

Oregon Urological Society

BYLAWS

ARTICLE I

NAME

The name of this organization of physicians shall be the Oregon Urological Society.

MISSION STATEMENT

To enhance the delivery and quality of urologic care through education and advocacy for patients and health care providers.

ARTICLE II

OBJECTIVES

The objectives of this society shall be to a) promote the ethical practice of urology in the best interests of the public and the medical profession, b) continually improve the professional standards of urology, c) study and evaluate economic aspects of this specialty, d) promote cooperation among all disciplines interested in urology, e) advise all professional groups about urology, e) negotiate for and represent urologists of Oregon and SW Washington at all levels of government and in required socioeconomic matters.

ARTICLE III

MEMBERSHIP

ACTIVE MEMBERS shall pay dues, hold office and have voting privileges.

SENIOR MEMBERS shall pay reduced dues and have voting privileges; they may not hold office.

RESIDENT MEMBERS shall not pay dues; they may not hold office or have voting privileges.

ASSOCIATE MEMBERS shall pay reduced dues and have voting privileges; they may not hold office.

AFFILIATE MEMBERS shall pay reduced dues; they may not hold office or have voting privileges.

Section 1. Application for membership in the Oregon Urological Society must be made upon forms provided by the secretary-treasurer. They must be received at least 30 days before the date of the annual meeting. Membership in this society is a privilege and not a right.

Section 2. An applicant for ACTIVE MEMBERSHIP must be a resident of Oregon or Clark County, Washington.

Requirements for ACTIVE MEMBERSHIP shall be:

- a. Graduate and postgraduate urological training sufficient to qualify for examination by the American Board of Urology.
- b. Limitation of applicant's practice to 95% urology or associated research in communities over 100,000; 75% in smaller communities.
- c. Practice in current locale for at least one year prior to application.
- d. Recommendation by the Executive Committee.
- e. Approval by a majority of the active members present at the Annual Meeting by written ballot.

Section 3. An applicant for SENIOR MEMBERSHIP must be an active member of the Oregon Urological Society.

Requirements for SENIOR MEMBERSHIP shall be:

- a. Retirement from the practice of urology or reduction of the amount of time devoted to practice to 0.5 full-time equivalent, or less.
- b. Payment of annual dues of \$50.00.

Section 4. RESIDENT MEMBERS must be urology residents in an ACGME-approved Oregon urology residency program.

Section 5. ASSOCIATE MEMBERS must possess all qualifications of active members except residence in Oregon or Clark County, Washington, or have met the requirements to be eligible for urologic certification by the American Osteopathic Association. Dues are 75% of the current active members dues.

Section 6. ALLIED MEMBERS must be physician assistants, nurses, or medical assistants who are involved in the delivery of urologic care. Dues are 50% of the current active members dues.

Section 7. Resignation, suspension, expulsion.

Any member in good standing in this society may resign by submitting a letter of resignation to the secretary-treasurer. Members may be suspended or expelled by action of the Executive Committee for failure to pay dues or assessments for two years, or suspension of membership by the American Urological Association.

ARTICLE IV

OFFICERS

Section 1

- a. Officers of the society shall be the president, president-elect, immediate past president, and secretary-treasurer. These four officers shall constitute the Executive Committee.
- b. These officers shall be nominated and elected according to procedures prescribed in these Bylaws.
- c. The president, president-elect, and immediate past president shall serve two-year terms.
- d. The first secretary-treasurer shall serve a 3-year term; after that, secretary-treasurers will serve a 4-year term.
- d. A vacancy in any office may be filled with a qualified active member, for the unexpired term, by a majority vote of the Executive Committee.

Section 2

President

- a. The president shall preside at all meetings of the society.
- b. The president shall appoint the following committees and the chair of each:
 - 1) Nominating Committee to consist of the three most recent immediate past-presidents
 - 2) Professional Relations and Care Committee.
 - 3) Such other committees as may be deemed necessary.
- c. The president may call meetings of the Executive Committee any time it may seem necessary.
- d. The president shall direct the attention of the Executive Committee to any violation of the Bylaws, and to matters of discipline of members.

Section 3

President-elect

- a. The president-elect shall serve for the president during his absence.
- b. The president-elect shall attend all meetings of the Executive Committee.
- c. The president-elect shall perform any duties assigned to him by the president that do not conflict with the Bylaws of this society.
- d. The president-elect shall succeed automatically to the office of president upon completion of the term as president-elect.

Section 4

Past Presidents

- a. The immediate past president shall attend all meetings of the Executive committee.
- b. The three most recent past presidents shall serve as members of the Nominating Committee.
- c. The past presidents shall assist the president in an advisory capacity.

Section 5

Secretary-Treasurer

- a. After the first secretary-treasurer serves 3 years, the secretary-treasurer shall remain in office for 4 years.
- b. The secretary-treasurer shall receive and give prompt attention to correspondence and keep accurate records of the same
- c. The secretary-treasurer shall be furnished with, and keep in his/her possession, copies of all letters or other documents pertaining to the business of the society, including those sent to, or received by, officers of the society.
- d. The secretary-treasurer shall obtain copies of all correspondence and records of the proceedings of all committees so that he/she may have in his/her possession a record of all the business and activities of the society.
- e. The secretary-treasurer shall keep an accurate list of :
 - 1) Members
 - 2) Nominations for membership
 - 3) Members suspended or expelled
- f. The secretary-treasurer shall receive applications for membership and shall send copies of them, when completed.
- g. The secretary-treasurer shall send notices of regular, annual and special meetings of the society to all members. These notices are to be sent at least three weeks in advance of these meetings, unless special circumstances make this impossible.
- h. The secretary-treasurer shall be the Program Committee Chair and arrange for the programs of the meetings, the business sessions of the society and the meetings of the Executive Committee, and keep the minutes and all records of such meetings.
- i. The secretary-treasurer shall be an ex-officio member of all committees, standing and special.
- j. The secretary-treasurer shall obtain each year a financial statement which he will send to the president.
- k. The secretary-treasurer shall be the custodian of the assets of the society.
- l. The secretary-treasurer shall keep, or cause to be kept, true and accurate accounts of all financial transactions of the society.
- m. The secretary-treasurer shall keep a cash book and bank accounts in the name of the society. Payments shall be made only by checks drawn on the accounts of the society.

- n. The secretary-treasurer shall keep a journal, ledger and an alphabetical list showing the financial standing of all members.
- o. The secretary-treasurer shall make all books available to the Audit Committee.
- p. The secretary-treasurer shall send to all members, each year, bills for the succeeding year's dues.
- q. The secretary-treasurer shall collect the annual dues from each member.
- r. The secretary-treasurer shall collect all assessments levied on members.
- s. The secretary-treasurer shall prepare a list of members in arrears and present this list to the Executive Committee for its action.
- t. The secretary-treasurer shall expend such funds of the society as are essential to its conduct without special authorization by the Executive Committee. Such expenditures must be documented by bills, vouchers, or receipts.
- u. If an executive secretary is employed, this person shall be the assistant to the secretary-treasurer and shall carry out the routine duties of the office under the direction of the secretary-treasurer.
- v. The secretary-treasurer shall serve as temporary chairman in the absence of both president and president-elect.

Section 6

Executive Board

- a. The Executive Board shall consist of the president, president-elect, immediate past president, secretary-treasurer, and Oregon Urology Society Managers (OUSM). The Executive Committee shall have charge of the administration of the society. The president will vote case of a tie.
- b. Three members shall constitute a quorum for the transaction of business.
- c. Special meetings of the Executive Committee or Board may be called by the president, or upon request of eight or more active members.
- d. Notices of special meetings of the Executive Committee or Board must be sent to each member of the Executive Committee or Board at least two weeks, if possible, before the meeting. Notice shall be prepared and sent by the secretary-treasurer. The notice will include an agenda.
- e. The Executive Board will meet before the Annual Meeting to consider matters that should come before members of the Annual Meeting.

ARTICLE V

MEETINGS

Section 1. The Annual Meeting of the society shall be held at such time and place as the president-elect, with the approval of the Executive Committee, shall choose.

Section 2. At all annual and special meetings, 25% of the active membership shall constitute a quorum for the transaction of business. A majority present and voting shall elect. Voting shall be by show of hands unless written ballot is requested.

Section 3. At the Annual Business Meeting of the society, the order of business shall be:

- a. Reading of the minutes of the previous meeting. This may be dispensed with only by a 2/3 vote of the members present.
- b. Reports of:
 - 1) Secretary-Treasurer
 - 2) All committees except the Nominations Committee
- c. Unfinished business
- d. Report of the Nominations Committee
- e. Nominations from the floor
- f. Election of officers
- g. Installation of officers
- h. Adjournment

ARTICLE VI

FEES & DUES

Section 1. The annual dues set by the Executive Committee and approved by the majority of the active members shall be payable on July 1 of each year.

- a. Special assessments may be made by the Executive Committee when deemed advisable. When possible this will be with the approval of the active members at the Annual Meeting or at a special meeting.
- b. Registration fees of the Annual Meeting maybe adjusted as necessary by the Executive Board.

Section 2 Arrears

- a. The fiscal year of the society shall begin July. The annual dues are payable in advance. Any members who, after dues notification, have not paid their dues by the stated deadline for two years shall be dropped from the rolls of the society.

ARTICLE VII

AMENDMENTS

Section 1 Proposed amendments and general Articles shall be sent in writing to the secretary-treasurer at least 90 days before the Annual Meeting. They may be reviewed by the Executive Committee. A written copy of the proposed amendments shall be sent to each active member at least 30 days before the Annual Meeting. They may be adopted by a 2/3 vote of the active members voting.

ARTICLE VIII

QUESTIONS OF PARLIAMENTARY ORDER

Section 1 All questions of parliamentary order not provided for in these Bylaws shall be determined by parliamentary usage as contained in ROBERT'S RULES OF ORDER.