

# **The Society of Urologic Oncology**

## **Bylaws**

(Revised May 8, 2004, May 21, 2005, May 6, 2006, May 17, 2008, April 28, 2009,  
May 29, 2010, May 14, 2011, May 18, 2012, May 2013, May 2014, May 2015)

The Society of Urologic Oncology (hereafter referred to as the "Society") has been created to enable those members of the American Urological Association or its equivalent who are primarily interested in urologic oncology, to meet for the purpose of initiation, discussion, and development of ideas, which will improve the care of patients with malignant urologic disease.

The Society and its bylaws shall conform to the guidelines and bylaws of the American Urologic Association. Projects in the areas of internal government, legislation, or public relations shall be undertaken only with the advice and consent of the American Urologic Association. The activities of the Society shall be intimately coordinated with those of the Association.

### **ARTICLE I – NAME**

The name of this organization shall be the Society of Urologic Oncology.

### **ARTICLE II - OBJECTIVES**

A. To improve the care of patients with malignant urologic disease by:

1. Providing a forum for the discussion of problems relating to malignant urologic disease.
2. Stimulating research in, and the teaching of, urologic oncology.
3. Disseminating the principles of urologic oncology to the medical profession at large.
4. Establish training guidelines and program oversight for the development of urologic oncologists.

B. To bring into membership in the Society urologists whose work is entirely, or principally, with malignant disease.

C. To be available as consultants to the Executive Board of the American Urological Association on matters relating to urologic oncology.

### **ARTICLE III – MEMBERSHIP**

Membership in this Society shall consist of Active, Senior, Honorary, Corresponding, Affiliate, and Candidate members. This Society shall be the sole judge of the moral, ethical, and professional qualifications requisite for election or termination of membership.

## *Section 1 – Active Membership*

A. Qualifications: Active Membership in this Society is limited to physicians who have the following qualifications:

1. Applicant must have a continued and sustained interest in the field of cancer at the time of consideration for membership and must devote at least 75% of his/her total professional effort in the field of urologic cancer.
2. Applicant must have published acceptable papers on cancer in national medical journals.
3. Active membership is for urologic oncologists who have certification in urology by the American Board of Urology or by other Urologic Boards recognized by equivalent certification in their country of origin when a candidate is outside of the U.S.A. They should have two years of oncologic experience following completion of the formal urologic training. They should have performed or supervised at least 50 urologic oncology operative procedures during the year prior to application for membership (documentation required).

Active membership is also for other specialists who devote at least 75% of their time to urologic cancers, including medical oncologists, radiation oncologists, and pathologists. Non-urologists must be certified by the appropriate specialty specific board included in the American Board of Medical Specialties or other equivalent Board in the country of origin if the candidate is outside of the USA.

B. Rights: An active member shall have the right of suffrage, of participation in the Annual Meeting and meetings of the Society and shall be eligible to hold any office or receive any honor or gift of the Society. He shall be elected in accordance with the provisions outlined below.

C. Recommendations for Active Membership:

1. A candidate for Active membership should request an application
2. The candidate will request three Active members in good standing to send letters of recommendation
3. The candidate will forward a completed application packet to the Membership Committee Chair. This must include the candidate's curriculum vitae, completed application, proof of Board Certification, and documentation of urologic oncology procedures performed.
4. Completed applications must be received one month prior to the Annual meeting of the Society in order to be considered at the next annual meeting.
5. The Chair of the Membership Committee shall present the applications with the Committee's recommendations to the Executive Committee for review and approval.
6. Names of candidates shall be circulated by the Membership Chairman to the Active Membership prior to the Annual Meeting. This list shall include the name of the proposer and the type of membership recommended. Members may request additional information on any candidate.

D. Election to Membership:

1. All candidates for membership will provisionally be approved by the Executive Committee at the Annual and Interim Board meetings. Full membership privileges will be invoked at that time, but are provisional until the next annual meeting.
2. All candidates must be formally voted upon at the Annual Meeting. To be elected, a candidate must have an affirmative vote of 80% of those cast at the Annual Meeting.
3. Candidates rejected at the Annual Meeting shall not be reconsidered. A new application may be initiated only after three years have elapsed. The proposer and seconders shall be notified by the Secretary whenever a candidate is rejected.
4. Candidates rejected three times by the Executive Committee or once at the Annual Meeting shall have their names kept as a confidential list by the Secretary and their applications will be destroyed. This list shall be made available to the Chair of the Membership Committee.

E. Number of Members:

There shall be no limit to the number of Active Members.

F. Termination of Membership:

1. Any member may terminate his membership by submitting a written resignation to the Secretary.
2. Failure to pay dues for two consecutive years shall result in termination of membership provided the member has been notified three months in advance of such termination.
3. The Executive Committee shall terminate membership in the Society if, in its opinion, a member has not acted in accordance with accepted ethics of the medical or scientific professions. This shall be determined by majority vote.

G. Reinstatement:

If membership is terminated for any reason, reinstatement shall be at the discretion of the Executive Committee. Reinstatement of membership will require payment of all delinquent dues.

H. Dues:

Dues shall be payable to the Treasurer of the Society upon receipt of the annual statement.

***Section 2 – Senior Membership***

- A. Qualifications: Senior Membership in this Society shall be limited to those active members who have reached the age of 65 and are fully retired from active practice. In order to become eligible, Active members must notify the Society in writing of their interest to transfer their status to Senior Membership. The Executive Committee may recommend Senior Membership status at a younger age under unusual circumstance. New candidates for membership who are 65 or over, and are fully retired from active practice, shall be eligible for election to Senior Membership.

- B. Rights: A senior member who has been transferred from Active membership or elected to this membership shall have the rights of an active member, but shall not hold office. A senior member may serve on any committee.
- C. Election to Membership: All senior member candidates and transfers must be voted in by membership at the Annual Business Meeting.
- D. Number of Members: There shall be no limit to the number of senior members.
- A. Termination of membership:
  - 1. Any member may terminate his membership by submitting a written resignation to the Secretary.
  - 2. The Executive Committee shall terminate membership in the Society if, in its opinion, a member has not acted in accordance with accepted ethics of the medical or scientific professions. This shall be determined by majority vote.
- F. Dues: Senior Members shall not be required to pay dues.

### ***Section 3 – Honorary Membership***

- A. Qualifications: A person distinguished for his/her services or attainments in the field of cancer may be elected to Honorary Membership in this Society.
- B. Rights: Honorary members shall have the right of attending the Annual Meeting, but shall not have the right of suffrage, holding office, or appointment to committees.
- C. Recommendations for Honorary Membership: The names of candidates for Honorary Membership shall be submitted by active members to the Executive Committee. Those approved by the Committee shall be submitted at the Annual Meeting for vote by the Active Membership.
- D. Election to Membership: Election to Honorary Membership is by ballot at the Annual Meeting and requires an affirmative vote of 80% of those cast.
- E. Number of Members: There shall be no limit to the number of honorary members.
- F. Termination of Membership: Follows the procedure outlined for Senior Membership (Section 2, Part E).
- G. Dues: Honorary members shall not be required to pay dues.

### ***Section 4 – Corresponding Membership***

- A. Qualifications: Corresponding Membership in the Society shall be limited to physicians and other scientists who reside outside of the United States and Canada, and who devote at least 75% of their total professional activities to the field of urologic oncology.
- B. Rights: A corresponding member shall have the right to attend the Annual meeting, but shall not have the right to vote or hold office.

C. Recommendations for Membership:

1. Candidates may apply for membership directly into this section. The same procedure shall be followed as outlined for Active Membership (Section 1, Part C).
2. Members may apply for Corresponding Membership to the Membership Committee through the Secretary.

D. Number of Members: There shall be no limit to the number of corresponding members.

E. Termination of Membership: Follows the procedure outlined for Active Membership (Section 1, Part F).

F. Dues: Dues shall be ½ of that required of Active Members and shall be payable to the Treasurer of the Society upon receipt of the annual statement.

***Section 5 – Affiliate Membership***

Qualifications: Affiliate Membership shall be limited to professionals who are urologists or non-urologic specialists (as defined in the Active Membership Section) with significant interest, experience, or expertise in urologic oncology.

1. Clinicians at the doctoral level (such as but not limited to Urologists, Medical Oncologists, Radiation Oncologists, Pathologists) must be certified by the American Board of Medical Specialties (ABMS) recognized board or by another board recognized by equivalent certification in their country of origin for candidates outside the US.
2. Basic Scientists applying for Affiliate membership must document that their primary research effort is in the field of urologic oncology.

B. Rights: An affiliate member shall have the right to attend the Annual meeting, but shall not have the right to vote or hold office.

C. Recommendations for Membership:

1. Candidates may apply for membership directly into this section. The same procedure shall be followed as outlined for Active Membership (Section 1, Part C).
2. Members may apply for Affiliate Membership to the Membership Committee through the Membership Committee Chair.

D. Number of Members: There shall be no limit to the number of affiliate members.

E. Termination of Membership: Follows the procedure outlined for Active Membership (Section 1, Part F)

*F. Dues: Dues shall be the same as that required of active members and shall be payable to the Treasurer of the Society upon receipt of the annual statement.***Section 6 - Candidate Membership**

- A. Qualifications: Candidate membership in the Society will be offered to individuals who are serving SUO designated urologic oncology fellowships in the United States and Canada.
- B. Rights: A Candidate member shall have the right to attend the Annual meeting, but shall not have the right to vote or hold office.
- C. Recommendations for Membership: All Fellows who are currently enrolled in an SUO approved urologic oncology fellowship shall be made a candidate member once they begin their fellowship training.
- D. Number of Members: There shall be no limit to the number of candidate members.
- E. Termination of Membership:
  - a. Upon graduating from the urologic oncology fellowship, individuals shall be transitioned to Associate member status once all materials for their SUO training certificate have been submitted and approved. They will subsequently become eligible for active membership in the organization; i.e. certification by the American Board of Urology, completion of two years post-fellowship experience, and submission of an appropriate case log for application to the membership chair. Any urologic oncology fellowship trained candidate who has not applied for Active membership within 2 years of board certification, or within 5 years of finishing his fellowship, will have his Candidate/Associate membership terminated.
  - b. Other candidates who are interested in pursuing Active Membership status in the Society must complete the formal application process for Active membership within three years of becoming a candidate member or will be terminated as members.
- F. Dues: No dues are required for candidate membership.

### ***Section 7-Associate Membership***

- A. Requirements for Associate membership are the same as Active membership, except for Board certification. Associate Members shall pay the same annual dues as Active membership determined by the Board of Directors. They shall not be eligible to vote or hold office.

### ***Section 8-Allied Health Professional Corresponding Membership***

- A. Qualifications: This membership shall be limited to those allied health professionals who devote a majority of their professional activity to the care and treatment of patients with GU cancer, including nurses, physician assistants, and other health specialists. They function as integral members of team responsible for the care of patients with GU cancers or who conduct clinical trials.

This also includes individuals who play active roles in a nationally or internationally recognized non-profit or public group that engages in patient advocacy, policy-making or research, or those who provide programs, services, information, and support for people with cancer and promote dialogue about cancer and survivorship. A letter from the organization or other proof of active involvement in the relevant activities is required.

- B. Rights:
  1. These are non-voting members
  2. They are eligible to participate in ad hoc committees at the discretion of the BOD
  3. They may attend annual meetings and submit abstracts
  
- C. Election to Membership:
  1. Candidates may apply for membership directly into this section. The same procedure shall be followed as outlined for Active Membership (Section 1, Part C).
  2. Members may apply for Corresponding Membership to the Membership Committee through the Secretary.
  
- D. Number of Members: There shall be no limit to the number of Corresponding members.
  
- E. Termination of membership: Follows the procedure outlined for Active Membership (section 1, Part F).
  
- F. Dues: Dues shall be ½ of that required of Active Members and shall be payable to the Treasurer of the Society upon receipt of the annual statement.

#### **ARTICLE IV – OFFICERS**

The officers of the Society shall consist of a President, a Secretary, and a Treasurer. They shall be elected members of the Executive Committee of the Society. The officers shall be elected by members-at-large at the Annual Meeting. In the event the President becomes unable to perform the duties of the Presidency, the order of succession of officers shall be the President-Elect, the Secretary, then the Treasurer.

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<b>Summary of Executive Committee Positions</b>			
<b>Office</b>	<b>Positions</b>	<b>Term of Service</b>	<b>Other</b>
President	1	2 years	Elected by members-at-large
Secretary	1	4 years	Elected by members-at-large; term staggered with treasurer
Treasurer	1	4 years	Elected by members-at-large; term staggered with secretary
Chair Clinical Trials Committee – Chair	1	2 years eligible 2 consecutive	Elected by members-at-large

		terms	
Chair Clinical Trials Committee – Vice Chair	1	2 years eligible 2 consecutive terms	Elected by members-at-large
Chair Clinical Trials Committee – Directors	1	1 year eligible maximum 3 consecutive terms	Elected by members-at-large
Chair Membership	1	3 consecutive 1 year terms	Appointed by President
Chair Liaison	1	3 consecutive 1 year terms	Appointed by President
Chair Scientific Program	1	1 year	Appointed by President
Chair Bylaws	1	3 consecutive 1 year terms	Appointed by President
President Elect	1	2 years	Elected by members-at-large
Immediate Past President	1	2 years	Legacy
Members at Large	3	3 years	Elected by members-at-large; 1 each year
Total	15		

## **ARTICLE V – EXECUTIVE COMMITTEE OF THE SOCIETY**

### ***Section 1 - Membership***

The Executive Committee shall consist of thirteen elected members of the Society: the officers, three at-large members, the President-Elect, the Immediate Past President, and the Chairs of the Membership, Bylaws, Liaison, Clinical Trials and Scientific Program Committees. A term of office is defined as one year, *except* for the President, President-Elect and Immediate Past President, whose terms shall each consist of two years, and the Secretary and Treasurer, whose terms shall each consist of four years. Terms of the Secretary and Treasurer shall be staggered so that the terms of these officers overlap two years. A Committee member may be elected for three consecutive terms with the exception of the President, the President-Elect, the Secretary, and the Treasurer. However, a former Committee member may be reelected three years after expiration of his last term of office.

One member of the Society shall be elected to serve as President for a period of two years. A President-Elect shall also be elected two years in advance to succeed the President in office. One member of the Society shall be elected to serve as Treasurer for a period of four years. One member of the Society shall be elected as Secretary for a period of four years. Three members of the Society shall be elected to serve as at-large members of the Executive Committee for a period of three years. The President shall appoint a Scientific Program Chair to serve one year, and a Liaison Committee Chair to serve three years. The President may also appoint an appropriate Action Committee Chair as required and a representative to the American Board of Urology. These members will also serve as *ex officio*, non-voting members of the Executive Committee.



In the event that an elected member of the Executive Committee shall resign before the end of his term, or otherwise be unable to complete it, the Executive Committee Chair, in consultation with the remaining Executive Committee membership, shall have the power to select and appoint a Society member to fill this vacancy for the balance of this term.

Observational membership to the Executive Committee will be offered to an individual from the Young Urologic Oncology (YUO) Section to be appointed by the YUO section. This will be a non-voting position and will be for two years.

### ***Section 2 – Election of Executive Committee***

Vacant positions on the Executive Committee will be duly identified by the Executive Committee at the Winter meeting each year. The Nominating Committee will ensure that there are appropriate position descriptions and qualifications for each position, and in cases where these are deemed insufficiently detailed, they will be modified as necessary. The Nominating Committee will solicit nominations for open positions from members of the Executive Committee and general membership. The Nominating Committee will identify a slate of candidates and provide this information to the Executive Committee in advance of the Annual Meeting. The slate of candidates will be finalized by the Executive Committee at the Annual meeting. The final slate of candidates will then be presented to the general membership for vote at the Annual Business meeting.

### ***Section 3 – Meetings***

- A. Number: The Executive Committee shall hold at least one regular meeting, and any interim meetings, of the Executive Committee at such times and places as established by the President or any seven (7) voting members of the Executive Committee.
- B. Place: The date, time, and place shall be selected by the Executive Committee.
- C. Quorum: A simple majority of the Executive Committee entitled to vote shall constitute a quorum for transaction of business by the Executive Committee.
- D. Attendance: All officers and the elected members are expected to attend all meetings of the Executive Committee. The Committee Chairs may be invited when a Committee report is due.

## **ARTICLE VI – COMMITTEES**

The President shall appoint the following Committees annually and designate one member to serve as Chair, excluding the Nominating Committee chair.

Scientific Program Committee (Annual Meeting or Special Meeting): This committee shall be responsible for the Scientific Programs of the Society. The President may appoint one or more chairpersons for each distinct scientific program, including those morning and afternoon sessions at the Annual Meeting of the Society, and any other interim scientific meetings. The Chair shall be appointed by the President and serve for one year.

- B. Nominating Committee: The Nominating Committee shall consist of five members; the Immediate Past President, President Elect, and three active members in good standing. The Nominating committee will confer with the President and others as needed, and shall submit a slate of candidates for each vacated office at the Annual Meeting. Nominations may be made from the floor. Election will be by majority vote at the Annual Meeting.
1. The most recent Past-President and President Elect shall assume this duty automatically.
  2. One member shall be an active member in good standing appointed by the President for a period of one year.
  3. One member shall be a member of and nominated by the Board of Directors and will be elected by the Board of Directors to serve for a period of one year.
  4. One active member in good standing shall be nominated from the floor during the business meeting. The member who receives the greatest number of votes of the members present and voting shall be declared elected a member of the Nominating Committee for a period of one year.
  5. The Chairman of this Committee shall be the most immediate Past-President.
- C. Bylaws Chair: The Bylaws Chair shall be appointed by the president for a term of one year, eligible for up to three consecutive terms. His duties will be to receive suggestions and initiate proposals for amendments to the constitution. All decisions shall be presented to the executive Committee by the Bylaws Chair, and a report of the Bylaws Chair shall be made at the annual meeting.
- D. Liaison Activities Committee: The Liaison Activities Committee shall be comprised of at least four chairpersons: NCI Liaison, AJCC Liaison, and Specialty Society Liaison. The Committee Chairpersons shall be appointed by the President for a term of one year, eligible for up to three consecutive terms or otherwise in accordance with the liaison organizations bylaws and/or terms. Additional Chairpersons may be appointed from time to time at the direction of the Executive Committee. Additional liaison committee members shall be appointed by the President at the request of any or each Liaison Chair.

The Liaison Committee will represent the Society as a Liaison and advocate within governmental (NIH/NCI) agencies, the AUA and other national and international oncologic societies, including, but not limited to, the AJCC and the cooperative oncology groups. Their duties include, but are not limited to: reporting to various boards and divisions of the NIH and NCI; testifying before committees of legislative bodies; acting in concert with other specialties and organizations to strengthen the society of urologic oncology; organizing meetings for the purpose of determining urologic oncology priorities; and other actions on behalf of the society.

E. Membership Committee:

1. Duty: Receive all applications for candidates for membership or change of status members. Obtain all pertinent data and make all investigation needed concerning an applicant to insure sufficient basis for approval of membership, for type of membership, or for change in status of membership. Submit recommendations for membership in the Society to the Executive Committee.

2. Chair: Shall be appointed by the President for a term of one year, eligible for up to three consecutive terms. The Chair shall receive all application packets from proposers and record requests for membership. He shall instruct applicants to process applications in accordance with instructions for the Society. he and the President shall be responsible for routing, final Committee action, and the notification of action regarding applicants.
  3. Number of Members: Two additional members shall be appointed for a one year term by the President at the request of the Chair. One new member shall be appointed each year to replace the outgoing member.
  4. Meetings: Time, place, and number of meetings shall be determined by the Chair. The Chair shall report at the Annual Meeting and present the new applicants for vote.
  5. Quorum: A quorum shall be a simple majority of the members.
- F. Fellowship Committee: This committee shall be responsible for establishing the program requirements for SUO-accredited urologic oncology fellowships and for reviewing all applications for certification and re-certification. They will arrange site visits of all programs, determine certification status, and notify program directors of the committee decisions. They will also issue certificates of completion to all graduating fellows completing a SUO-certified fellowship program. The Chair of the committee shall be appointed by the President for a term of 3 years. The slate of potential committee members will be submitted by the fellowship committee to the President to assist with selection. There will be up to (8) eight additional members appointed by the Chair with the approval of the President, each serving 3 years, with one or more new member(s) appointed each year to replace any outgoing member(s). If needed, a member's term may be extended by up to one year (with the approval of the President) to ensure adequate overlap of committee membership. Meetings of the committee will be determined by the Chair, The Chair shall report at the Annual Meeting.

Approval of the new SUO accredited fellowship programs will be the ultimate responsibility of the Executive Board, after consideration of the recommendations of the Fellowship Committee. The Fellowship Committee will be charged with establishing the requirements for the SUO Fellowships and for approval and reaccreditation of all SUO Fellowship Programs. Programs will be approved on a biannual basis at the SUO Winter Meeting and the AUA meeting.

- G. Awards Committee: The awards committee shall be chaired by the Past President of the Society, and shall include the following three additional members: the President, Secretary, and one additional elected member of the Executive Committee. The committee shall be responsible for awarding the 3 annual awards given by the Society:
1. The Young Investigator Award: Recognition by the Society of excellence in clinical practice and/or basic research that has contributed to improvement of clinical care and progress in science. The recognition may be for a singular contribution or a consistent pattern of performance (and contribution) within 10 years of completion of residency or fellowship, which has fulfilled the criteria of advancing the field or holds strong promise of doing so in the immediate future.

2. Huggins Award: Recognition of the Society of a major contribution and/or a lifetime achievement in research and/or clinical practice that has contributed to the progress in treatment for patients with genitourinary neoplasms.
  3. SUO Medal: Awarded to an individual or individuals for a specific achievement and/or significant contribution in the field of urologic oncology.
- H. Young Urologic Oncologist Committee: This committee shall consist of young urologic oncologists that have been active in practice for under 10 years. The composition of the Committee and its Chair shall be determined and selected by the active committee members on the Committee. The Committee shall be responsible for the Young Urologic Oncologists programming at Society meetings, and for informing and reporting to the Executive Committee of Society the needs of this constituent group.
- I. Publications Committee: This Committee shall be responsible for society publications. The Chair shall be appointed by the President for a term of three years.
- J. OKAT Self Assessment: This committee shall be responsible for developing a process for accreditation and sub-specialty certification. The Chairman of the committee shall be appointed by the President for a term of 3 years. There will be up to 3 additional members appointed by the Chair with the approval of the President, each serving 3 years, with a new member appointed each year to replace an outgoing member. The outgoing Chair will serve as a committee member for one additional year after being replaced, to ensure continuity. Meetings of the committee will be determined by the Chair. The Chair shall report to the Executive Committee of the Society and at the Annual Business Meeting.
- K. Clinical Trials Committee: The Clinical Trials Committee shall be comprised of the Chair, Vice Chair, and Immediate Past Chair and shall each serve two years, eligible for one additional term. The Committee will represent the SUO in the Society of Urologic Oncology Clinical Trials Consortium (SUO-CTC), ex-officio, as President, Secretary/Treasurer and Immediate Past President respectively of the SUO-CTC Clinical Trials Committee. The Immediate Past President shall assume his/her position automatically. The Chair and Vice Chair shall be elected by members-at-large in the SUO at the annual business meeting. Vacancies for unexpired terms shall be appointed by the Board of Directors of SUO.
- L. Finance Committee: This committee shall be responsible for overseeing finances of the SUO, identifying funding needs to execute the strategic plan, and developing a plan to support the needs of the Society. The Treasurer will chair this committee. There will be four additional members of the committee, each with a term of 4 years. The terms of the committee members will be staggered to ensure continuity.
- M. Rapid Response Committee: This committee shall be responsible for the rapid evaluation of emerging issues, public statements, best practice statements, and guidelines relevant to the practice of urologic oncology and providing public comment regarding the same. The committee will also be responsible for evaluating the role of the SUO in monitoring patient safety, quality, and outcomes for urologic oncology patients. The Chair of the committee will be appointed by the President. There will be four additional members of

the committee, each with a term of 3 years. The terms of the committee members will be staggered to ensure continuity.

- N. Special or Action Committees: These may be appointed by the President to look into matters related to the care of urologic oncology patients or any matter pertaining to teaching, research, or certification in urologic oncology. Such committees will serve until the specific assignment is completed and its report is accepted by the Executive Committee, or for three years, whichever is shorter. A committee with outgoing business after three years may be reappointed.

## **ARTICLE VII – MEETINGS**

### **A. Annual Meeting**

The Annual Meeting of the Society shall be held at such a time and place as the Executive Committee shall elect, and may be omitted by a majority vote of the Executive Committee.

### **B. Annual Business Meeting**

Only voting members shall have the right to attend the Annual Business meeting. Official notice of the time and place of the Annual Business Meeting shall be sent to each member at least thirty (30) days before the Meeting. A quorum for the transaction of business at all stated and special meetings shall be thirty (30) voting members.

### **C. Special Meetings**

Special meetings of the members of the Society may be called at any time by the President with the approval of a majority of the Executive Committee; or upon written request of fifty (50) Active members with the approval of the majority of the Executive Committee. If a special meeting is to be held at some time other than during the Annual Session, a notice of the place, date and hour for the meeting must be sent to all members so as to be received at least fifteen (15) days before the day selected for the meeting. Fifty members shall constitute a quorum for the transaction of business for special meetings of the Society.

## **ARTICLE VIII – DUES**

The fiscal year will begin January 1. Annual dues, as determined by the Executive committee and approved by the Membership, shall be payable on January 1 each year.

## **ARTICLE IX – AMENDMENTS**

Any member of the Society may originate a proposed change in the Rules of Procedure or an amendment thereto at the time of the Annual Meeting. The proposal will be considered by the Executive Committee. If it is not found at variance with the Constitution and Bylaws of the Society, the proposal shall be circulated to the members of the Society at least one month before the next Annual Meeting. It shall then be placed on the agenda for consideration. Voting will be limited to those attending the Annual Meeting. A favorable vote by 2/3 of members present will constitute acceptance, and said amendment will be so incorporated into the bylaws as a constitutional amendment. Vote by proxy is disallowed.

## **ARTICLE X – PARLIAMENTARY ORDER**

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all proceedings for the Society.

## **ARTICLE XI – DUTIES OF THE EXECUTIVE COMMITTEE**

### **A. Duties of the Executive Committee of the Society:**

1. The Executive Committee shall constitute the governing board of the Society and shall be responsible for the administration and management of the Society. Members shall be responsible for attending Executive Committee meetings unless otherwise excused.
2. It shall act as consultant to the Executive Committee of the American Urological Association, and the American Board of Urology in matters related to urologic oncology.
3. It may elect one of its members to serve a three year term representing the Society on the Coordinating Committee of the American Urological Association.

### **B. Duties of the President of the Society:**

1. Serves as Chair of the Executive Committee and shall preside at all meetings of the Executive Committee and at Annual Business and Special Meetings of the membership.
2. Appoints Active or Senior members to vacancies on all committees and chairpersons when indicated; the President shall appoint special committees authorized by the Executive Committee or membership. He shall appoint chairmen and members to the standing and special committees of the Society as necessary.
3. Commissions a periodic independent audit of the Society financial status at least every 4 years, which will be presented to the Executive Committee and annual business meetings.
4. Liaison with the officers of the American Urological Association.

### **C. President-Elect**

The President-Elect shall perform any duties that are assigned by the President and shall preside in the absence of the President.

### **D. Duties of the Secretary of the Society:**

1. Prepares agendas for the Annual Business, Executive Committee and Special Meetings of the Society in consultation with the President.
2. Prepares minutes of the Annual Business, Executive Committee and Special Meetings of the Society.

3. Assists the chair of the Program Committee in the preparation of Scientific Programs and the chair of other standing committees as requested.
4. Shall make a directory of membership available to membership on the Society website.
5. Shall make a copy of the minutes of the Annual Business Meeting available to membership.
6. Shall act as Society representative in the exchange of rosters, program arrangements, and correspondence involving the American Urological Association, the American Board of Urology, and international urologic oncology groups, with advice and approval from the President.
7. Shall serve as Keeper of the Archives and Historian of the Society.
8. Shall notify members regarding their appointment to the various committees of the Society.
9. Shall give due notice of all meetings of the Society and of the Executive Committee.
10. Shall carry out such other duties as are assigned by the President of the Society.

E. Duties of the Treasurer of the Society:

1. Direct and send statements and collecting membership dues.
2. Keep records of checking and saving accounts.
3. Disburse funds as may be necessary to meet appropriations and expenses of the Society.
4. Prepare an annual financial statement and budget.
5. Cooperate with an independent financial audit commissioned by the President at least every 4 years.
6. Notify Executive Committee of members' delinquent in payment of dues.
7. Prepare and submit appropriate reports to the Internal Revenue Service.