

**BYLAWS
of the
Endometriosis Special Interest Group (EndoSIG)
of the
American Society for Reproductive Medicine (ASRM)**

ARTICLE I – NAME AND PURPOSE

Section 1. Name

This organization shall be known as the Endometriosis Special Interest Group (EndoSIG), a Special Interest Group of the American Society for Reproductive Medicine (ASRM).

Section 2. Mission

The mission of the **Endometriosis Special Interest Group (EndoSIG)** is to further the goals of the ASRM by fostering increased interest in the biology, pathophysiology and clinical management of endometriosis. We are committed to increasing knowledge in this area through research and education of physicians, nurses, embryologists, epidemiologists and scientists as well as other allied health professionals. Our ultimate objectives are to improve patient care; provide a forum for networking, exchange of ideas and mentoring of young members; and promote the highest standards of ethical and critical investigation.

ARTICLE II – MEMBERSHIP

Section 1. Membership Qualifications

Full membership is extended to all current active members of the American Society for Reproductive Medicine interested in supporting the missions of EndoSIG and the ASRM. Members of EndoSIG may attend all general meetings of the Special Interest Group, vote, Chair or participate as members of EndoSIG subcommittees, and become officers of EndoSIG. Members also may be called upon to represent the EndoSIG on other ASRM committees. Only EndoSIG members will be eligible for nomination to EndoSIG offices (Article IV, below).

Section 2. Application and Selection for Membership

Application for membership may be made by submission of an application in writing to the ASRM on the form provided by the 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 EndoSIG Executive Committee, 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

At present, payment of ASRM annual dues covers membership in the EndoSIG. In addition to the overall benefits of being a member of the ASRM, including the right to vote, hold office, receive all official publications of the EndoSIG and ASRM, and receive other benefits of membership.

Section 2. Perquisites

Payment of the annual ASRM dues entitles EndoSIG members to vote, receive free newsletters of the EndoSIG and annual subscription to *Fertility and Sterility* and other ASRM publications, and receive other benefits of membership.

Section 3. Default of Payment

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

ARTICLE IV - OFFICERS

Section 1. Officers

The officers of the EndoSIG shall be Chair, Chair-Elect, Vice Chair, Immediate Past Chair and Past Chair. Elected officers thereby will hold a position on the Executive Committee for a total of five years. Officers shall be elected by and from the active membership of the EndoSIG. 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 Vice Chair. The Chair-Elect will assume the Chair position in the year immediately following the standard year-end as Chair-Elect and the Vice Chair shall follow in succession. Nominations for office will be open to the general membership (EndoSIG), and appropriate timing for nominations will be announced. A ballot will be sent by e-mail prior to the annual meeting so that announcement and installation of the newly elected officer can be made at the annual business meeting.

Section 3. Vacancy

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

ARTICLE V - DUTIES OF OFFICERS

Section 1. Chair

The Chair shall be the principal executive officer of the EndoSIG and shall generally supervise and control all administrative matters and business affairs of the organization. She or he will serve as the primary liaison between the Society at large and the EndoSIG. 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 the *EndoSIG Newsletter*, which will be circulated annually. The Chair shall write the annual report submitted to the ASRM Executive Director and Board of Directors. The Chair will meet formally with the Executive Board and incoming President of ASRM at the annual meeting.

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; composing, overseeing the production of, and the internal and external distribution of the *EndoSIG Newsletter*, to be published annually. The Chair-Elect shall assist in the planning of the postgraduate course and assist the Chair as needed. The Chair-Elect shall meet with the Executive Board of ASRM and incoming President at the annual meeting.

Section 3. Vice Chair

The Vice Chair will plan and coordinate roundtables and interactive sessions hosted by EndoSIG members at the ASRM annual meeting. The Vice Chair will regularly review the EndoSIG web page of the ASRM website to coordinate additions, deletions and changes of information, and will perform other duties as assigned by the Chair and/or Executive Committee. She/he shall automatically succeed to the Chair-Elect position.

Section 4. Immediate Past Chair

The Immediate Past Chair shall oversee the planning of the annual ASRM postgraduate course, and will serve as the Bylaws Committee Chair for one year.

Section 5. Past Chair

The Past Chair will serve as the Chair of the Bylaws Committee and shall assist the Vice Chair in the planning of roundtables and interactive sessions sponsored or co-sponsored by EndoSIG at the annual ASRM meeting.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. General Powers

The affairs of the Endometriosis Special Interest Group shall be managed by its Executive Committee, made up of the Chair, Chair-Elect, Vice Chair, and the two Past Chairs.

Section 2. Regular Meetings

A regular meeting of the Executive Committee 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 Committee may provide, by resolution, the time and place for holding additional regular meetings without other notice than such resolution.

Section 3. Notice

Notice of any special meeting of the Executive Committee shall be given at least one month previously thereto by written notice delivered personally, by email, or sent by mail or telegram to each officer at his/her address as shown by the records of the American Society for Reproductive Medicine. Any member of the Executive Committee may waive the notice of any meeting.

Section 4. Quorum

A majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee, but if less than a majority of the Executive Committee is present at any meeting, a majority of the officers present may adjourn the meeting without further notice.

Section 5. Vacancies

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

ARTICLE VII - MEMBER MEETINGS AND ELECTIONS

Section 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 objectives of the EndoSIG, 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

At all meetings of the members, the presence of 10 active members will constitute a quorum. In the absence of a quorum, the majority of members may adjourn the meeting.

Section 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 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 members. Such election may be conducted by mail, email or in such manner as the Executive Committee 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 Committee

The Executive Committee (made up of the Chair, Chair-Elect, Vice Chair, and the two Past Chairs) serves as an advisory body to the Chair and as the governing body of the EndoSIG. All actions implemented by the Executive Committee will be presented at the next ASRM Board of Directors meeting to be ratified or rescinded.

Section 2. Nominating Committee

The Nominating Committee shall be the Executive Committee.

Section 3. Bylaws Committee

The Bylaws Committee shall consider and recommend any changes or amendments to the Bylaws that 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 Committee for consideration. The Past Chair shall be the Chair of the Bylaws Committee for the two years immediately succeeding his/her term as Immediate Past Chair of the EndoSIG.

Section 4. Abstract Review Committee

The Abstract Review Committee will be responsible for reviewing and scoring all abstracts submitted to the EndoSIG for oral and poster presentations. The Committee will submit its scores to the Society Abstract Committee with recommendation for acceptance. This Committee will be responsible for the promotion of endometriosis research and its members will serve as moderators for the oral sessions of the annual meeting.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Bylaws

The proposed amendments to the Bylaws shall require a two-thirds majority of the votes in order to be adopted.

Submitted: January 2007

Edited: January 15, 2007 Jil Clowers