PROPOSED BYLAWS of the
Early Pregnancy Special Interest Group (EPSIG) of the
American Society for Reproductive Medicine (ASRM)

January 23, 2012

ARTICLE I – NAME AND PURPOSE

Section 1. Name
This organization shall be known as the Early Pregnancy Special Interest Group (EPSIG), a Special Interest Group of the American Society for Reproductive Medicine (ASRM).

Section 2. Mission
The mission of the Early Pregnancy Special Interest Group (EPSIG) is to further the goals of the ASRM by fostering increased interest in the biology, pathophysiology and clinical management of early pregnancy, sporadic and recurrent pregnancy loss, implantation, early embryonic development and fetal demise. 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 EPSIG and the ASRM. Members of EPSIG may attend all general meetings of the Special Interest Group, vote, Chair or participate as members of EPSIG subcommittees, and become officers of EPSIG. Members also may be called upon to represent the EPSIG on other ASRM committees. Only EPSIG members will be eligible for nomination to EPSIG offices (Article IV, below).

Section 2. Application and Selection for Membership
Members must declare their interest and participation in the EPSIG annually at the time of paying their ASRM dues by checking the box provided on the ASRM member application or renewal. Application for membership may also be submitted online at www.asrm.org.

Section 3. Revocation of Membership
The EPSIG 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
All potential members of the EPSIG must be active members of ASRM. In addition to ASRM annual dues, members of the EPSIG are required to pay an annual dues, presently $20, to participate actively in the EPSIG. Annual dues are used to cover cost of meeting space and publications and may be used in the future for prize money for EPSIG abstracts and invited speakers. Benefits of EPSIG membership include the right to vote, hold office, receive all official publications of the EPSIG, and participate in the development of educational activities organized by the EPSIG.

Section 2. Perquisites
Payment of the annual ASRM dues and EPSIG dues entitles EPSIG members to vote, receive free newsletters of the EPSIG 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 EPSIG shall be Vice-Chair, Chair-Elect, 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 EPSIG. 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 Chair will assume the Immediate Past Chair position, and the Immediate Past Chair will assume the Past Chair position. Nominations for office will be open to the general membership (EPSIG), 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. The elected term dates start immediately following an ASRM annual meeting and continue through the next meeting.

Section 3. Vacancy
Vacancies occurring in the elected offices of the EPSIG 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 3. Vice Chair
The Vice-Chair shall perform 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 *EPSIG Newsletter*, to be published annually.
The Vice Chair will regularly review the EPSIG 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.

Section 2. Chair-Elect
The Chair-Elect shall become familiar with the duties of the Chair. 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 meet with the Executive Board of ASRM and incoming President at the annual meeting.
With the assistance of the Immediate Past Chair, the Vice Chair will plan and coordinate roundtables hosted by EPSIG members at the ASRM annual meeting.

Section 3. Chair
The Chair shall be the principal executive officer of the EPSIG 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 EPSIG. 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 final draft of the *EPSIG 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.
The Chair shall function as the Abstract Committee Chair, and select the Abstract Committee members to participate in the grading of abstracts and the prize paper for the Annual ASRM Meeting.
The Chair shall plan the postgraduate course for two the years following.

Section 4. Immediate Past Chair
The Immediate Past Chair shall oversee Postgraduate Course which she/he planned as Chair. The Immediate Past Chair shall assist the Chair-Elect in the planning of roundtables at the annual ASRM meeting.
Section 5. Past Chair:
The Past Chair will serve as the Bylaws Committee Chair.
The Past Chair will plan the interactive sessions at the Annual ASRM Meeting, sponsored or co-sponsored by EPSIG.
The Past Chair shall perform duties as may be determined and assigned by the Executive Board.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. General Powers
The affairs of the Early Pregnancy Special Interest Group shall be managed by its Executive Committee, made up of the Chair, Chair-Elect, Vice Chair, and the Past Chair.

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 EPSIG shall be filled by appointment by the Executive Committee. Vacancies in the appointed offices of the EPSIG 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 EPSIG, 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, Immediate Past Chair and Past Chairs serves as an advisory body to the Chair and as the Executive Committee of the EPSIG. 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 two 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.

Section 4. Abstract Review Committee
The Abstract Review Committee will be responsible for reviewing and scoring all abstracts submitted to the EPSIG 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**
Proposed amendments to the Bylaws shall require a two-thirds majority of the votes in order to be adopted.

Submitted: January 23, 2011