

## **SENIOR FELLOWS GROUP OF THE ASSOCIATION OF PATHOLOGY CHAIRS**

### **OPERATING PROCEDURES**

**Accepted July 2017**

**Revised March 2018**

**Revised July 2020**

**Revised February 2023**

### **NAME AND PURPOSE**

The Senior Fellows Group (SFG) shall be established to assist the APC in its activities and mission by (1) participating in APC programs, committees, and projects; and 2) providing advice, consultation, and mentoring to current Chairs and other members of the APC as well as to other Pathology Department faculty interested in leadership roles. The SFG membership will consist of former academic department of pathology chairs who have been duly elected to the SFG (see APC Bylaws Article V, Section 6 and the Operating Procedures of the APC). Active SFG members will be non-voting members of the APC. Officers of the group will be a Chair, Vice-Chair, a Secretary, two Councilors and Immediate Past Chair. Officers will be elected by vote of the active SFG members and approved by APC Council. These officers will serve as the SFG Executive Committee. The Chair will be a voting member of the APC Council.

### **MEMBERSHIP**

Individuals who have been either chair members (for any length of time) or interim chair members (for at least five continuous or total years) and who are in good standing may, upon application, be recommended by the SFG Executive Committee for approval by the APC Council as SFG members. If an SFG member subsequently assumes a chair, they will lose their status as a Senior Fellow at the time they become chair. The responsibilities of Senior Fellows are defined in APC Bylaws Article V, Section 6, and in the Operating Procedures of the APC.

When a Pathology Department chair or interim chair who meets the above length of service requirements notifies the APC office of his/her intent to step down from the chair, they will be encouraged to consider applying for membership in the APC SFG and directed to the online application form. Chairs may submit the application for consideration prior to stepping down, which will be handled as a regular SFG application. However, if approved, SFG membership will not become effective until the chair has officially stepped down.

### **PROCESSES**

1. Operating Procedures of the SFG shall be established, and may be revised from time to time, by majority vote of active SFG members, subject to advice and approval of the APC Council.
2. The SFG will assist the APC in its activities and mission by the participation of the SFG members in APC programs, committees, and projects.
3. Former academic Pathology Department chairs and interim chairs who meet the qualifications outlined above may make formal application for SFG membership. Instructions for application, including contact information for support, are maintained on the APC website at <https://www.apcprods.org/senior-fellows>.
4. Applications will be reviewed by the SFG Executive Committee (or its designees), who will, upon approval, recommend the SFG applicant to the APC Council for approval. Upon approval, the SFG member will assume the rights and privileges of SFG membership described in APC Bylaws Article II, Section 5.
5. SFG members will have an indefinite term of membership unless or until the member either withdraws or is recommended for termination for cause by vote of two-thirds of the SFG Executive Committee. Terminations must be approved by the APC Council.
6. Every two years, SFG members will be required to submit a disclosure of any fiduciary

relationships with outside organizations that may constitute a real or perceived conflict of interest with the APC or any of its constituent entities. At the time of solicitation of this disclosure the SFG member will be asked to indicate whether or not they wish to continue membership in the SFG. If they indicate that they wish membership to continue, it will be continued. If they indicate that they do not wish to continue membership, it will be discontinued. Failure to submit the disclosure form every two years may be grounds for termination of membership for cause.

7. As needed, the Executive Committee will appoint a Nominating Committee, normally chaired by the Immediate Past SFG Chair and co-chaired by the APC President. The Nominating Committee will solicit from the SFG membership nominations for SFG officers (Chair, Vice Chair, Secretary, and two Councilors). The slate of nominees must be approved by APC Council. Officers will be elected by majority vote of SFG members.
8. The terms of Chair, Vice Chair, Secretary, Councilors, and Immediate Past Chair will each be two years. The terms of Secretary and one of the Councilors will be staggered with those of the Chair, Vice-Chair, and the other Councilor. All of these individuals can be reelected for one additional term. The slate of elected officers will be presented to APC Council for approval before these individuals take office.