BYLAWS
of the
Genetic Counseling Professional Group (GCPG)
a professional group of the
American Society for Reproductive Medicine (ASRM)

ARTICLE I – NAME AND PURPOSE

Section 1. Name
This Professional Group shall be known as the Genetic Counseling Professional Group (GCPG), a professional group of the American Society for Reproductive Medicine (ASRM).

Section 2. Purpose
The purpose of the Genetic Counseling Professional Group shall be to establish an organized presence of genetic counselors and related professionals within the American Society for Reproductive Medicine (ASRM), provide genetic counseling resources to ASRM and serve as a liaison to the National Society of Genetic Counselors (NSGC), generate a presentation track on genetic counseling topics at ASRM Scientific Congress & Expos, and encourage membership and participation of genetic counselors within ASRM.

ARTICLE II – MEMBERSHIP

Section 1. Membership Qualifications
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 GCPG. Members may attend all general meetings, vote, chair GCPG subcommittees, or be on a subcommittee. Members may be invited to represent the GCPG on ASRM committees. Nominees for GCPG executive leadership positions must have a Master’s degree in Genetic Counseling.

Section 2. Application and Selection for Membership
Application for membership may be made by submission of an application in writing to the American Society for Reproductive Medicine on the form provided by the Society or Membership Committee and payment of the Society’s annual dues upon notification of membership approval. Application for membership may also be submitted online at www.asrm.org
Section 3. Revocation of Membership

The GCPG Executive Board, through the ASRM Board of Directors, shall have the power to issue a warning, censure, suspend for a stated period of time, or expel a member for failure to maintain the requirements for membership, for ethical violations, or for any other cause, which in its judgment, shall be deemed sufficient. Disciplinary actions shall be decided according to procedures established by the ASRM bylaws.

ARTICLE III - DUES

Section 1. Annual Dues

GCPG dues are paid in addition to annual dues of the American Society for Reproductive Medicine. The GCPG dues payment covers membership in the GCPG. Membership benefits include, but are not limited to, the right to vote in annual and special elections, hold office, receive all official publications of the GCPG, receive automatic subscription to the official website of GCPG (website link entered here), and receive other benefits of membership.

Section 2. Prerequisites

Prospective members must have an active ASRM membership to be eligible to join GCPG.

Section 3. Default of Payment

Any member in default of payment of the ASRM or GCPG annual dues, except in case of waiver by the ASRM Chief Executive Officer, shall be suspended from all privileges of membership. If such default is not corrected within sixty days after due notice in writing by the Chief Executive Officer, the membership of such members shall be revoked.

ARTICLE IV - OFFICERS

Section 1. Officers

The officers of the GCPG shall be Chair, Chair-Elect, Vice Chair, Secretary/Treasurer, Immediate Past Chair and Past Chair. The Past Chairs shall remain members of the Executive Board for two terms after their term as Chair, thereby holding a position on the Executive Board for a total of six years. 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 in their offices will complete their terms before the amended changes are executed.
Section 2. Nomination and Election

Elections will be held every year for the position of Secretary/Treasurer. The Secretary/Treasurer will become the Vice Chair after serving one-term. The Vice-Chair will subsequently become the Chair-Elect in the year immediately following. 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 will be sent by email prior to the annual business meeting so that announcement and installation of newly elected officers can be made at the annual business meeting.

Section 3. Vacancy

Vacancies occurring in the elected offices of the GCPG shall be filled by appointment of the Executive Board. Vacancies in the appointed offices of the GCPG may be filled at the discretion of the Executive Board.

ARTICLE V - DUTIES OF OFFICERS

Section 1. Chair

The Chair shall be the principal executive officer of the GCPG 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 GCPG. 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 write the annual report of the GCPG submitted to the ASRM Chief Executive Officer and Board of Directors and meet with the Executive Board and incoming president of ASRM at the annual Congress.

Section 2. 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, 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 and regular review of the GCPG website to coordinate additions, deletions and changes of information with ASRM website personnel. The Chair-Elect shall be the chair of the Professional Development Committee and serve as the liaison between this committee and the Executive Board. The Chair-Elect shall meet with the Executive Board of ASRM and incoming president at the annual Congress.

Section 3. Vice Chair
The Vice Chair shall oversee both the Abstract and Research Committee and the Scientific Program Committee and serve as the liaison between these committees and the Executive Board. She or he will assist in the planning of the pre-Congress course and will plan and coordinate roundtables hosted by GCPG members at the ASRM annual Congress. The Vice Chair will oversee assigned activities of GCPG representatives on Society committees and will perform other duties as assigned by the Chair and/or Executive Board.

Section 4. Secretary/Treasurer
The Secretary/Treasurer shall edit and complete the final review of content for the GCPG website. The Secretary/Treasurer shall archive, maintain and make available to members minutes of the annual business meeting, meetings of the GCPG Board of Directors and Executive Committee, and any other committees and/or conference calls having and exercising any of the authority of the ARM Board of Directors.

In addition, the Secretary/Treasurer shall keep the appropriate financial records of annual GCPG dues and GCPG grants, as well as annual expenditures for GCPG in coordination with the designated ASRM person assigned to administrate in such matters.

Section 5. Immediate Past Chair
The Immediate Past Chair will serve as the Chair of the Nominations Committee and assist the Executive Board as needed.

Section 6. Past Chair
The Past Chair will assist the Executive Board as needed.
ARTICLE VI – EXECUTIVE BOARD

Section 1. General Powers
The affairs of the Genetic Counseling Professional Group shall be managed by its Executive Board, made up of the Chair, Chair-Elect, Vice Chair, Secretary/Treasurer, Immediate Past Chair and Past Chair.

Section 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 Congress 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. The Executive Board will have quarterly teleconferences to discuss business agenda items. Minutes from all meetings of GCPG will be taken and maintained by the Secretary/Treasurer.

Section 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, by email, or sent by mail to each officer at his/her address as shown by the records of the American Society for Reproductive Medicine. Any member of the Executive Board may waive the notice of any meeting.

Section 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 is present at any meeting, a majority of the directors present may adjourn the meeting without further notice.

Section 5. Vacancies
Vacancies occurring in the elected offices of the GCPG shall be filled by appointment by the Executive Board. Vacancies in the appointed offices of the GCPG may be filled at the discretion of the Executive Board.

Section 6. Emeritus and Ad Hoc Members
The Executive Board shall appoint Emeritus and/or Ad Hoc members to the Board based on their expertise, contribution, and value to the Executive Board, and they will become non-voting members of the Executive Board. Emeritus and Ad Hoc members shall be appointed for a period of two years with reappointment as needed.
The Executive Board may also assign the above-mentioned Emeritus or Ad Hoc members to work with GCPG committees on an as needed basis.

ARTICLE VII - MEMBER MEETINGS AND ELECTIONS

Section 1. Annual Business Meeting
An annual business meeting of the members shall be held during the annual Congress 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 objectives of the GCPG, as well as announcements of newly elected officers and appointed committee chairs.

Section 2. 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 3. 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. 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. No proxy shall be valid after one month from the date of its execution, unless explicit authorization is provided in the proxy.

Section 5. 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 the members. Such election may be conducted by mail, email or in such manner as the Executive Board shall determine. Election of officers will be conducted by secret ballot. Each full member shall be entitled to one vote on all matters contained in a written ballot.
ARTICLE VIII – STANDING COMMITTEES

Section 1. Executive Board
The Executive Board shall appoint Chairs of Standing Committees for a term of two years, and these Chairs may be reappointed once unless the position is a rotating position, i.e., Nominations Committee. Chairs of each Standing Committee shall be non-voting members of the Executive Board unless they are officers of the Board.

The Executive Board may also at its discretion appoint non-voting members such as Emeritus or Ad Hoc members to fill various group needs or to work with committees as needed.

The Executive Board will also serve as the Nominations Committee (chaired by the Immediate Past Chair) and compile a list of potential officers and develop a ballot yearly. The Executive Board will solicit nominees from the membership by e-mail so as to include all GCPG members approximately twelve (12) weeks prior to the annual business meeting. Members may nominate themselves or others, and all nominees who have agreed to serve will be placed on the ballot. A slate will be e-mailed to the ASRM approximately nine (9) weeks prior to the Annual Business Meeting. Elections will be held by e-mail/online voting so as to include all GCPG members approximately seven (7) weeks prior to the GCPG annual business meeting and results will be announced at the GCPG annual business meeting. Write-ins are allowed. In the event that someone who does not wish to serve is elected by write-in ballot, then the person with the highest number of votes who is willing to serve shall be elected.

All Committee Chairs are expected to attend the regular business meetings of the GCPG to report on the activities of their respective committee.

Section 2. Abstract and Research Committee
The Vice Chair shall oversee the Abstract and Research Committee and serve as the liaison between this committee and the Executive Board. Members of the Committee will be solicited and appointed by the Executive Board. This Committee will be responsible for reviewing and scoring all abstracts submitted to the GCPG for oral and poster presentation. The Committee will submit its scores to the Society Abstract Committee with recommendation for acceptance. This Committee will also be responsible for the promotion of research related to genetic counseling.

Section 3. Scientific Program Committee
The Vice Chair shall oversee the Scientific Program Committee and serve as the liaison between this committee and the Executive Board. In addition to the Vice Chair it will consist of
3-5 full members of the GCPG. Members of the Committee will be solicited and appointed by the Executive Board. This committee supports the development of genetic counseling education. It involves planning and coordination of speakers and topics for ASRM annual Congresses which includes GCPG-sponsored pre-Congress courses, symposia, interactive sessions, and roundtable luncheons. The Committee Chair will submit all Scientific Program planning ideas to the Executive Board for review.

Section 4. Professional Development Committee

The Chair-Elect shall oversee the Professional Development Committee and serve as the liaison between this committee and the Executive Board. In addition to the Vice Chair it will consist of 3-5 full members of the GCPG. Members of the Committee will be solicited and appointed by the Executive Board. The Professional Development Committee will direct the development of evidence-based guidelines for genetic counselors, establish basic, minimum educational guidelines for genetic counselors in reproductive medicine, and promote and develop continuing educational opportunities.

Section 5. Ad Hoc Committees

Ad hoc committees may be created by the Executive Board as necessary and may serve for a one- to three-year term. Ad Hoc Committees are not standing committees and may be created for temporary purposes and disbanded if no longer needed.

Section 6. Vacancies

When a non-rotating, standing committee Chair position is vacated prior to the end of the term, the Executive Committee will select a new Chair from the other committee members to serve out the term of the resigning Chair. In addition, the Executive Committee will appoint another committee member from the GCPG membership to keep that standing committee whole. The new member will serve the balance of the existing term plus 2 years.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted. Such action must be taken following presentation and approval by the Executive Board of GCPG, ASRM Board of Directors and a majority of the voting members of GCPG. Bylaws will be electronically mailed to the active members by Executive Board. At least 30 days written notice of the intention to alter, amend or repeal the Bylaws must be given to each voting member of
the Executive Board prior to their discussion and vote. At least 30 days written notice of the intention to alter, amend or repeal the Bylaws must be given to each voting member of GCPG prior to their discussion and vote by electronic ballot. Approval must be by a simple majority of those members voting at the time of the annual business meeting of GCPG or by electronic ballot.

ARTICLE X – OPERATIONS

Section 1. GCPG Operations

GCPG will operate in accordance with the ASRM Affiliate Societies, Professional Groups, and Special Interest Groups Policies and Procedures, as amended. In conjunction therewith, ASRM will provide certain management and operational assistance to GCPG, and GCPG will reimburse ASRM for such assistance.

Revised: June 2019