

**THE AMERICAN SOCIETY FOR REPRODUCTIVE MEDICINE  
SEXUALITY SPECIAL INTEREST GROUP  
BYLAWS**

ARTICLE ONE  
PURPOSE

The American Society for Reproductive Medicine (ASRM) is devoted to the growth of knowledge and professional education in the specialty of infertility and reproductive endocrinology throughout the reproductive life span. Reproductive health is one of the components of Sexual Health. Sexual health is a state of physical, psychological and social well-being related to sexuality. It is not merely the absence of disease, dysfunction or infirmity. For sexual health to be attained and maintained, the sexual rights of all persons must be respected, protected and fulfilled. Many consider sexual health to be the responsibility of healthcare providers, particularly those specializing in reproductive medicine. Members who are interested in promoting sexual health within this Society emerged with the endorsement of the Society as a formally organized Sexuality Special Interest Group (SSIG) in October 2003. The purpose of the SSIG is to advance sexual health research and clinical training within ASRM's multidisciplinary membership.

ARTICLE TWO  
MEMBERS

Section 2.1 Full Membership. Full membership is extended to ALL current active members of the American Society for Reproductive Medicine who are interested in fostering the goals of the ASRM and the SSIG. Members may attend all general meetings, vote, serve on the Executive Board, chair SSIG subcommittees, or be on a subcommittee. Members may be invited to represent the SSIG on ASRM committees.

Section 2.2 Application for Membership. Application for membership may be made by submitting a written application to the Society on the form provided by the Society or Membership Committee and payment of the Society's annual dues upon notification of membership approval.

Section 2.3 Voting Rights. Each full member in good standing shall be entitled to one vote on each matter submitted to a vote of the general membership.

Section 2.4 Termination of Membership. The Executive Board, by affirmative vote of two-thirds of all of the members of the committee, may suspend or expel a member for cause after an appropriate hearing; and by a majority of those present at any regularly constituted meeting, may terminate the membership of any member who becomes ineligible for membership; or suspend or expel any member who shall be in default of the payment of dues for the period fixed hereinafter.

Section 2.5 Resignation. Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid. Nonpayment of dues for six months past the date due will be considered a resignation.

Section 2.6 Reinstatement. A former member may be reinstated to membership on such terms as determined by the Society's Bylaws.

Section 2.7 Life Members. Each Active Member of the Society who has been a member for at least ten years may request, upon reaching his/her sixty-fifth (65) birthday, to become a "Life Member" of the Society. Life Members shall be entitled to all of the rights and privileges of the Society, but will not be required to pay dues or assessments.

Section 2.8 Transfer of Membership. Membership in the Society is not transferable.

### ARTICLE THREE RESPONSIBILITIES OF MEMBERS

Section 3.1 Dues. At present, payment of the American Society for Reproductive Medicine's annual dues covers membership in the SSIG, as well as the overall benefits to being a member of the ASRM.

Section 3.2 Annual Report. The SSIG will submit to the ASRM Executive Director and Board of Directors a yearly report of activities from the preceding year and plans for the future year. This report is due in June of each calendar year.

### ARTICLE FOUR MEETING OF MEMBERS

Section 4.1 Annual Meeting. An annual business meeting of the members shall be held during the annual meeting of the American Society for Reproductive Medicine, at the location of said meeting of the Society. The agenda notice will include progress, future plans, and suggestions for the execution of the goals and objections, as well as announcements of newly elected officers and appointed committee chairs.

Section 4.2 Election and Term of Office. Elections for a two year term of office will be held for the position of Chair-Elect and Secretary/Treasurer. The Chair-Elect will assume the Chair position in the year immediately following the term of Chair-Elect.

Section 4.3 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Executive Board for the unexpired portion of the term. Nomination of an officer to fill a vacant position will be accomplished by oral vote of the Executive Board, and appointment will be made with approval of two-thirds (2/3) majority vote of the Executive Board.

Section 4.4 Informal Action by Members. Any action required by law to be taken at a meeting of members, or any action that may be taken at a meeting of members, may be taken without a meeting if consent in majority vote, setting forth the action so taken, is signed by a majority of all members who return a request to vote with respect to the subject matter thereof.

Section 4.5 Quorum. The presence of 60 percent of those members in attendance and entitled to vote at any meeting of members shall constitute a quorum for the transaction of any business at any meeting of members.

Section 4.6 Proxies. At any meeting of members, a member who is entitled to vote, may vote by proxy executed in writing or email by the member or by his duly authorized attorney in fact. No proxy shall be valid after one month from the date of its execution, unless explicit authorization is provided in the proxy.

Section 4.7 Voting. At any meeting of members, every full member shall be entitled to vote in person. Except as otherwise provided by law, or these Bylaws, each full member of the record shall be entitled to vote where officers are to be elected by members. Such election may be conducted by mail or email in such manner as the Executive Board shall determine. Election of officers will be conducted by secret ballot by mail/e-mail. Each full member shall be entitled to one vote on all matters contained in a written ballot.

#### ARTICLE FIVE EXECUTIVE BOARD

Section 5.1 General Powers. The affairs of the Sexuality Special Interest Group shall be managed by its Executive Board, made up of the Chair, Chair-Elect, Secretary/Treasurer, and the three Past Chairs.

Section 5.2 Regular Meetings. A regular meeting of the Executive Board shall be held without any other notice than these Bylaws, immediately prior to and at the same place as the annual meeting of the members. The Executive Board may provide, by resolution, the time and place for holding additional regular meetings without other notice than such resolution.

Section 5.3 Notice. Notice of any special meeting of the Executive Board shall be given at least one month previously thereto by written notice delivered personally or sent by mail or telegram to each officer at his address as shown by the records of the American Society for Reproductive Medicine, if deposited in the U.S. Mail, properly addressed and postage thereon prepaid. Any member of the Executive Board may waive the notice of any meeting.

Section 5.4 Quorum. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of the board are present at any meeting, a majority of the directors present may adjourn the meeting without further notice.

Section 5.5 Vacancies. These shall be filled according to Article Four, Section 4.3.

#### ARTICLE SIX OFFICERS

Section 6.1 Officers. The officers of the SSIG shall be Chair, Chair-Elect, Secretary/Treasurer, and the three immediate Past Chairs. The Past Chairs shall remain members of the Executive Board for three terms after their term as Chair. Officers shall be elected by and from the active membership. The number of offices may be increased or decreased by an amendment to these Bylaws, except that the officers currently serving their office will complete their term before the amended changes are executed. The officers will always represent the three major subspecialties of Mental Health, Gynecology and Urology. When the chair representing one of the subspecialties is rotating off the board to be past chair, the following election for Secretary/Treasurer shall be limited to that subspecialty.



Section 6.2 Election and Term of Office. Elections will be held every other year for the position of Chair-Elect, and Secretary/Treasurer. The Chair-Elect will assume the Chair position in the year immediately following the standard year end as Chair-Elect. Nominations for office will be open to the general membership, and appropriate timing for nominations will be announced. A ballot by mail or electronically (email) will be sent out at least eight weeks prior to the annual meeting so that announcement and installation of newly elected officers can be made at the annual business meeting.

Section 6.3 Vacancies. These shall be filled according to Article Four, Section 4.3 .

Section 6.4 Powers and Duties. The officers shall have such powers and shall perform duties as may from time to time be specified in resolution or other directives of the Executive Board. In the absence of such specifications, each officer shall have the powers and authority, and shall perform and discharge the duties of officers of the same title serving in the American Society for Reproductive Medicine.

2. 1. Chair. The Chair shall be the principle executive officer of the SSIG and shall in general supervise and control all the administrative matters, business affairs of the organization, and serve as a primary liaison between the Society at large and the SSIG. The Chair shall implement policy as established by the Executive Board and the American Society for Reproductive Medicine. The Chair shall preside at all meetings of members and execute all conveyance notes, contracts, or other instruments authorized by members; perform and discharge all duties incident to the office of the Chair and other such duties that may arise from the Executive Board of the American Society for Reproductive Medicine. The Chair shall assist in the planning of the postgraduate course. The Chair shall write the annual report and meet with the Executive Board and incoming president of ASRM at the annual meeting and edit the SSIG article in *ASRM News*.
3. Chair-Elect. The Chair-Elect shall become familiar with the duties of the Chair and shall automatically succeed to the Chair's position at the conclusion of the Chair's term of office. In instances where the Chair is not present, the Chair-Elect shall perform the duties normally performed by the Chair, in her absence or in cases where the Chair is unable to act. When so acting, the Chair-Elect shall have all the powers and be subject to all the restrictions of the Chair. The Chair-Elect shall also perform other duties as may be determined and assigned by the Executive Board. Such duties will include communication with the general membership, participation in writing the SSIG article in *ASRM News*, assisting in the editing, overseeing the production of internal and external distribution of the *SSIG Newsletter*, to be published three times a year, and composing News Update articles for *Insights Into Infertility*. The Chair-Elect shall assist in the planning of the postgraduate course and will plan and coordinate roundtables hosted by SSIG members at the ASRM annual meeting. The Chair-Elect shall meet with the Executive Board of ASRM and incoming president at the annual meeting.
4. Secretary/Treasurer. The Secretary/Treasurer will record the minutes of the annual business meeting and provide a record of the minutes from Executive Board meetings and conference calls and distribute them to appropriate participants. The Secretary/Treasurer will plan and coordinate the SSIG Concurrent Session including abstract presentations and clinical symposia, and will assist in planning the postgraduate course. The Secretary/Treasurer will distribute memos to committee chairs regarding their contribution to the SSIG newsletter with respect to ongoing progress reports and shall oversee the Abstract/Research Committee. The Secretary/Treasurer shall edit and complete the final review of the *SSIG newsletter*.
5. Immediate Past Chair. The Past Chair remains on the Executive Board for the immediate three terms after serving as Chair. The Immediate Past Chair shall oversee the planning of the annual ASRM postgraduate course, and will serve as the Nominating Committee Chair for two years.

6. Previous Past Chair. The Previous Past Chair will serve as the Bylaws Committee Chair for two years after serving as Immediate Past Chair. The previous Past Chair shall coordinate the workshop sponsored by the ASRM at the annual ASRM conference during the third and fourth year after serving as Chair.

## ARTICLE SEVEN NOMINATION OF OFFICERS

Section 7.1 Nominating Committee. The Nominating Committee shall consist of the Immediate Past Chair of the Executive Board and five full members of the SSIG. The members of the Nominating Committee with the exception of the Executive Board member shall be selected so as to give equal geographic representation of the Society. The term of office for each member of the Nominating Committee shall be two years.

Section 7.2 Nominations. The Nominating Committee shall select two nominees for each elected office. Individuals nominated to a position must be Active Members of the Society for the immediate past two years and currently be a member in good standing. No member of the Nominating Committee may appear on the slate for the year that such person is a member of the Nominating Committee.

Section 7.3 Ballot Preparation. The Nominating Committee shall prepare a ballot listing the nominees for each position. The names of the members of the Nominating Committee shall be included with the ballot. The Nominating Committee shall submit its ballot to the Executive Board by the first of July every other year for approval by the SSIG Executive Board and mail the ballot to the general membership at least eight weeks prior to the annual meeting.

Section 7.4 Biographical Information. Each member nominated for an elected office shall have a biographical sketch or other pertinent information pertaining to the nominee on the official ballot with their name and potential office. It is the responsibility of the nominee to submit a CV and biographical sketch to the Executive Board for approval prior to the printing of the ballot.

Section 7.5 Count of Votes. The ASRM office shall tabulate ballots postmarked no later than four weeks prior to the next annual meeting and submit the results to the Chair who shall announce the results to the members at the next meeting.

Section 7.6 Conflict of Interest. A disclosure statement of conflict of interest for each candidate will be included after each candidate's biographical information.

## ARTICLE EIGHT COMMITTEES

Section 8.1 Standing Committees. There shall be the following standing committees: Abstract/Research, Bylaws, Professional Development, and Nominating.

Section 8.2 Chairs and Membership. Each standing committee shall have a Chair and Chair-elect who shall be appointed by the SSIG Chair, for a two-year term. Chairs of standing committees shall have, whenever possible, their terms of office expire on the odd year (1997, 1999, etc.). Committees are open for participation. Chairs shall assist the SSIG Chair in selecting the membership of their committee from among SSIG members, as well as approve SSIG members requesting membership to an individual committee.

Section 8.3 Rules. Each committee shall keep records of its progress throughout the years and shall submit written quarterly reports to the Chair for the SSIG newsletter and *Fertility News*. In addition, a written-report from each committee will be submitted to the Chair each year for inclusion in the Annual Report submitted by the Chair to the ASRM Executive Director and Board of Directors for their annual meeting. Each committee may determine its own rules, except to the extent such rules are specified by these Bylaws or the Executive Board.

Section 8.4 Abstract and Research Committee. This committee will be responsible for reviewing and scoring all abstracts submitted to the SSIG for oral and poster presentation. They will submit their scores to the Society Abstract Committee with recommendation for acceptance. This committee will be responsible for the promotion of nursing research.

Section 8.5 Bylaws Committee. This committee shall consider and recommend any changes or amendments to the Bylaws which may be considered necessary or advisable. The Bylaws should be formally reviewed by the committee every three years, with recommendation for no change or suggested changes submitted in writing to the Executive Board for consideration. The Previous Past Chair shall be the Chair of the Bylaws Committee for the 2 years immediately succeeding her/his term as Immediate Past Chair of the SSIG.

Section 8.6 Nominating Committee. This committee shall be structured and administered as stated in Article Seven, Section 7.1.

Section 8.7 Professional Development Committee. The Professional Development Committee researches and responds to inquiries regarding practice. This committee shall encourage desirable applicants to apply for membership and formulate and recommend plans for increasing and maintaining membership.

Section 8.8 Special Committees. Special committees may be appointed by the Chair and the Executive Board for such special tasks as circumstances warrant. Such special committees shall limit their activities to the accomplishment of the task for which they were created and appointed, and shall have no power to act except as specifically conferred by the action of the Executive Board. Upon completion of the task for which appointed, such committee shall stand discharged.

Section 8.9 Suspension, Discontinuance, or Consolidation. The Executive Board may suspend or discontinue any standing or special committee whose functions may not be considered necessary to carry out the objectives of the SSIG or the Society at large, or may consolidate the function of one or more committees to better accomplish such objectives.

## AMENDMENTS ARTICLE NINE

Section 9.1 Bylaws. Bylaws may be amended by an affirmative vote in writing of two-thirds (2/3) of the full membership eligible to vote.

Section 9.2 Parliamentary Authority. When not in conflict with Bylaws, "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority.