BYLAWS

of the
Nutrition Special Interest Group of the
American Society for Reproductive Medicine (ASRM)

ARTICLE I – NAME AND PURPOSE

Section 1. Name
This Special Interest Group shall be known as the Nutrition Special Interest Group (NUTRISIG), a Nutrition Special Interest group of the American Society for Reproductive Medicine (ASRM).

Section 2. Purpose
The purpose of the Nutrition Special Interest Group is to "To advance the understanding of the role of nutrition in reproductive medicine through evidence-based research".

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 NUTRISIG. Members may attend all general meetings, vote, chair NUTRISIG committees, or be on a committee. Members may be invited to represent the NUTRISIG on ASRM committees.

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 NUTRISIG 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
At present, payment of the American Society for Reproductive Medicine's annual dues covers membership in the NUTRISIG, as well as the overall benefits to being a member of the ASRM, including the right to vote, hold office, receive all official publications of the NUTRISIG and ASRM, and receive other benefits of membership.

Section 2. Perquisites
Payment of the annual ASRM dues entitles NUTRISIG members to vote, receive free newsletters of the NUTRISIG and annual subscription to the official journal of ASRM and the 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 NUTRISIG shall be Chair, Chair-Elect, Vice Chair, 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 five 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 Vice Chair. The Chair-Elect will assume the Chair position in the year immediately following the ASRM Annual Meeting. The Vice Chair will assume the Chair-Elect position in the year immediately following the ASRM Annual Meeting. Nominations for office will be open to the general membership, 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 newly elected officers can be made at the annual business meeting.

Section 3. Vacancy
Vacancies occurring in the elected offices of the NUTRISIG shall be filled by appointment of the Executive Board. Vacancies in the appointed offices of the NUTRISIG 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 NUTRISIG 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 NUTRISIG 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 edit and complete the final review of the NUTRISIG Newsletter. The Chair shall assist in the planning of the postgraduate course. The Chair shall write the annual report of the NUTRISIG submitted to the ASRM Executive Director and Board of Directors, and meet 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; assisting in the editing, overseeing the production of, and the internal and external distribution of the NUTRISIG Newsletter, to be published three times a year; and regular review of the NUTRISIG web page of the ASRM website to coordinate additions, deletions and changes of information with ASRM website personnel. 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 shall oversee the Professional Development Committee and serve as the liaison between this committee and the Executive Board. The Vice Chair will assist in the planning of the postgraduate course, and will plan and coordinate roundtables hosted by NUTRISIG members at the ASRM annual meeting. The Vice Chair will oversee assigned activities of NUTRISIG representatives on Society committees, and will perform other duties as assigned by the Chair and/or Executive Board.
Section 4. Immediate Past Chair
The Immediate Past Chair shall oversee the planning of the annual ASRM postgraduate course, and will work with the current NUTRISIG Executive Board to develop a list of potential officers and ballot development.

Section 5. Past Chair
The Past Chair will serve as the Bylaws Committee Chair and shall coordinate the workshop sponsored by the ASRM at the annual ASRM meeting.

ARTICLE VI – EXECUTIVE BOARD

Section 1. General Powers
The affairs of the Nutrition Special Interest Group shall be managed by its Executive Board, made up of the Chair, Chair-Elect, Vice Chair, 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 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. Some meeting may have to be held through video-conferencing or telephone conferencing, as members live so far apart.

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 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 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 NUTRISIG shall be filled by appointment by the Executive Board. Vacancies in the appointed offices of the NUTRISIG may be filled at the discretion of the Executive Board.
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 NUTRISIG 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 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 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 serves as an advisory body to the Chair and as the governing body of the NUTRISIG. All actions implemented by the Executive Board will be presented at the next ASRM Board of Directors meeting to be ratified or rescinded.
Section 2. Nominating Committee
The Immediate Past Chair of the Executive Board along with 3-5 full members of the NUTRISIG shall work with the Board to compile a list of potential officers and develop a ballot yearly.

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 Board 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 NUTRISIG.

Section 4. Abstract and Research Committee
The Abstract and Research Committee will be responsible for reviewing and scoring all abstracts submitted to the NUTRISIG for oral and poster presentation. The Committee will submit its scores to the Society Abstract Committee with recommendation for acceptance. This Committee will be responsible for the promotion of nutritional medicine research.

Section 5. Professional Development Committee
The Professional Development Committee will direct the development of evidence-based guidelines for applied nutritional practice and patient care, establish basic and minimum educational guidelines for nutritional medicine in reproductive medicine, and promote and develop continuing educational opportunities.

Section 8. Electronic Communications Committee
Oversees communications received from membership on the NUTRISIG website and offers direction in the further development of the website.

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.