THE AMERICAN SOCIETY FOR REPRODUCTIVE MEDICINE
ANDROGEN EXCESS SPECIAL INTEREST GROUP

BYLAWS

ARTICLE ONE
PURPOSE

The purpose of the Androgen Excess Special Interest Group (AESIG) is to:

1. Foster the growth of knowledge in the area of androgen excess among the American Society for Reproductive Medicine (ASRM) membership and the medical community, and to highlight the reproductive consequences of these disorders.
2. Provide a forum for the exchange of ideas and information among ASRM members with special interest in androgen excess disorders.
3. Promote the visibility of androgen excess related disorders research in the ASRM
4. Stimulate the networking of individuals interested in these subjects.

ARTICLE TWO
MEMBERSHIP

Section 2.1 Full Membership. Full membership is extended to all current members of the American Society for Reproductive Medicine. Members may attend all general meetings, vote, serve on the Executive Board, chair AESIG subcommittees, or be on a subcommittee. Members may be invited to represent the AESIG 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 AESIG.

Section 3.2 **Participation.** Membership in the AESIG membership is contingent on active participation in the meetings, and educational, scientific, other activities of the group.

**ARTICLE FOUR**

**OFFICERS**

Section 4.1 **Officers.** The officers of the AESIG shall be Chair, Chair-Elect, and Secretary/Treasurer. 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.

Section 4.2 **Election Cycle.** Officers will hold their positions for a two-year term, and are not eligible for consecutive re-election. 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 their term as 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 of the AESIG for the unexpired portion of the term. The nomination of an officer to fill a vacant position will be accomplished by a vote of the Executive Board, and an appointment will be made with approval of two-thirds (2/3) majority vote of the Executive Board.

Section 4.4 **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.
1. **Chair.** The Chair shall be the principle executive officer of the AESIG 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 AESIG. The Chair shall implement policy as established by the Executive Board and the ASRM. 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 ASRM. The Chair shall edit and complete the final review of any formal AESIG publications and postgraduate courses. The Chair shall write the annual report and meet with the Executive Board and incoming president of ASRM at the annual meeting.

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, 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.

3. **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 AESIG 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 AESIG newsletter with respect to ongoing progress reports and shall oversee the Abstract/Research Committee.

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**ARTICLE FIVE**

**EXECUTIVE BOARD**

Section 5.1 **General Powers.** The affairs of the AESIG shall be managed by its Executive Board, composed of the Chair, Chair-Elect, and Secretary/Treasurer.

Section 5.2 **Regular Meetings.** At a minimum, a regular meeting of the Executive Board shall be held immediately prior to and at the same place as the annual meeting of the members. The Executive Board may provide for additional meetings as needed.

Section 5.3 **Notice.** Notice of any meeting of the Executive Board shall be given at least one month prior by written notice delivered personally, by post, or electronically to each officer at his address as shown by the records of the ASRM. 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 is 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.

Section 5.6  Annual Report. The AESIG Executive Board 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 SIX
NOMINATION AND ELECTION OF OFFICERS

Section 6.1  Nominating Committee. The Nominating Committee shall consist of the Immediate Past Chair and five full members of the AESIG. The composition of the nominating committee will be ratified by the membership at large at least four weeks prior to the commencement of the election process. The term of office for each member of the Nominating Committee shall be two years.

Section 6.2  Nominations. Nominations for office will be open to the general membership, and requests for nominations will be announced at least 180 days prior to the subsequent annual meeting. 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 6.3  Slate Preparation. The Nominating Committee shall prepare a slate 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 the slate of candidates to the Executive Board by the first of July of every other year for approval. Once the slate is approved the ballot will be mailed, by post or electronically, to the general membership at least eight weeks prior to the annual meeting.

Section 6.4  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 6.5  Conflict of Interest. A disclosure statement of conflict of interest for each candidate will be included after each candidate's biographical information.

Section 6.6  Election process. A ballot will be sent to all full members, either by postal or electronic mail, at least eight weeks prior to the annual meeting, such that announcement and installation of newly elected officers can be made at the subsequent annual business meeting.
Section 6.6  **Count of Votes.** The ASRM office shall tabulate the ballots returned and postmarked or mailed electronically no later than four weeks prior to the subsequent annual meeting, and will submit the results to the Chair who will announce the results to the members at the following annual business meeting.

**ARTICLE SEVEN**  
**MEETING OF MEMBERS**

Section 7.1  **Annual Meeting.** An annual business meeting of the members shall be held during the annual meeting of the ASRM, at the location of said meeting.

Section 7.2  **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 7.3  **Quorum.** The presence of 20 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 7.4  **Proxies.** At any meeting of members, a member who is entitled to vote may vote by proxy executed in writing 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 7.5  **Voting.** At any meeting of members, every full member shall be entitled to vote in person. Each full member shall be entitled to one vote on all matters contained in a written ballot.

**ARTICLE EIGHT**  
**COMMITTEES**

Section 8.1  **Standing Committees.** The nominating committee is a standing committee. More standing committees may be created as needed by approval of the Executive Board.

Section 8.2  **Chairs and Membership.** Each standing committee shall have a Committee Chair and Committee Chair-elect who shall be appointed by the AESIG Chair, for a two-year term. Committees are open for participation. Committee Chairs shall assist the AESIG Chair in selecting the membership of their committee from among AESIG members, as well as approve AESIG members requesting membership to an individual committee.

Section 8.3  **Rules.** Each committee shall keep records of its progress throughout the years and, if requested, shall submit written quarterly reports to the AESIG Chair. 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 those rules are specified by these Bylaws or the Executive Board.

Section 8.4 Nominating Committee. This committee shall be structured and administered as stated in Article Six.

Section 8.8 Special Committees or Task Forces. Special committees or Task Forces may be appointed by the AESIG 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 AESIG 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 of one-half (1/2) 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.