

Washington State Urology Society

BYLAWS

ARTICLE I

NAME

The name of this organization of physicians shall be the Washington State Urology Society.

ARTICLE II

MISSION STATEMENT

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

OBJECTIVES

The objectives of this society shall be to promote the ethical practice of urology in the best interest of the public and the medical profession, to continually improve the professional standards of urology, to study and evaluate all the economic aspects of this specialty, to promote cooperation between all the disciplines interested in urology and to advise all professional groups concerning urology. In addition, the objectives will include negotiation and representation for urologists of Washington State, at all levels of government and for all socioeconomic matters required.

ARTICLE III

MEMBERSHIP

The membership of this association shall consist of Active Members, Associate Members, Retired Members, Resident Members, and Allied Health Members. Only Active Members will be eligible to hold office (unless otherwise stated in the bylaws), but both Active and Retired Members shall have voting privileges. Active Members, Associate Members, and Allied Health Members will pay dues as per Section 5 and 6 below. Dues for Retired Members will be voluntary (Section 3).

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

- Section 2 An applicant for membership must be a resident of Washington State. Basic requirements for admission to the society shall be:
- a. An MD or DO degree from a medical school approved by the Accreditation Council on Graduate Medical Education.
 - b. Postgraduate urological training sufficient to qualify the applicant for the American Board of Urology.
 - c. Limitation of applicant's practice to 95% urology or associated research in communities over 100,000; 75% in smaller towns.
 - d. Practicing in current locale for a minimum of one year prior to application. Residency or fellowship within the state of Washington will reduce this requirement to 6 months in the same practice.
 - e. An applicant in good standing, that has been practicing in another jurisdiction in the United States or Canada for a minimum of one year prior to application, may apply for a non-voting Candidate Membership with two letters of recommendation from colleagues that they have worked with in the past year.
 - f. An applicant must be approved for membership by a majority of the active members present at the annual meeting and upon the recommendation of the Executive Committee.

Section 3 A physician who has been an active member of the Washington State Urology Society may, upon retiring or significantly reducing the amount of time devoted to practice, choose to become a Retired Member of the Society. For this privilege, it will be suggested that they make a voluntary contribution of \$50.00 per year to offset the cost of maintaining their membership. However, a previously-active member of the Society shall not be denied status as a Retired Member simply because they choose not to contribute financially. Retired members shall enjoy full membership benefits.

Section 4 Physicians involved in a urology residency in Washington State are eligible for membership in the Society as Resident Members. During the period of their residency, these physicians shall be charged no dues, but shall enjoy full membership benefits.

Section 5 Associate and Junior members must possess all qualifications of active members except residence in Washington State.

Section 6 Allied health professionals are eligible for membership in the Society as Allied Health members. Members will be charged dues at 50% that of active members.

- a. An applicant will be required to have sponsorship by an Active Member.

Section 7 Resignation

Any member in good standing in this Society may resign by submitting a letter of resignation to the secretary. Resignation or suspension from the member's county medical society shall automatically terminate membership in this society. Membership also may be suspended or terminated by action of the Executive Committee for failure to pay dues or assessments for one year.

ARTICLE IV
OFFICERS

Section 1

- a. Officers of the Society shall be the president, president-elect, immediate past president, secretary-treasurer, and up to eight members-at-large. These five officers shall constitute the Executive Committee.
- b. These officers shall be nominated and elected according to procedures prescribed in these Bylaws.
- c. They shall continue in office until successors are duly elected, or for a period of two years.
- d. Vacancies 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

The President shall:

- a. Remain in office for two years

- b. **Preside** at all meetings of the society.
- c. **Appoint** the following committees and designate their chairman:
 - 1) Nominating Committee consisting of three members. The most recent two immediate past presidents and the president-elect will make up this committee.
 - 2) Professional Relations Committee.
 - 3) Such other committees as may be deemed necessary unless appointment is otherwise specified.
- d. **Call** meetings of the Executive Committee and time it may seem necessary.
- e. **Direct** the attention of the Executive Committee to any violation of the Bylaws, and to matters of discipline of members.

Section 3

President-elect

The President-elect shall:

- a. Remain in office for two years
- b. **Serve** for the president during his/her absence.
- c. **Attend** all meetings of the Executive Committee.
- d. **Perform** any duties assigned to him/**her** by the president that do not conflict with the Bylaws of this Society.
- e. **Succeed** automatically to the office of president upon completion of this term as president-elect.
- f. Together with the president and other members appointed by the president, run the annual healthcare policy meeting.

Section 4

Past President

The Immediate Past President shall:

- a. Remain in office for two years.

- b. *Attend all meetings of the Executive committee.*
- c. *Serve as a member of the Committee on Nominations.*
- d. *Assist the president in an advisory capacity.*

Section 5

Secretary-Treasurer

The Secretary-Treasurer shall:

- a. ***Remain in office for two years.***
- b. *Assist the president in an advisory capacity.*
- c. ***Receive and give prompt attention to correspondence and keep accurate records of the same***
- d. ***Be furnished with, and keep in his/her possession, copies of all correspondences or other documents pertaining to the business and proceedings of the Society.***
- e. ***Receive applications for membership and keep accurate list of:***
 - 1) *Members*
 - 2) *Nominations for membership*
 - 3) *Members suspended or expelled*
 - 4) *Financial standing (i.e. dues) of all members. If there is a designated Membership Chair, these duties may be delegated to that individual.*
- f. ***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.***
- g. ***Manage and distribute minutes of board meetings to members of the Executive Board.***
- h. ***Keep, or cause to be kept, true and accurate accounts of all financial transactions of the society.***
- i. ***Provide annual budget to the Board for approval by the Executive Committee.***

- j. **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.
- k. **Make** all books available to the Auditing Committee.
- l. **Send** or cause to be sent to all members, each year, bills for the succeeding year's dues.
- m. **Collect** the annual dues from each member and any assessments levied on members.
- n. **Prepare** a list of members in arrears and present this list to the Executive Committee for its action.
- o. **Be** privileged to expend such funds of the society as are essential to its conduct without special authorization by the Executive Committee. For such expenditures, he/she shall present bills or vouchers.
- p. **An** executive secretary, if employed, 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.

Section 6

Member-At-Large

The Member-At-Large shall:

- a. **Be** elected for two years.
- b. **Attend** all meetings of the Executive Committee
- c. **Perform** duties assigned to him/her by the president that do not conflict with the Bylaws of the society.

Section 7

Washington State Urology Society Manager's Group Delegate

This is a non-voting position

The WSUSM Delegate shall:

- a. **Be** elected for two years.
- b. **Attend** all meetings of the Executive Committee

- d. Act as a liaison between the WSUS and the WSUSM.
- e. Perform duties assigned to him/her by the president that do not conflict with the Bylaws of the society.

Section 8

Executive Committee

- a. The Executive Committee shall consist of the president, president-elect, immediate past president, secretary-treasurer, and up to eight members-at-large, at the discretion of the Executive Committee. The Executive Committee shall have charge of the administration of the Society.
- b. Three members shall constitute a quorum for the transaction of business.
- c. Special meetings of the Executive Committee may be called by the president, or upon request of eight active members.
- d. Notices of special meetings of the Executive Committee must be sent to each member of the Executive Committee at least two weeks, before the time set, if possible. Notice shall be prepared and sent by the secretary-treasurer. He will state the exact business to be transacted at such meetings.
- e. The Executive Committee 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 elect.

- a. Official notice of the Annual Meeting shall be sent to each member (at his last known address at least three (3) weeks prior to the Annual Meeting).

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
 - b. Reports of:
 - 1) Secretary-Treasurer
 - 2) Professional Relations
 - 3) Other committee reports
 - c. Unfinished business
 - d. Report of 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 Committee.

Section 2 Arrears

- a. The fiscal year of the society shall begin July 1. The annual dues are payable in advance. Any member who, after dues notification, has not paid his dues by the stated deadline shall be notified and dropped from the roll 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.