

BYLAWS
OF THE NORTHWEST UROLOGICAL SOCIETY

ARTICLE I
Name

The name of this Society shall be The Northwest Urological Society.

ARTICLE II
Object

The object of this society shall be to benefit the general welfare by encouraging the study and maintenance of the highest standards for urological education, practice and research; to perpetuate the history and traditions of urological art, science and ethics; to encourage contributions to scientific literature pertaining to urology; to foster, support and aid scientific research in the field of urology; to foster mutual friendships among members; and to disseminate the knowledge of the specialty among the general medical profession. Any income received by this Society shall be applied exclusively for the purposes and objectives of this Society. No part thereof shall ever inure to the personal benefit of any member or propaganda purposes. Upon dissolution of this Society, any surplus of assets remaining after all debts and obligations of the Society have been paid and satisfied shall not either directly or indirectly inure to the benefit of any member or individual, but all such assets shall be expended in their entirety for the purposes of this Society.

ARTICLE III
Membership

Section 1. The membership of this Society shall be composed of physicians and other scientists who have contributed to the practice of this branch of medical science. The classification of membership includes Active, Honorary, Senior, Associate and Guest.

- a) Active Members include those members who have met the requirements for membership as stated in Article III, Section 3, and who have completed the application process as stated in Article III, Section 4. Active members must honor all fees and dues as stated in Article III, Section 2. Active membership in this Society shall be automatically rescinded for any member who resides and/or practices outside the geographic area as stated in Article III, Section 3a unless a change in status to Associate Membership has been approved as stated in Article III, Section Id.
- b) Honorary Members include distinguished Doctors of Medicine, and scientists who have been guests of this Society; or other doctors/scientists who have rendered faithful years of service to this Society. A three-fourths vote of members voting at the Annual Meeting shall elect candidates to Honorary membership. Honorary members are exempt from all fees and dues, and are ineligible to hold office or to vote. Spouses/guests may be assessed for the costs of social functions.

- c) Senior Members include active members who have requested a change in status upon reaching the age of sixty-five, or upon retiring from active practice. Applications may be made to the Secretary- Treasurer. Candidates must be approved by the Membership Committee, and must receive a majority vote of members voting at the Annual Meeting. Senior members are ineligible to hold office or to vote, and are exempt from dues but must pay for costs incurred at the Annual Meeting and special meetings. Spouses/guests may be assessed for the costs of social functions.
- d) Associate Members include Physician Assistants, Nurse Practitioners and active members who have moved out of the Northwest region as defined in Article III, Section 3a; and who have made application to the Secretary- Treasurer, received approval from the Membership Committee, and received a majority vote of members at the Annual Meeting. Associate members are ineligible to hold office or vote, but must honor all fees, dues and conditions as stated in Article III, Section 2.
- e) Guest Members include residents in approved urology residencies who will be guests of the Society at the Scientific Meetings. The resident and spouses/guests may be assessed for the costs of social functions.

Section 2. The annual dues set by the Executive Committee and approved by a majority of the Active members shall be payable on or before January 1 of each year. Any member, who after dues notification has not paid his dues by the stated deadline, shall be dropped from membership in the Society. Special assessments may be made by the Executive Committee when deemed advisable; and if possible, will be with the approval of the Active members at the Annual Meeting or at a special meeting. The Executive Committee may adjust registration fees of the Annual Meeting as necessary. Spouses/guests may be assessed for the costs of social functions.

Section 3. Requirements for Membership

- a) Resident of the Northwest region which includes the states of Alaska, Idaho, Montana, Oregon, and Washington in the United States; and the Provinces of Alberta, British Columbia, and Saskatchewan in Canada.
- b) Graduate of a medical school approved by the Liaison Committee on Medical Education or its equivalent, with the receipt of a Doctor of Medicine degree or an equivalent degree.
- c) Hospital internship of at least one (1) year (PGYI) and a minimum of three (3) years of residency training (PGY3-PGY5) in Urology in a program accredited by the Accreditation Council for Graduate Medical Education (ACGME), or its Canadian equivalent.
- d) Eligibility for or Certification by the American Board of Urology, Inc. or the equivalent organization in Canada.
- e) Limitation of medical practice to 95% urology, or associated research in communities over 100,000 population, and 75% in smaller towns.

- f) Practice for at least one year in the present Northwest region following completion of training and prior to application for membership, with the exception of military staff urologists officially assigned full-time to a military installation in the region that may be eligible in the year of their assignment.
- g) Payment of annual dues on a consistent basis is a requirement for membership. Members will lose their membership after 2 years in arrears.

Section 4. Application Process

- a) Application for active, senior or associate membership may be made on forms provided by the Secretary- Treasurer and returned to the Chairman, Membership Committee, by at least thirty days before the next Annual Meeting. Letters from two (2) active members sponsoring each candidate must be sent to the Chairman, Membership Committee, by at least two weeks prior to the next annual meeting.
- b) Upon approval and recommendation by the Membership Committee, voting will take place at the Annual Meeting. A majority vote of the active members present at the Annual Meeting shall elect the candidate to membership. This may be a voice vote unless an active member requests a ballot vote. Membership in this society is a privilege and not a right.
- c) A newly elected member shall receive an official notification of election to membership and a copy of the Bylaws of the Northwest Urological Society from the Secretary-Treasurer. A certification in writing that the member has read, understood, and agrees to abide by the Bylaws of the Northwest Urological Society is required.

Section 5. Resignations. Any member in good standing may resign by written notification to the Secretary- Treasurer, who shall officially acknowledge receipt thereof.

Section 6. Discipline

- a) Matters of discipline shall be reviewed and resolved by the Executive Committee, who may reprimand, suspend or expel any member of the Society for violation of any of its rules or the Principles of Medical Ethics of the American Medical Association. The member shall have the right of appeal to the Society at the next Annual Business Meeting; and the action, by the ruling of the Executive Committee, may be reversed.
- b) Whenever the Executive Committee deems it advisable to discipline a member, it shall give him an opportunity to appear before an official session to answer any charges brought against him. If the accused member wishes, he may have counsel during his hearing. The counselors may not be more than two in number, and they must be Active or Senior members in good standing in the Society. The notification to appear before the Executive Committee shall be in writing and shall be sent by registered mail, requiring return acknowledgment, at least fifteen (15) days prior to the date set for action by the Executive Committee.

Section 7. Reinstatement. The reinstatement to membership in good standing in the Society of rescinded, suspended, or expelled members or of those members who had resigned shall be at the discretion of the Executive Committee. Expelled members may reapply for membership after the lapse of two years. All potential members must meet the membership requirements as stated in Article III, Section 3. Requests for reinstatement must be sent to the Secretary-Treasurer by at least sixty (60) days before an Annual Meeting.

ARTICLE IV
Officers

Section 1. The [elected] officers of the Society shall be a President, President-elect,[Vice-president(s)], Immediate Past-president, Secretary- Treasurer, and Historian. These officers shall perform the duties prescribed by these bylaws as outlined in Article V; and by the parliamentary authority adopted by the Society (Article X).

Section 2. The officers shall be nominated and elected according to the procedures prescribed in Article VII, Section 2; and Article VIII, Section 5. They shall continue in office until their successors are duly elected.

Section 3. Vacancies in any office shall be filled with a qualified active member for the unexpired term by a majority vote of the Executive Committee.

ARTICLE V
Duties of the Officers

Section 1. President. The President shall serve for one year. The duties of the President shall be:

- a) To preside at all meetings of the Executive Committee and at the scientific and business sessions of the Society.
- b) To appoint the following committees and designate the Chairman:
 - Auditing-two members
 - Membership-three members
 - Nominating-the three most recent immediate Past Presidents
 - Arrangements
 - Program
 - Commercial Exhibits
 - Awards
 - Bylaws
 - Time and Place
 - Any additional committees deemed necessary
- c) To call meetings of the Executive Committee whenever necessary.
- d) To direct the attention of the Executive Committee to any violation of the Bylaws and to matters of discipline of the members.

Section 2. President-elect. The President-elect shall serve for one year. The duties of the President-Elect shall be:

- a) To serve in the President's absence.
- b) To attend all meetings of the Executive Committee.
- c) To perform any duties assigned to him by the President that does not conflict with the Bylaws of the Society.
- d) To automatically succeed to the office of President upon completion of his term as President-Elect.
- e) To serve on the Time and Place Committee.

Section 3. Vice-president. A Vice-president will be nominated and elected four years before their term as President begins except on those years when the previous Secretary-Treasurer becomes President. They will become President-elect one year before they are to succeed to the office of President. The duties of the Vice-president(s) shall be:

- a) To attend all meetings of the Executive Committee.
- b) To serve as a member of the Membership Committee.
- c) To serve as a member of the Time and Place Committee.
- d) To assist the Commercial Exhibits Chairman.
- e) To assist the President in an advisory capacity.

Section 4. Past-president. The Past-president shall serve for one year. The duties of the Past-president shall be:

- a) To attend all meetings of the Executive Committee.
- b) To serve as a member of the Nominating Committee.
- c) To assist the President in an advisory capacity.
- d) To serve on the Time and Place Committee.

Section 5. Secretary-Treasurer. The Secretary-Treasurer shall serve for three years and then become President-elect. The duties of the Secretary- Treasurer shall be:

- a) To give prompt attention to correspondence and keep accurate records of same.
- b) To receive and keep copies of all letters or other documents pertaining to the business of the Society, sent to, or received by officers of the Society.
- c) To maintain a record of all the business and activities of the Society by obtaining copies of all correspondence and records of the proceedings of all committees.
- d) To maintain an accurate list of members; nominations for membership; and members suspended or expelled.
- e) To receive applications for membership and to send completed copies to the membership committee.
- f) To assist the Program Committee Chairman with the program and the Commercial Exhibits with the exhibits.
- g) To send notices of regular annual and special meetings of the Society to all members at least three weeks in advance unless special circumstances make this impossible.
- h.) To arrange for the business sessions of the Society and the Executive Committee Meetings; and to keep the minutes and all records of such meetings.
- i) To be an ex-officio member of all standing and special committees.
- j) To provide an annual financial statement to the President.
- k) To act as custodian of the assets of the Society.
- l) To keep, or cause to be kept, true and accurate accounts of all financial transactions of the Society.
- m) To maintain a cashbook and bank accounts in the name of the Society. Payments shall be made only by checks drawn on the accounts of the Society.
- n) To maintain a journal, ledger and alphabetical list showing the financial standing of all members.
- o) To make all books available for the Auditing committee.

- p) To send an annual notice to all members for the succeeding years dues.
- q) To collect all annual dues from each member.
- r) To collect all assessments levied on members.
- s) To prepare a list of members in arrears and present this list to the Executive Committee for its action.
- t) To expend such funds of the Society as are essential to its conduct without special authorization by the Executive Committee. For such expenditures, the treasurer shall present bills or vouchers.
- u) To supervise the duties of an Executive Secretary if employed. The Executive Secretary shall be an assistant to the Secretary-Treasurer and shall carry out the routine duties of the office under the direction of the Secretary-Treasurer.
- v) To appoint a temporary Chairman in the absence of both the President and President-elect.
- w) To serve on the Time and Place Committee.

Section 6. Historian. The historian shall serve for three years, and shall be an active or senior member nominated by the Nominating Committee and approved by the membership at the regular meeting. Nominations will be accepted from the floor as well. The Historian will not automatically proceed to the rotation for President. The duties of the historian shall be:

- a) To attend all meetings of the Executive Committee as an ex-officio member.
- b) To maintain an accurate documented, written and pictorial, chronological journal of the pertinent Society activities and functions.

ARTICLE VI The Executive Committee

Section 1. The Executive Committee shall consist of the elected officers of the Society and one Senior Member, appointed by the President for one year, who resides in the city or vicinity of the annual meeting location. The Historian and Senior Member will be non-voting members of the Executive Committee. The Executive Committee shall have charge of the administration of the Society and shall serve as the Finance Committee.

- a) The Senior Member shall serve in an advisory capacity to the President, attend all Executive Committee meetings and represent the senior membership. The senior member shall perform any duties assigned by the President that do not conflict with the bylaws of the Society.
- b) Three members shall constitute a quorum for the transaction of business.
- c) The Executive Committee will meet before the Annual Meeting to consider matters that should come before the members at the Annual Meeting.
- d) Special meetings of the Executive Committee may be called by the President, or upon the request of eight active members.
- e) Notices of special meetings of the Executive Committee must be sent to each member of the Executive Committee at least two weeks, if possible, before the time set. A notice, stating the exact nature of the business to be transacted; will be prepared and sent by the Secretary-Treasurer.

- f) The Executive Committee shall investigate matters of discipline or reinstatement and resolve these matters according to Article III, Sections 6 and 7.

ARTICLE VII Meetings

Section 1. The Annual Meeting of the Society shall be held in rotation between Vancouver, BC, Portland, OR, Seattle, W A, or another city as designated by the Time and Place Committee. Official notice of the annual meeting shall be sent to each member (at the last known address) at least three weeks before the Annual Meeting.

Section 2. At all Annual and special meetings, 25% of Active membership shall constitute a quorum for the transaction of business. A majority present and voting shall elect. This may be a voice vote unless an Active Member requests a ballot.

Section 3. The Scientific sessions shall be directed and arranged by the Program Committee in cooperation with the Secretary-Treasurer.

- a) Scientific Session Papers. Titles of papers to be read at the Annual Meeting must be filed with the Secretary-Treasurer at least 45 days before the date of the Annual Meeting. The presentation of papers shall be limited to fifteen minutes or as designated by the Program Committee. When arranging for special papers or symposia, the Program Committee may be permitted to extend the time limit of papers, if it is in the best interest of the program. This does not apply to guest speakers. Discussions of any paper shall be, limited to five minutes for each person.
- b) Scientific Exhibits. There may be a scientific exhibit under the direction of the Program Committee.
- c) Commercial Exhibits. A Commercial Exhibits Chairman shall be appointed by the President and shall be responsible to the Secretary-Treasurer and the Arrangements Committee. The Commercial Exhibits Chairman shall oversee the solicitation of commercial support for the Annual Meeting of the Northwest Urological Society; and shall make a recommendation to the Awards Committee for a prize to be given to the company or individual presenting the best commercial exhibit. The Society assumes no obligation or liability for loss, theft, damages, destruction or accidents connected or associated with the commercial exhibits. The cost of space for the exhibit will be determined by the Arrangements Committee and approved by the Secretary-Treasurer. The cost of space, transportation, erection of equipment, etc., for commercial exhibits shall be the responsibility of the exhibitor.

Section 4. At the Annual Business Meeting of the Society the Agenda shall be:

- a) Reading of Minutes (dispensed with a 2/3 vote)
- b) Reports of Officers, and Committees:
 - Secretary-Treasurer
 - Audit Committee
 - Arrangements Committee
 - Membership Committee
 - Other Committees
- c) Unfinished Business
- d) Nominating Committee Report
- e) Nominations from Floor
- f) Election of Officers
- g) Installation of Officers
- h) Adjournment

ARTICLE VIII Committees

Section 1. The Chairman of each committee shall present a formal written report at the Annual Meeting. These reports may be read.

Section 2. The *Membership Committee* shall be composed of [the Vice-president(s) and] three active members in good standing. One member shall be appointed annually by the President to serve three years, and shall, in his third year, be Chairman. It shall be the duty of this committee: to examine the applications which have been filed with the Secretary- Treasurer; to make further investigation of the applicant's present or past professional status if indicated; and to present its recommendations concerning each candidate for membership to the Secretary-Treasurer. The approved names shall be read at the Annual Business Meeting.

Section 3. An *Audit Committee* of two active members in good standing shall be appointed by the President to serve for one year. The duties of this committee shall be: to examine the accounts of the Secretary-Treasurer; to examine the audit submitted by the Secretary-Treasurer; to examine, if indicated, the properties of the Society; and to report at the Annual Business Meeting.

Section 4. The *Arrangements Committee* composition and number of members shall be determined by the President who may serve as Chairman. It shall be the duty of this committee to secure a suitable place, and to make all the necessary arrangements for the scientific program and the entertainment at the Annual Meeting of the Society. The Chairman shall keep an accurate account of all money received and disbursed by the Committee with the approval of the Secretary-Treasurer. The Secretary-Treasurer must authorize all expenditures in advance. If expenditures are unusual, approval by the Executive Committee will be necessary.

Section 5. The *Nominating Committee*, composed of the three most recent Past-presidents who are available, shall present, at the Annual Meeting for election, a slate of candidates in good standing to replace those officers whose terms are expiring. If the Past- presidents do not represent different geographical areas, other Past-presidents may be asked to serve on the committee.

Section 6. The *Finance Committee* composed of those members on the Executive Committee shall scrutinize all proposed expenditures and appropriations of the Society when indicated; and take necessary action regarding all financial matters of the Society including recommendations for annual dues.

Section 7. The *Program Committee* which is appointed by the President shall include the Secretary-Treasurer, and shall have charge of the Scientific Program. The duties of this committee include: circulating requests for suitable papers among members well in advance of the Annual Meeting; selecting those papers most appropriate for the Annual Meeting; and being responsible for the printing and circulation of the program of the Annual Meeting.

Section 8. The *Awards Committee* composed of at least two members appointed by the President shall select those presentations given at the Annual Meeting worthy of prizes.

The prizes to be awarded are:

- a) The J. Tate Mason Award of a plaque and \$250 given as a First Prize for a paper presented by a Resident or a Fellow.
- b) A Lorne D. Sullivan Award of a plaque and \$150 given as a Second Prize for a paper presented by a Resident or a Fellow.
- c) A Northwest Urological Society Award of a plaque and \$100 given as a Third prize for a paper presented by a Resident or a Fellow.
- d) The Harry G. Cooper Award of a plaque given as a First Prize for a paper presented by a member associated with an institution.
- e) A Northwest Urological Society Award of a plaque given as a Second Prize for a paper presented by a member associated with an institution.
- f) A Northwest Urological Society Award of a plaque given as a First Prize for a paper presented by a member who is not associated with an institution.
- g) A Northwest Urological Society Award of a plaque given as a Second Prize for a paper presented by a member who is not associated with an institution.
- h) A Northwest Urological Society Award of a plaque given as a prize to the company or individual presenting the best commercial exhibit as recommended by the Commercial Exhibits Chairman.

Section 9. The *Bylaws Committee* composed of three members appointed by the President shall review and revise the bylaws as necessary.

Section 10. The *Time and Place Committee* composed of the President, President-elect, Past-president, Vice-president(s) and Secretary-Treasurer shall select the time and place of the Annual Meeting. The place shall be in rotation between Vancouver, BC, Portland, OR [or] Seattle, WA. Another city as may be designated by the committee.

ARTICLE IX
Amendment of Bylaws

These bylaws may be amended at the Annual Meeting of the Society by a two- thirds vote of the Active members voting, provided that the amendments have been submitted in writing to the Secretary-Treasurer at least ninety days before the Annual Meeting, and to the Active members at least thirty days before the Annual Meeting. The Executive Committee may review them.

ARTICLE X
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Last updated: December 2011