 3-year maximum.

**QUESTION**

We currently have a representative on the ASPS / PSF Board of Directors who is serving their first year. Before the governance restructure, subspecialty society representatives to the ASPS / PSF Board were eligible to serve up to three one-year terms. Should our Board Rep be given first preference when appointing our delegates?

**ANSWER**

As noted, the current term (2023) is the last year that there will be subspecialty representatives to the ASPS or PSF Board of Directors. Appointing your current subspecialty representative as your first delegate seems reasonable. However, that decision is entirely up to your organization provided your delegate meets the requirements described on the [www.plasticsurgery.org/GovernanceRestructure](http://www.plasticsurgery.org/GovernanceRestructure) webpage.

**QUESTION**

Are there any criteria for selection of the delegate? Is it preferable for the delegate to be on the Board of Directors of the subspecialty society nominating them, or can it be any member of that society?

**ANSWER**

Each delegate must be an ASPS Active member, unless otherwise permitted by the Subcouncil, and may not be a member of the ASPS/PSF Board of Directors (except for the Subcouncil Chair), ASPS Trustees, or the ASPS/PSF Conflict of Interest Committee. The selected delegate may serve as delegate for only one society at a time. The stakeholder entity must have previously confirmed their delegate's willingness to serve.

**QUESTION**

What fields do you need for the member roster that is to accompany the application? And can we email it to you?

**ANSWER**

Applicant organizations may email the roster to [governance@plasticsurgery.org](mailto:governance@plasticsurgery.org) if they prefer. However, if the file is ready, it is easy to upload with your application.

Applicant organizations interested in a seat on the Subcouncil of State and Regional Societies and Subcouncil of Subspecialty Societies must provide their membership roster in an Excel file or comma delimited text file containing the following columns or fields in the order indicated.

1. First Name
2. Middle Initial
3. Last Name
4. Suffix (*ex: Jr. Sr. III, IV*)

5. Medical Credentials (s) (*ex: MD, PhD, FACS, etc.*)
6. City
7. State/Province
8. Country
9. Email Address (*used to resolve name conflicts only*)
10. ASPS Member ID, if available

Applicant SIGs and Forums interested in a seat on the Subcouncil of Member Sections must provide their membership roster in an Excel file with the following fields in the order indicated:

1. ASPS Member ID Number
2. First Name
3. Middle Initial
4. Last Name
5. Suffix (*ex: Jr. Sr. III, IV*)
6. Medical Credentials (s) (*ex: MD, PhD, FACS, etc.*)
7. City
8. State/Province
9. Country
10. Email Address

**QUESTION:**

I am the executive director for multiple societies. I submitted the application for the first society, but am not able to submit an application for the rest, as the system tells me I have already submitted an application. I use the same email address for all my accounts.

**ANSWER:**

Our Business Technology team is working on a longer term solution to this challenge. In the short term, they have suggested that you use a different account for each application you wish to submit. The simplest way is to use a different email address for each account. Select the "Create New Account" button on the login page. However, if you prefer to use the same email address for your multiple accounts, Jerime Wargo ([jwargo@plasticsurgery.org](mailto:jwargo@plasticsurgery.org)) can assist you.