



**CONSTITUTION AND BYLAWS
OF THE
PEDIATRIC AND CONGENITAL
ELECTROPHYSIOLOGY SOCIETY
(May 2020)**

ARTICLE I - NAME

The name of this organization shall be the Pediatric and Congenital Electrophysiology Society. Hereafter, the organization shall be referred to as "the Society" or PACES

ARTICLE II - PURPOSE

The purposes of the Pediatric and Congenital Electrophysiology Society are to promote, maintain, and pursue excellence in the study of cardiac arrhythmias in the human fetus, infant, child, adolescent and adult with congenital heart disease (hereafter referred to as "pediatric and congenital").

ARTICLE III – MEMBERSHIP

Membership in the Society will consist of six types: 1) Regular, 2) Associated Professional, 3) Trainee, and 4) Affiliate, 5) Complimentary, and 6) Emeritus. Regular membership is open to individuals with an MD, DO or Ph.D. or equivalent degree who are interested in arrhythmias in the pediatric and congenital patient, who have completed training and who engage in the practice of Pediatric and/or congenital Cardiac Electrophysiology through clinical service, research, or teaching. Associated Professional membership is open to individuals who are interested in arrhythmias in the pediatric and congenital patient, assist in pediatric cardiac electrophysiology through clinical support, research, or teaching, and do not hold one of the degrees required for regular membership or serve in an allied professional role. Regular and Associated Professional members are eligible to vote, to hold office, and to serve on committees. Trainee membership is open to individuals who are interested in arrhythmias in the pediatric and congenital patient and are currently in the process of training. Trainee members should apply for one of the other membership categories once training is complete. Affiliate membership is open to individuals who are non-practitioners, such as industry engineers involved in product development (as distinct from marketing), the officers of family support groups and other groups such as the SADS Foundation. Trainee and Affiliate members are NOT eligible to vote, hold office, or serve on committees. Complimentary Membership is granted at the discretion of any member of the Executive Committee. Persons with Complimentary Membership will be considered members of the Society, but not pay annual dues. Complimentary membership may only be granted for a fixed period of time, to be determined at the time the Complimentary Membership is granted. Persons are eligible for emeritus membership if they have been PACES members for more than 15 years, are over 65 years of age and who are fully retired. Emeritus membership can also be endowed by the Executive Committee for

outstanding leadership or service to the society. Emeritus members are granted their membership status at the direction of the executive committee and do not pay annual dues. The appointment of an Emeritus membership is for life. All categories of membership shall pay dues as specified by the Executive Committee of the Society.

RIGHTS AND PRIVILEGES OF MEMBERSHIP

Voting Rights of Members

Only Regular members, Emeritus and Associated Professional members are eligible to vote on matters affecting the Society and to exercise the rights and powers conferred upon members pursuant to these Bylaws.

Rights of Trainees, Affiliate Members and Complimentary Members.

Trainees, Affiliate Members, and Complimentary Members are entitled to all privileges of members but shall not have the right to vote, hold office or exercise any of the other statutory powers of members pursuant to these Bylaws. Affiliate (ie scientists, non industry) and Emeritus Members may serve on committees and task forces of the Society, but cannot hold office. Industry Members may not serve on committees, task forces, working groups, or councils of the Society, except in special circumstances deemed appropriate by the President.

Modification of Member Benefits.

The Executive Committee may create, eliminate or modify various benefits and privileges accorded to Members, Affiliate Members, Trainee Members, Emeritus Members, or Allied Professional Members and any sub-categories or classifications of members within those classes. Additionally, the executive committee, from time to time, may grant inactive status to certain persons among the Membership for such periods and with such reduced financial obligations and other terms as the Board shall determine.

DUTIES OF MEMBERSHIP

Regular members, Associated Professional members, Trainee Members and Affiliate Members are obligated to pay annual dues to the Society in such amounts as are established from time to time by the executive committee. All members are encouraged to promote qualified applicants to membership in the Society and to attend the Annual PACES educational events.

CESSATION OF RIGHTS; TERMINATION OF MEMBERSHIP; REMOVAL FOR CAUSE

a) Cessation of Rights, Termination and Reinstatement. Annual renewal of membership is contingent upon receipt of consecutive annual dues. Members whose dues are not paid annually shall be terminated and their names eliminated from all relevant membership lists. The right to vote, hold office, hold a committee or task force appointment and all other privileges and benefits of membership shall cease. Any vacancy in an office or on a committee due to such circumstances shall be filled by vote of the executive committee. Exception to this procedure may be made on the basis of individual consideration by the President of the Society upon submission of an explanatory document by the applicant.

b) Removal for Cause. An individual's membership may be removed for cause by the affirmative vote of at least two-thirds (2/3) of the executive committee, after reasonable notice and an opportunity to be heard by the executive committee. Cause may include a suspended or revoked medical license due to ethical misconduct or for other reasons.

ARTICLE IV – OFFICERS

Officers of the Society shall be President, Vice President for Administration (Secretary), Vice President for Finance (Treasurer), Vice President for Research, Associated Professional Representative and an International Executive Committee Member. These officers and the two Immediate Past-Presidents shall comprise the Executive Committee. The Board of Directors shall have four members, consisting of the President, the two Immediate Past Presidents, and the Chief Executive Officer of the Heart Rhythm Society. The Board of Directors will consist of the Officers of the Society and will review a yearly financial report from the Vice President for Finance (Treasurer), which must be approved by a majority vote (e.g. three out of four members of the full board). Regular and Associated Professional members in good standing are eligible for office. Every year one new member will be elected as an officer, electing a Vice President for Finance, a Vice President for Administration and a Vice President for Research in turn, each of which will serve in that position for three years, and then move up to the office of President.

Any officer may be removed from office at any regular meeting or electronically by vote by 2/3 majority of the membership, with due cause. If an officer resigns or is otherwise not able to fulfill their duties, the Executive Committee will appoint a Society Member to serve until the next election at which time the membership will vote on a candidate to fill the remainder of the officer's term. If the appointed member ultimately serves in the time period completing the officer's original term, they will not subsequently advance to the President, Past President or Past Officer position. If the current President resigns or is not able to fulfill their duties, the Vice President in line for the presidency will become president and serve as president for the remaining term of the resigning president in addition to their full scheduled year of service.

The duties of the officers are as follows:

A. President. The President shall preside at all meetings. The President will distribute an agenda to members before each meeting. The President shall be ex-officio member of all committees. The President shall sign all written contracts and financial obligations of the Society that have been authorized by the membership.

B. Vice President for Administration (Secretary). The Vice President for Administration shall perform all functions of the President in the absence or disability of the President. This officer will also have responsibility for Administration and will function as the Secretary of the Society. As such, the Vice President for Administration shall keep accurate and legible notes of the minutes of all meetings, shall maintain a ledger of all motions affecting the

Society listing date, contact and maker. The minutes from all executive session meetings will be distributed to the PACES Executive session committee within 2 weeks of such meetings for approval. The Vice President for Administration will distribute the annual minutes (May HRS/PACES) Meeting electronically to all members within 2 months of the meeting. The Vice President for Administration shall see that role is taken at all meetings and shall sign in lieu of the President all legal documents and financial obligations authorized by the Society. The Vice President for Administration shall preside at the meetings in the absence of the President, maintain an accurate up-dated list of all officers, members of the Society, conduct correspondence as directed, read important correspondence at meetings, notify members of meetings, maintain the By-Laws and distribute Society mail. A current roster of the Society will be maintained by the Vice President for Administration. The Vice President for Administration will also chair the Advocacy Committee and oversee the website.

C. Vice President for Research. The Vice President for Research shall be responsible for overseeing the involvement of the Society in any and all research projects that in any way utilize the resources of the society. This will include supervising and organizing annual Young Investigator Competitions, as well as chairing the Research Committee of the Society. The Vice-President of Research will work with the Vice President of Administration and website chair to ensure that all PACES research related documents are on the website.

D. Vice President for Finance (Treasurer). The Vice President for Finance shall chair the Finance Committee. This committee shall create a budget to be presented and approved by the Executive committee. The Vice President of Finance shall receive and bank all monies due, issue receipts thereof, and keep accurate records of the same. The Vice President for Finance shall pay all bills for utilities, necessary maintenance and repairs without further authorization. However, all bills must be approved by the Executive Committee at the next meeting. The Vice President for Finance may make all disbursements by checks signed with a single signature. In the event of the absence of the Vice President for Finance, the President or Vice President for Administration shall be authorized to sign checks. It shall be the duty of the Treasurer to oversee all filings required by the Internal Revenue Service and other federal or state agencies and authorities, including incorporation and other fees, as well as oversee insurance for the society and its officers. The Vice President for Finance shall keep records of all financial transactions and provide a complete financial report to the Executive Committee and the Board of Directors within 60 days of the close of each fiscal year. (October 1-September 30).

E. Immediate Past-Presidents. The two Immediate Past-Presidents shall advise the President and other officers and provide leadership continuity to the Society.

F. Associated Professional Executive Committee Member: This committee member will serve a 3 year term and function as a voting member of the Executive Committee and act as a liaison between the physician membership and the associated professionals. The Associated Professional Committee member will be elected by the entire voting PACES membership in a process identical to the election of new physician executive committee members. The AP Executive Committee Member will be responsible for the parent-portal information on the website. The AP Executive Committee Member may appoint individuals to help with the parent-portal website and periodically update the information as needed. The AP Executive Committee Member will also be responsible for annual Pre-HRS PACES and HRS PACES meeting (including the annual business meeting) venue and event management. The member in this position does not progress to President.

G. International Executive Committee Member: This committee member will serve a 4-year term and function as a voting member of the Executive Committee. This individual will be elected by the entire voting PACES membership in a process similar to the election of new physician executive committee members. Individuals eligible for this position should be in good standing with PACES and his/her clinical practice should primarily be outside of North America. The International EC Member will help facilitate and foster continued growth of PACES at a global level. This individual may work with North American and international members of the advocacy committee to promote global quality initiative programs and establish co-branded scientific research meetings and breakout sessions. In addition, the International Representative will facilitate ongoing collaboration of scientific statements, guidelines, and endorsement by other international cardiology societies. This individual may also work with members of the Research Committee to foster international participation in PACES endorsed projects as well as become principal investigators in PACES endorsed research studies. The member in this position does not progress to President. However, all PACES members, regardless of North American or International status, may be elected to the VP of Finance, VP of Administration, or VP of Research.

H. Immediate Past-Associated Professional Executive Committee Member and International Executive Committee Member: The AP Professional Committee member as well as the International Executive Committee Member will continue on the Executive Council as a non-voting member for a period of 12 months to facilitate transition for the newly elected AP and International Executive Committee Members.

I. The Executive Committee will meet in person when possible and by telephone conference call at the discretion of the President.

J. The Executive Committee shall appoint the chairperson and members to all committees.

K. The Executive Committee should disclose any relationships with industry or for-profit entities during the time of holding office. Officers should recuse themselves from any decisions directly related to a potential conflict of interest of any kind. Officers will not act on behalf of PACES in any industry sponsored events or for-profit collaborations or studies without the written approval of a unanimous vote of the Executive Committee. Any member of a PACES committee or PACES sponsored entity should also disclose any relationships with industry, and mitigate any conflicts of interest that might arise in performing official PACES duties and responsibilities.

L. The Executive Committee will not be involved in designation of any Society members as exceptional or be involved in dealings with the US or any other government including immigration on behalf of its members.

M. Executive Committee members (including those not on the Presidential tract) must wait at least 2 year' time from rotating off the executive committee before holding another position on the Executive Committee.

ARTICLE V - MEETINGS OF THE SOCIETY

The Society shall hold at least one annual meeting to consider such business as may arise. These meetings shall be composed of at least three parts. Part I, the Educational Meeting, will consist of but not be limited to the presentation of selected topics or PACES issues or planning as well as invited speakers,. Part II will involve the Research Meeting which includes reports on collaborative studies, and

invited speakers and other aspects of investigation and study. Part III of the meeting will be the Business Meeting. This session will consist of but not be limited to the presentation and approval of the minutes (presented to the membership by any means), the reports of the Vice Presidents for Administration, Finance and Research, the announcement of new officers, the selection of collaborative study proposals, and other business as brought before the membership. In addition, the Society will hold special meetings when deemed necessary. One regular meeting per year of the Society shall be held at the time of the Scientific Sessions of the Heart Rhythm Society unless changed by a simple majority vote of the regular members. All meetings shall require four weeks written notice to the Society members and shall be open to all classes of membership.

ARTICLE VI - RAISING OF FUNDS

Funds for the conduct of the affairs of the Society shall be obtained in the following ways:

1. The annual dues which will be set by the Executive Committee.
2. Voluntary contributions, bequests, and other gifts.
3. Any fund raising program approved by the Executive Committee and notified by the membership of the Society.

ARTICLE VII – COMMITTEES

The Executive Committee will appoint a Chair for each committee, who serves for a term of three years, nonrenewable. The committee Chairs and the Executive Committee will select additional committee members from the membership, who will not be Officers of the Society. Members of the Executive Committee cannot be appointed to a committee, but if presently on a committee at the time of their election, they can serve out their term. Members of the Executive Committee cannot become a committee chair. They can be appointed to a committee or become a committee chair 2 years after completion of their term as members of the Executive Committee, including the 2 years as ex officio members.

The term for Committee members will be two years, renewable twice, based on input from the Chair of the Committee. In addition, a Committee member may serve as Chair for an additional three year term. Each Committee will have a Vice Chair and this person will assist and work closely with the Chair as the final 6 months of the Chair's tenure approaches. In general, the Vice Chair will take over as Chair at the end of the 3 years. This person will be nominated by the Executive Committee with input from the committee chair.

One example of such a committee is the Training Committee, whose charge will be to periodically review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient.

The rosters of each of the committees will be maintained on the PACES web site. The number of committee members will be determined by the Chair of each committee.

The standing committees of the Society shall consist of:

A. Nominating Executive Committee. The officers of the Society shall comprise the Nominating Executive Committee. It shall convene annually at least monthly by telephone conference call at the discretion of

the President (see Article IV, Officers, for Nominating Committee duties). Voting members of this committee include the President, all 3 Vice Presidents, Allied Professional Member, International Member and 2 Past Presidents.

B. Research Committee. The Chair of the Research Committee shall be the Vice-President for Research. The members will be appointed by the President and approved by the Chair. This committee will be responsible for reviewing proposed collaborative studies for consideration by the membership. The proposed studies may be distributed electronically at any time, or distributed to the membership at least two months before each annual meeting. Comments will be elicited from the general membership either electronically or at the annual business meeting. The Vice-President for Research will appoint appropriate subcommittees to implement these individual approved proposals. The committee or its designated subcommittee will be responsible for seeking funding if needed and providing a timely report at the Annual Educational Meeting.

C. Constitution Administration Committee. The duties of this Committee shall be to review the constitution and by-laws of the Society at least annually and make amendments to the constitution when necessary which will help maintain a functional constitution and by-laws of the Society. This committee will also coordinate all partnerships or reciprocal agreements with other societies or organizations that promote mutual goals and values that are strategically aligned with PACES. The Committee will be comprised of the

Officers chaired by the Vice President of Administration and may contain any other President appointed regular members appointed by the Vice President of Administration, but also may be comprised of only the VP of Administration at the discretion of the Executive Committee.

D. Finance Committee. The Chair of the Finance Committee shall be the Vice-President for Finance. The members will be appointed by the President and approved by the Chair. The finance committee will be responsible for the budget of PACES as well as any other fundraising activity or activity related to the financial well-being of the organization including dues.

E. Guideline Review And Development (GRAD) Committee. The Guideline

Review/Grad Committee will be responsible for reviewing all documents created by or sent to PACES for approval and/or endorsement. This committee will also appoint representative from PACES to write guideline documents, with the nominees being approved or rejected by a majority vote of the Executive Committee. Other than appointing the chair and members of the committee by the Executive Committee, this committee will be independent of other committees and report directly to the Executive Committee.

F. Education Committee. The Education Committee will be responsible for all educational material for providers and patients provided by PACES. This committee will also plan the annual Educational Symposium for PACES as well as coordinate any educational events or educational correspondence for PACES members. This committee will review all PACES sponsored or endorsed educational material. This committee will be responsible for the educational material on the website and report directly to the President of PACES.

DG. QA/QI (Quality) Committee. This committee will be responsible for all quality initiatives from PACES including both internal and external databases and/or quality metrics. Other than appointing the chair

and members of the committee by the Executive Committee, this committee will be independent of other committees and report directly to the Executive Committee, although the Vice President of Administration has the authority to exercise oversight with this committee.

H. International Committee. The International Committee will oversee all organizational activities outside the United States and Canada, including recruitment of PACES members in these geographical areas. This committee directly reports jointly to the Vice President of Administration as well as International Executive Committee Member.

I. Website Committee. The Website Committee will be responsible for creating and maintaining the content on the official PACES website as well as any other electronic or social media accounts deemed important by the Executive Committee. The chair of this committee may be a volunteer, or an outside person/company with expertise in website design may be hired at the discretion of the Executive Committee. The Website Committee will report directly to the current President.

J. Other Committees. In addition to the Standing Committees of the Society, the Executive Committee may establish permanent or ad-hoc committees to further the goals of the Society. One example of such a committee is the Training Committee, whose charge will be to periodically review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient.

ARTICLE VIII - FISCAL YEAR

The fiscal year shall begin October 1 of each year and end on September 30 of the following year.

ARTICLE IX – BY-LAWS

Initial by-laws were approved by unanimous vote at the annual meeting of the Pediatric Electrophysiology Society, Dallas, Texas, November 10, 1990.

The Executive Committee shall have the power to make and amend the Bylaws for the governance of the Society. Amendments to the constitution or by-laws must be passed by a simple majority vote of the regular membership. The proposed amendments should be distributed to the membership for review prior to the vote.

ARTICLE X – ENDORSEMENT

PACES endorsement, sponsorship and recognition of conferences, events, manuscripts, and policy statements must be approved by the Executive committee following application for such acknowledgement (see Endorsement Policy and Application in Appendix).

ARTICLE XI-REPRESENTATION IN OTHER ORGANIZATIONS

The executive committee may appoint one or more persons from among the officers and the Membership, to serve as representatives of the Society with other organizations, both domestic and international.

ARTICLE XII-REIMBURSEMENT AND LIABILITY

NO PERSONAL LIABILITY

The Membership and officers of the Society shall not be personally liable for any debt, liability or obligation of the Society. All persons, corporations or other entities extending credit to, contracting with or having any claim against the Society, may look only to the funds and property of the Society for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree or of any money that may otherwise become due or payable to them from the Society.

NO COMPENSATION; REIMBURSEMENT FOR EXPENSES

None of the elected officers shall be compensated for serving as such. Trustees and officers are not reimbursed by the society for out-of-pocket expenses incurred in connection with the performance of their respective duties, including travel and lodging expenses.

Presidents:

1988	Woody Benson
1989	Grace Wolff
1990	John Kugler
1991	Mac Dick
1992	Ann Dunnigan
1993	Barbara Deal
1995	Jeff Moak
1997	Bert Ross
1999	Mike Silka
2001	Ed Walsh
2003	Jim Perry
2005	John Triedman
2007	George Van Hare
2009	Richard Friedman
2010	Phil Saul
2011	Peter Fischbach
2012	Susan Etheridge
2013	Charles Berul
2014	Ian Law
2015	Kathryn Collins
2016	Shu Sanatani
2017	Mitchell Cohen
2018	Bryan Cannon
2019	Maully Shah
2020	Seshadri Balaji
2021	Elizabeth "Tess" Saarel
2022	Prince Kannankeril

AMENDMENTS

November 15, 1992

Length of term of elected officers extended to two years. By mail vote.

October 4, 2004

The membership category "Affiliate" is changed to "Associated Professional" and a new category of membership, now called "Affiliate" is created for representatives of patient-advocacy groups and scientifically-oriented industry people. Dues increased to \$75 for regular members. By website vote.

November 14, 2006

Name of society changed from "Pediatric Electrophysiology society" to "Pediatric and Congenital Electrophysiology Society." E-mail vote.

August 22, 2007

Separate category of membership "Trainee" created for trainees and trainees removed from the "Associated Professional" category. Associated Professionals allowed to vote, hold office and serve on committees. Adult patients with congenital heart disease added as a Society focus. The term "young" changed to "pediatric and congenital". Electronic means of communication and voting to replace methods by mail. Annual meeting changed from time of the American Heart Association to the Heart Rhythm Society Scientific Sessions. Dues to be set by the Executive Committee rather than set in the By-Laws. Program Committee changed such that new collaborative studies can be distributed, reviewed and approved electronically. The Standards and Education Committee changed to an ad hoc committee appointed by the President as needed.

June 1, 2009

Yearly elections, Executive Committee made up of: President, VP for Administration, VP for Research, Vice President for Finance, and Immediate Past-president. The President and Immediate Past President serve 1 year, other positions serve 3 years, then move to president. This creates a total service commitment = 5 years. Finally, "Program Committee" changes name to "Research Committee" and is chaired by VP for Research.

April 1, 2011

Change to Article IV

From: "Officers of the Society shall be President, Vice President for Communications, Vice President for Research, Treasurer, and Immediate Past-President. These officers shall comprise the Executive Committee. Regular and Associated Professional members in good standing are eligible for office. Every year one new member will be elected to the Executive Committee electing a Treasurer, a Vice President for Communications and a Vice President for Research in turn, each of which will serve in that position for three years, and then move up to the office of President."

To: "Officers of the Society shall be President, Vice President for Administration (Secretary), Vice President for Finance (Treasurer) and the Vice President for Research.

These officers and the two Immediate Past-Presidents shall comprise the Executive Committee. The Board of Directors shall have four members, consisting of the President, the two Immediate Past-Presidents, and the Chief Executive Officer of the Heart Rhythm Society. The primary role of the Board of Directors is to review a yearly financial report from the Vice President for Finance (Treasurer), which must be approved by a majority vote (e.g. – three out of four members of the full board). Regular and Associated Professional members in good standing are eligible for office. Every year one new member will be elected as an officer, electing a Vice President for Finance, a Vice President for Communications and a Vice President for Research in turn, each of which will serve in that position for three years, and then move up to the office of President.”

Change to Article IV

From: “Any officer may be removed from office at any regular meeting by 2/3 majority of the membership, with due cause.” To: “Any officer may be removed from office by 2/3 majority of the membership with due cause.”

Changes to Article IV, B

From: “Vice President (President Elect)” To: “Vice President for Administration”

Changes to Article IV, B

From: all occurrences of “Vice President for Communications” To: “Vice President for Administration”

Change to Article IV, B

From: “... and distribute Society mail.” To: “maintain the By-Laws and distribute Society mail.”

Change to Article IV, C

From: all occurrences of “Vice President for Communications” To: “Vice President for Administration”

Change to Article IV, D

From: all occurrences of “Treasurer” To: “Vice President for Finance”

Change to Article IV, E

From: “Past-President” To: “Past-Presidents”

Change to Article V

From: “This session will consist of but not be limited to the reading of the minutes (written), ...” To: “This session will consist of but not be limited to the presentation and approval of the minutes (written), ...”

Changes to Article VII, B

From: “The Research Committee shall consist of members appointed by the Vice-President for Research, who chairs the committee.” To: “The Chair of the Research Committee shall be the Vice-President for Research. The members will be appointed by the President and approved by the Chair.”

Change to Article VII, C

Delete “Amendments to the constitution and by-laws must be passed by a simple majority vote of the regular membership. The proposed amendments should be distributed to the membership for review prior to the vote.” (see addition of Article IX below)

From: “The proposed amendment should be distributed to the membership at least four weeks prior to the regularly scheduled meeting.” To: “The proposed amendments should be distributed to the membership for review prior to the vote.”

Delete Article VII, D - Membership Committee.

Delete Article VII, E - Standards and Education Committee.

Addition to Article VII

“Other Committees. In addition to the Standing Committees of the Society, the Executive Committee may establish permanent or ad-hoc committees to further the goals of the Society. The Executive Committee will appoint a Chair for each committee, who serves for a term of two years, renewable for a maximum of one additional term, as long as the goals of the committee are being met. The committee Chairs and the Executive Committee will select additional committee members from the membership, who will, in general, not be Officers of the Society. The term for Committee members will be two years, renewable once. In addition, a Committee member may serve as Chair for an additional two year term. Members of the Society may also serve additional terms on a committee after a period of 2 years has passed since their service on the committee.

One example of such a committee is the Training Committee, whose charge will be to periodically review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient.

Add Article IX

ARTICLE IX – BY-LAWS

Initial by-laws were approved by unanimous vote at the annual meeting of the Pediatric Electrophysiology Society, Dallas, Texas, November 10, 1990.

Amendments to the constitution or by-laws must be passed by a simple majority vote of the regular membership. The proposed amendments should be distributed to the membership for review prior to the vote.

January 1, 2013

1. Change to ARTICLE IV – OFFICERS

Officers of the Society shall be President, Vice President for Administration (Secretary), Vice President for Finance (Treasurer), and the Vice President for Research. Additionally, the society will elect a member from within the Associated Professional members to serve on the Executive Committee who will serve for a 3 year term. These officers and the two Immediate Past-Presidents shall comprise the Executive Committee. The Board of Directors shall have four members, consisting of the President, the two Immediate Past-Presidents, and the Chief Executive Officer of the Heart Rhythm Society. The

primary role of the Board of Directors is to review a yearly financial report from the Vice President for Finance (Treasurer), which must be approved by a majority vote (e.g. – three out of four members of the full board). Regular and Associated Professional members in good standing are eligible for office. Every year one new member will be elected as an officer, electing a Vice President for Finance, a Vice President for Administration and a Vice President for Research in turn, each of which will serve in that position for three years, and then move up to the office of President.

F. Associated Professional Executive Committee Member: This committee member will serve a 3 year term and function as a voting member of the Executive Committee and act as a liaison between the physician membership and the associated professionals. In this way we hope to ensure that the interests the associated professionals are accounted for by the Society. The Associated Professional Committee member will be elected by the entire voting PACES membership in a process identical to the election of new physician executive committee members

2. Change to ARTICLE VII – COMMITTEES

The Executive Committee will appoint a Chair for each committee, who serves for a term of three years, nonrenewable. The committee Chairs and the Executive Committee will select additional committee members from the membership, who will not be Officers of the Society. Members of the Executive Committee cannot be appointed to a committee, but if presently on a committee at the time of their election, they can serve out their term. . Members of the Executive Committee cannot become a committee chair. They can be appointed to a committee or become a committee chair 2 years after completion of their term as members of the Executive Committee, including the 2 years as ex officio members.

The term for Committee members will be two years, renewable once, based on input from the Chair of the Committee. In addition, a Committee member may serve as Chair for an additional three year term. Each Committee will have a Vice Chair and this person will assist and work closely with the Chair as the final 6 months of the Chair's tenure approaches. In general, the Vice Chair will take over as Chair at the end of the 3 years. This person will be nominated by the Executive Committee with input from the committee chair.

One example of such a committee is the Training Committee, whose charge will be to periodically review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient.

The rosters of each of the committees will be maintained on the PACES web site

Change to ARTICLE III – MEMBERSHIP

Membership in the Society will consist of four types: 1) Regular, 2) Associated Professional, 3) Trainee, and 4) Affiliate. Regular membership is open to individuals with an MD, DO or Ph.D. degree who are interested in arrhythmias in the pediatric and congenital patient, who have completed training and who engage in the practice of Pediatric and Congenital Cardiac Electrophysiology through clinical service, research, or teaching. Associated Professional membership is open to individuals who are interested in arrhythmias in the pediatric and congenital patient, assist in pediatric cardiac electrophysiology through clinical support, research, or teaching, and do not hold one of the degrees required for regular membership. Regular and Associated Professional members are eligible to vote, to hold office, and to

serve on committees. Trainee membership is open to individuals who are interested in arrhythmias in the pediatric and congenital patient and are currently in the process of training. Trainee members may apply for one of the other membership categories once training is complete. Affiliate membership is open to individuals who are non-practitioners, such as industry engineers involved in product development (as distinct from marketing), the officers of family support groups and other groups such as the SADS Foundation. Trainee and Affiliate members are NOT eligible to vote, hold office, or serve on committees. All categories of membership shall pay dues as specified by the Executive Committee of the Society.

June 12, 2015 (approved by PACES exec January 5, 2014)

Change to ARTICLE IV, OFFICERS

Officers of the Society shall be President, Vice President for Administration (Secretary), Vice President for Finance (Treasurer), Vice President for Research, Associated Professional Representative and an International Executive Committee Member. These officers and the two Immediate Past-Presidents shall comprise the Executive Committee. The Board of Directors shall have four members, consisting of the President, the two Immediate Past-Presidents, and the Chief Executive Officer of the Heart Rhythm Society. The primary role of the Board of Directors is to review a yearly financial report from the Vice President for Finance (Treasurer), which must be approved by a majority vote (e.g. – three out of four members of the full board). Regular and Associated Professional members in good standing are eligible for office. Every year one new member will be elected as an officer, electing a Vice President for Finance, a Vice

President for Administration and a Vice President for Research in turn, each of which will serve in that position for three years, and then move up to the office of President.

Any officer may be removed from office at any regular meeting by 2/3 majority of the membership, with due cause.

The duties of the officers are as follows:

A. President. The President shall preside at all meetings. The President will distribute an agenda to members before each meeting. The President shall be ex-officio member of all committees. The President shall sign all written contracts and financial obligations of the Society that have been authorized by the membership.

B. Vice President for Administration (Secretary). The Vice President for Administration shall perform all functions of the President in the absence or disability of the President. This officer will also have responsibility for Administration and will function as the Secretary of the Society. As such, the Vice President for Administration shall keep accurate and legible notes of the minutes of all meetings, shall maintain a ledger of all motions affecting the Society listing date, contact and maker. The minutes from all executive session meetings will be distributed to the PACES Executive session within 2 weeks of such meetings for approval. The Vice President for Administration will distribute the annual minutes (May HRS/PACES) Meeting electronically to all members within 2 months of the meeting. The Vice President for Administration shall see that role is taken at all meetings and shall sign in lieu of the President all legal documents and financial obligations authorized by the Society. The Vice President for Administration shall preside at the meetings in the absence of the President, maintain an accurate up-

dated list of all officers, members of the Society, conduct correspondence as directed, read important correspondence at meetings, notify members of meetings, maintain the By-Laws and distribute Society mail. A current roster of the Society will be maintained by the Vice President for Administration. The Vice President for Administration will also chair the Advocacy Committee and oversee the website.

C. Vice President for Research. The Vice President for Research shall be responsible for overseeing the involvement of the Society in any and all research projects that in any way utilize the resources of the society. This will include supervising and organizing annual Young

Investigator Competitions, as well as chairing the Research Committee of the Society. The Vice-President of Research will work with the Vice-President of Administration to ensure that all PACES research related documents are on the website.

D. Vice President for Finance (Treasurer). The Vice President for Finance shall chair the Finance Committee. This committee shall create a budget to be presented and approved by the Executive committee. The Vice President of Finance shall receive and bank all monies due, issue receipts thereof, and keep accurate records of the same. The Vice President for Finance shall pay all bills for utilities, necessary maintenance and repairs without further authorization. However, all bills must be approved by the Executive Committee at the next meeting. The Vice President for Finance may make all disbursements by checks signed with a single signature. In the event of the absence of the Vice President for Finance, the President or Vice President for Administration shall be authorized to sign checks. The Vice President for Finance shall keep records of all financial transactions and provide a complete financial report to the Executive Committee and the Board of Directors within 60 days of the close of each fiscal year. (October 1-September 30).

E. Immediate Past-Presidents. The two Immediate Past-Presidents shall advise the President and other officers and provide leadership continuity to the Society.

F. Associated Professional Executive Committee Member: This committee member will serve a 3 year term and function as a voting member of the Executive Committee and act as a liaison between the physician membership and the associated professionals. The Associated Professional Committee member will be elected by the entire voting PACES membership in a process identical to the election of new physician executive committee members. The AP Executive Committee Member will be responsible for the parent-portal information on the website. The AP Executive Committee Member may appoint individuals to help with the parent-portal website and periodically update the information as needed. The member in this position does not progress to President.

G. International Executive Committee Member: This committee member will serve a 3-year term and function as a voting member of the Executive Committee. This individual will be elected by the entire voting PACES membership in a process similar to the election of new physician executive committee members. Individuals eligible for this position should be in good standing with PACES and his/her clinical practice should primarily be outside of North America. The International EC Member will help facilitate and foster continued growth of PACES at a global level. This individual may work with North American and international members of the advocacy committee to promote global quality initiative programs and establish co-branded scientific research meetings and breakout sessions. In addition, the International Representative will facilitate ongoing collaboration of scientific statements, guidelines, and endorsement by other international cardiology societies. This individual may also work with members of

the Research Committee to foster international participation in PACES endorsed projects as well as become principal investigators in PACES endorsed research studies. The member in this position does not progress to President. However, all PACES members, regardless of North American or International status, may be elected to the VP of Finance, VP of Administration, or VP of Research.

H. Immediate Past-Associated Professional Executive Committee Member: The AP Professional Committee member will continue on the Executive Council as a non-voting member for a period of 12 months to facilitate transition for the newly elected AP Executive Committee Member.

I. The Executive Committee will meet in person when possible and by telephone conference call at the discretion of the President.

J The Executive Committee shall appoint the chairperson and members to all committees.

Change to ARTICLE V - MEETINGS OF THE SOCIETY

The Society shall hold at least one annual meeting to consider such business as may arise. These meetings shall be composed of at least two parts. Part I, the Educational Meeting, will consist of but not be limited to the presentation of selected topics, reports on collaborative studies, and invited speakers. Part II of the meeting will be the Business Meeting. This session will consist of but not be limited to the presentation and approval of the minutes (presented to the membership by any means), the reports of the Vice Presidents for Administration, Finance and Research, the announcement of new officers, the selection of collaborative study proposals, and other business as brought before the membership. In addition, the Society will hold special meetings when deemed necessary. One regular meeting per year of the Society shall be held at the time of the Scientific Sessions of the Heart Rhythm Society unless changed by a simple majority vote of the regular members. All meetings shall require four weeks written notice to the Society members and shall be open to all classes of membership.

Change to ARTICLE VI - RAISING OF FUNDS

Funds for the conduct of the affairs of the Society shall be obtained in the following ways:

1. The annual dues, which will be set by the Executive Committee.
2. Voluntary contributions, bequests, and other gifts.
3. Any fund raising program approved by the Executive Committee and notified by the membership of the Society.

Change to ARTICLE VII - COMMITTEES

There are three standing committees which are chaired by each of the Vice Presidents (Research, Finance, and Advocacy). For the remaining standing committees, the Executive Committee will appoint a Chair for each committee, and that Chair will serve for a term of three years, nonrenewable. The committee Chairs and the Executive Committee will select additional committee members from the membership, who will not be Officers of the Society. Members of the Executive Committee cannot be appointed as a Chair or Member of a committee separate from the one they Chair, but if presently on a committee at the time of their election, they can serve out their term. . They can be appointed to a committee or become a committee chair 2 years after completion of their term as members of the Executive Committee, including the 2 years as ex officio members.

The term for Committee members will be two years, renewable once, based on input from the Chair of the Committee and approval by the Executive Committee. In addition, a Committee member may serve as Chair for an additional three-year term. Each Committee will have a Vice Chair and this person will assist and work closely with the Chair as the final 6 months of the Chair's tenure approaches. In general, the Vice Chair will take over as Chair at the end of the 3 years. The Executive Committee will nominate this person with input from the committee chair. The rosters of each of the committees will be maintained on the PACES web site

The standing committees of the Society shall consist of:

A. Nominating Committee. The officers of the Society shall comprise the Nominating Committee. It shall convene annually by telephone conference call at the discretion of the President (see Article IV, Officers, for Nominating Committee duties).

B. Research Committee. The Chair of the Research Committee shall be the Vice-President for Research. The members will be appointed by the President and approved by the Chair. This committee will be responsible for reviewing proposed collaborative studies for consideration by the membership. The proposed studies may be distributed electronically at any time, or distributed to the membership at least two months before each annual meeting. Comments will be elicited from the general membership either electronically or at the annual business meeting. The Vice-President for Research will appoint appropriate subcommittees to implement these individual approved proposals. The committee or its designated subcommittee will be responsible for seeking funding if needed and providing a timely report at the Annual Educational Meeting. The Vice-President for Research will work with the Vice-President of Administration to assure that all research studies and associated documents will be posted on the web site.

C. Finance Committee. The duties of this Committee will be to create and submit a budget to the Executive Team on an annual basis. This committee will also be responsible for pursuing philanthropy, submitting for Industry grants for conferences, and investigating other means of income to the society.

D. Advocacy Committee. The duties of this Committee will be to support the members of the society and find means to disseminate information to members. This committee will be responsible for Website design and maintenance. This Committee will be charged with investigating and pursuing relationships with other organizations to support the purpose of the society. The Chair of the Advocacy Committee will also be responsible for supporting and promoting international collaboration between PACES and other heart rhythm societies.

E. Constitution Committee. The duties of this Committee shall be to review the constitution and by-laws of the Society annually and make amendments to the constitution when necessary which will help maintain a functional constitution and by-laws of the Society. The Committee will be comprised of the officers and any other President-appointed regular members.

F. Other Committees. In addition to the Standing Committees of the Society, the Executive Committee may establish permanent or ad-hoc committees to further the goals of the Society. One example of such a committee is the Training Committee, whose charge will be to periodically review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient.

Change to ARTICLE VIII - FISCAL YEAR

The fiscal year shall begin October 1 of each year and end on September 30 of the following year.

Change to ARTICLE IX – BY-LAWS

Initial by-laws were approved by unanimous vote at the annual meeting of the Pediatric Electrophysiology Society, Dallas, Texas, November 10, 1990.

Amendments to the constitution or by-laws must be passed by a simple majority vote of the regular membership. The proposed amendments should be distributed to the membership for review prior to the vote.

Change to ARTICLE X – ENDORSEMENT

PACES endorsement, sponsorship and recognition of conferences, events, manuscripts, and policy statements must be approved by the Executive committee following application for such acknowledgement (see Endorsement Policy and Application in Appendix).

AD-HOC Committees added in 2015

1. Website Design Committee
2. Prevention of Sudden Cardiac Death in the Young Committee

April 20, 2020

Revision to ARTICLE III – MEMBERSHIP

Membership types changed to 6 types with addition of complimentary membership and Emeritus. Emeritus member criteria were identified at the direction of the executive committee and do not pay annual dues. The appointment of an Emeritus membership is for life. Addition of a Complimentary membership that does not pay dues.

Membership in the Society will consist of five types: 1) Regular, 2) Associated Professional, 3) Trainee, 4) Affiliate, 5) International and 6) Emeritus.

Addition to Article III—MEMBERSHIP RIGHTS AND PRIVILEGES OF MEMBERSHIP

Voting Rights of Members

Only Regular members, Emeritus and Associated Professional members are eligible to vote on matters affecting the Society and to exercise the rights and powers conferred upon members pursuant to these Bylaws.

Rights of Trainees, Affiliate Members and Complimentary Members.

Trainees Affiliate Members, and Complimentary Members are entitled to all privileges of Members but shall not have the right to vote, hold office or exercise any of the other statutory powers of members pursuant to these Bylaws. Affiliate (ie scientists, non industry) and Emeritus Members may serve on committees and task forces of the Society, but cannot hold office. Industry Members may not serve on committees, task forces, working groups, or councils of the Society, except in special circumstances deemed appropriate by the President.

Modification of Member Benefits.

The Executive Committee may create, eliminate or modify various benefits and privileges accorded to Members, Affiliate Members, Trainee Members, Emeritus Members, or Allied Professional Members and any sub-categories or classifications of members within those classes. Additionally, the executive committee, from time to time, may grant inactive status to certain persons among the Membership for such periods and with such reduced financial obligations and other terms as the Board shall determine.

DUTIES OF MEMBERSHIP

Regular members, Associated Professional members, Trainee Members and Affiliate Members are obligated to pay annual dues to the Society in such amounts as are established from time to time by the executive committee. All members are encouraged to promote qualified applicants to membership in the Society and to attend the Annual PACES educational events.

CESSATION OF RIGHTS; TERMINATION OF MEMBERSHIP; REMOVAL FOR CAUSE

a) Cessation of Rights, Termination and Reinstatement. Annual renewal of membership is contingent upon receipt of consecutive annual dues. Members whose dues are not paid annually shall be terminated and their names eliminated from all relevant membership lists. The right to vote, hold office, hold a committee or task force appointment and all other privileges and benefits of membership shall cease. Any vacancy in an office or on a committee due to such circumstances shall be filled by vote of the executive committee. Exception to this procedure may be made on the basis of individual consideration by the President of the Society upon submission of an explanatory document by the applicant.

b) Removal for Cause. An individual's membership may be removed for cause by the affirmative vote of at least two-thirds (2/3) of the executive committee, after reasonable notice and an opportunity to be heard by the executive committee. Cause may include a suspended or revoked medical license due to ethical misconduct or for other reasons.

Revision to ARTICLE IV—OFFICERS

Chief Officer of the Heart Rhythm Society removed from Board of Directors and Board of Directors changed to same members as Executive Committee.

Revision to ARTICLE IV—OFFICERS

Guidelines for replacement of officer in case of resignation added. Ability to remove officer by electronic vote added.

Revision to C. Vice President for Research: Website committee added to responsibilities.

Revision to D. Vice President for Finance: IRS filing and Society Insurance added to responsibilities.

Revision to F. Associated Professional Executive Committee Member: Pre-HRS and HRS PACES event coordination added to responsibilities.

Revision to G. International Executive Committee Member: Term of office changed from 3 to 4 years.

Revision to H. Immediate Past Committee Member: Immediate Past International Executive Committee Member added.

Revision to ARTICLE IV—OFFICERS

The following sections were added.

K. The Executive Committee should be divest of any relationships with industry or for-profit entities during the time of holding office. Officers will not act on behalf of PACES in any industry sponsored events or for-profit collaborations or studies without the written approval of a unanimous vote of the Executive Committee.

L. The Executive Committee will not be involved in designation of any of the Society members as exceptional or be involved in dealings with the US or any other government including immigration on behalf of its members.

M. Executive Committee members (including those not on the Presidential tract) must wait at least 2 years' time from rotating off the executive committee before holding another position on the Executive Committee.

Revision to ARTICLE V—MEETINGS OF THE SOCIETY

Research meeting added as one of 3 essential yearly meetings.

Revision to ARTICLE VII—COMMITTEES

Committee members may be re-appointed twice (for a total of a 6 year term) rather than once (for a total of a 4 year term).

Deleted: "Each Committee will have a Vice Chair and this person will assist and work closely with the Chair as the final 6 months of the Chair's tenure approaches. In general, the Vice Chair will take over as Chair at the end of the 3 years. This person will be nominated by the Executive Committee with input from the committee chair. One example of such a committee is the Training Committee, whose charge will be to periodically review or establish training and educational standards for the practice of electrophysiology in the pediatric and congenital patient."

Revision to ARTICLE VII—COMMITTEES

A. Nominating Committee changed to Executive (Exec) Committee and members on this committee defined.

Revision to ARTICLE VII—COMMITTEES

C. Constitution Committee changed to Administrative Committee and committee defined as:

The duties of this Committee shall be to review the constitution and by-laws of the Society at least annually and make amendments to the constitution when necessary which will help maintain a functional constitution and by-laws of the Society. This committee will also coordinate all partnerships or reciprocal agreements with other societies or organizations that promote mutual goals and values that are strategically aligned with PACES. The Committee will be chaired by the Vice President of Administration and may contain any other regular members appointed by the Vice President of

Administration, but also may be comprised of only the VP of Administration at the discretion of the Executive Committee.

Revision to ARTICLE VII—COMMITTEES

Added:

C. Administration Committee. The duties of this Committee shall be to review the constitution and by-laws of the Society at least annually and make amendments to the constitution when necessary which will help maintain a functional constitution and by-laws of the Society. This committee will also coordinate all partnerships or reciprocal agreements with other societies or organizations that promote mutual goals and values that are strategically aligned with PACES. The Committee will be chaired by the Vice President of Administration and may contain any other regular members appointed by the Vice President of Administration, but also may be comprised of only the VP of Administration at the discretion of the Executive Committee.

D. Finance Committee. The Chair of the Finance Committee shall be the Vice-President for Finance. The members will be appointed by the President and approved by the Chair. The finance committee will be responsible for the budget of PACES as well as any other fundraising activity or activity related to the financial well-being of the organization including dues.

E. Guideline Review And Development (GRAD) Committee. The Guideline Review/Grad Committee will be responsible for reviewing all documents created by or sent to PACES for approval and/or endorsement. This committee will also appoint representative from PACES to write guideline documents, with the nominees being approved or rejected by a majority vote of the Executive Committee. Other than appointing the chair and members of the committee by the Executive Committee, this committee will be independent of other committees and report directly to the Executive Committee.

F. Education Committee. The Education Committee will be responsible for all educational material for providers and patients provided by PACES. This committee will also plan the annual Educational Symposium for PACES as well as coordinate any educational events or educational correspondence for PACES members. This committee will review all PACES sponsored or endorsed educational material. This committee will be responsible for the educational material on the website and report directly to the President of PACES.

G. QA/QI (Quality) Committee. This committee will be responsible for all quality initiatives from PACES including both internal and external databases and/or quality metrics. Other than appointing the chair and members of the committee by the Executive Committee, this committee will be independent of other committees and report directly to the Executive Committee, although the Vice President of Administration has the authority to exercise oversight with this committee.

H. International Committee. The International Committee will oversee all organizational activities outside the United States and Canada, including recruitment of PACES members in these geographical areas. This committee directly reports jointly to the Vice President of Administration as well as International Executive Committee Member.

I. Other Committees. In addition to the Standing Committees of the Society, the Executive Committee may establish permanent or ad-hoc committees to further the goals of the Society.

Addition of ARTICLE XI—REPRESENTATION IN OTHER ORGANIZATIONS

Addition of ARTICLE XII—REIMBURSEMENT AND LIABILITY

List of Past Presidents updated through 2022

This version of the updated bylaws was approved by the PACES Executive Committee on May 4, 2020

Bryan Cannon

Maully Shah

Seshadri Balaji

Elizabeth Saarel

Prince Kannankeril

Melissa Olen

Thomas Paul