*Section 1 Officers*

The officers of POPS shall be as follows: President, President-Elect, Immediate Past-President, Vice President, Secretary, Treasurer, Webmaster, Historian, and four (4) Members At Large. These Officers shall perform the duties prescribed in these bylaws or as directed by the Board of Directors. Said Officers shall serve for terms hereinafter specified. Officers failing to fulfill the duties of the elected positions can result in disciplinary action as voted on by the Board up to and including removal from the elected position.

*Section 2 Eligibility of Board Members*

1. Each candidate for a POPS office or member of the Board of Directors shall have been a society member for at least two (2) consecutive years preceding each election.
2. A person may not simultaneously be a candidate for more than one office or Board position at any given time.
3. President Elect candidates must have at least two years of previous board experience and at least one year of service on a conference planning committee (including Annual Conference Planning Committee or POPS at International Pediatric Orthopaedic Symposium Planning Committee)
4. Vice President candidates must have at least one year of previous committee or board service experience.

*Section 3 Nominations*

Any active member of POPS may submit their own name or the name(s) of potential candidate(s) to the chairperson of the Leadership Committee within the designated time prior to the annual meeting. The Leadership Committee shall review the qualifications of all applicants and prepare a proposed slate for review and final approval by the Board of Directors prior to the annual meeting.

*Section 4 Elections*

1. Elections of the Officers and Board of Directors shall be held every year by the mail, email, or live vote, of all active members from a slate of candidates prepared by the Leadership Committee. Election date will be determined by the Board of Directors.
2. Plurality shall elect. In case of a tie, choice shall be by lot.
3. The term of office for those elected shall begin immediately after closure of the POPS annual conference.

*Section 5 President*

1. Term: The President will serve for one (1) year or until succeeded by the President-Elect. Once the role is served, the President must wait a minimum of five (5) years before being elected for another board position.
2. Duties: The President shall be the principal executive officer of POPS and shall, in general, supervise the business affairs of POPS. The President shall preside at all general meetings of POPS and of the Board of Directors. He/she may sign, with the Secretary or other proper officer of POPS authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or other instruments that the Board of Directors has authorized to be executed. The President will serve as International Pediatric Orthopaedic Symposium faculty and co-chair the POPS at International Pediatric Orthopaedic Symposium Planning Committee.

*Section 6 President-Elect*

1. Term: The President-Elect serves for one (1) year or until a successor is elected.
2. Duties: the President-Elect will be a member of the Board of Directors and shall perform duties as directed by the President. In the absence of the President, the President-Elect shall preside and assume the usual duties of the President. The President-Elect will co-chair the Annual Conference Planning Committee.

*Section 7 Vice President*

1. Term: The Vice President will serve in this office for two (2) years or until a successor is elected. In the absence of the President-Elect, the Vice President shall preside and assume the usual duties of the President-Elect.
2. Duties: The vice President will be a member of the Board of Directors and shall assist the President and President-Elect. The Vice President will co-chair the Annual Conference Planning Committee.

*Section 8 Immediate Past-President*

1. Term: The Immediate Past-President will serve in this office for one (1) year after completion of their role as President.
2. Duties: The Immediate Past-President will be a non-voting member of the Board of Directors and shall help assure the continuity of the POPS mission and purposes.

*Section 9 Secretary*

1. Term: The Secretary will serve in this office for two (2) years or until a successor is elected.
2. Duties: It shall be the duty of the Secretary to keep a true record of the proceedings of the meeting of POPS, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, be custodian of the corporate records, maintain the correspondences of POPS and keep a register of the post office address and email address of each member which shall be furnished to the Secretary by such member. The Secretary will be responsible for executing elections of the Officers and Board of Directors.

*Section 10 Treasurer*

1. Term: The Treasurer will serve in this office for a two (2) year active term (unless a successor is not elected) and additional (1) year mentoring role as an ex officio (non-voting) board member.
2. Duties: It shall be the duty of the Treasurer to maintain the financial records of the POPS in accordance with generally accepted accounting principals. The Treasurer shall be responsible for and have full knowledge of all funds, disbursements and securities of POPS, shall submit financial reports to the Board, prepare the annual budget in collaboration with the Board Committee, file annual taxes, and make recommendations pertaining to changes, which may affect the financial status of POPS.

*Section 11 Members At Large*

1. There shall be four (4) Members at Large.
2. Term: Service lengths for Members at Large will be two (2) year terms for two members staggered.
3. Duties: The Members at Large will serve as members of the Board of Directors. One senior and one junior Member at Large are responsible for organizing and executing the POPS symposium at the Pediatric Orthopaedic Society of North America annual conference. The remaining senior and junior Members at Large will be on the annual conference planning committee. The senior Member at Large that was the junior Member at Large responsible for the POPS symposium the immediate past year will serve as International Pediatric Orthopaedic Symposium faculty and co-chair the POPS at International Pediatric Orthopaedic Symposium Planning Committee.

*Section 12 Web Master*

1. Term: The Webmaster will serve in this office for a two (2) year active term and additional (1) year mentoring role as an ex officio (non-voting) board member
2. The Webmaster is responsible for oversight of all social media, web and internet.
3. Duties: The Webmaster will be responsible for reviewing membership applications, determining eligibility, and approving membership. The Webmaster shall review candidate applications, secure candidate consent to serve and prepare a proposed ballot slate to be submitted to the Board of Directors for review and final approval prior to the scheduled election.

*Section 13 Historian*

1. Term: The Historian will serve in this office for a two (2) year active term and additional (1) year mentoring role as an ex officio (non-voting) board member
2. Duties: The Historian will be responsible for gathering and publicizing photographs and documentation regarding POPS events on social media platforms.