The Women in Urologic Oncology Section of the Society of Urologic Oncology Bylaws

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Drafted by: Sarah Psutka MD MS

The Women in Urologic Oncology Section (hereafter referred to as the “WUO”) has been created to enable women who are students, residents, fellows, scientists, and member of the Society of Urologic Oncology (hereafter referred to as “SUO” or “the Society”) 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. A core objective of the WUO is to advance the recruitment, retention, and promotion of women in Urologic Oncology, with the goal of fostering diversity, equity, and inclusion for the SUO overall.

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

ARTICLE I – NAME

The name of this organization shall be the Women in Urologic Oncology Section of the Society of Urologic Oncology

ARTICLE II – OBJECTIVES

A. To foster interaction between women urologic oncologists during their training and throughout their career 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. Encouraging collaborations and cooperative efforts between women urologic oncologists and members of the urologic oncology community more broadly, through the fostering of mentorship and sponsorship between more senior members and trainees.

4. Allowing opportunities for presentation of research and critical peer review of data.

5. To provide opportunities for advancement, professional and leadership training to the members of the WUO
B. To bring into the membership in the Society, women urologists who work is entirely, or principally, with malignant disease.

C. To be available as consultants to the Executive Board of the SUO on matters relating to Diversity, Equity, and Inclusion.

ARTICLE III - MEMBERSHIP

A. Qualifications: Membership in the WUO Section of the SUO shall consist of women medical students, residents, fellows, scientists, and board certified or eligible physicians who have a continued and sustained interest in the field of urologic cancer, devote at least 75% of her total professional effort in the field of urologic oncology, and (where applicable) have some post-residency training in urologic oncology. Membership is limited to women.

B. Rights: A member shall have the right of suffrage, of participation in the Annual WUO Meeting and WUO events and shall be eligible to hold any office or receive any honor or gift of the WUO.

C. Termination of Membership: Termination of membership will be under the jurisdiction of the Executive Committee of the SUO. The WUO will have no power to terminate membership. Guidelines for termination and reinstatement are documented in the bylaws of the SUO.

D. Dues: None. Members of the WUO who are also members of the SUO are required to pay dues as documented in bylaws of the SUO.

E. Number of Members: There shall be no limit to the number of Members of the WUO.

ARTICLE IV – EXECUTIVE COMMITTEE OF THE WUO

A. Membership

The officers of the Executive Committee of the WUO shall consist of a Chair, Chair Elect, and Steering Committee. In the event that the Chair and Chair Elect become unable to perform the duties of the Chair, the most senior member(s) of the committee will take on the duties of committee stewardship. Terms are outlined below. Terms of the members of the Steering committee will be staggered such that each year, two members retire, and two new members are elected. For the inaugural election year (2023), we will elect two members of the steering committee, and then will add 2 additional members in years 2 (2024) and 3 (2025) to reach a full complement by the Annual meeting in 2025, after which, the Executive Committee will be fully staffed and will be re-elected per the table below.

Summary of Officer Positions
<table>
<thead>
<tr>
<th>Office</th>
<th>Positions</th>
<th>Term of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>2 years</td>
</tr>
<tr>
<td>Chair Elect</td>
<td>1</td>
<td>2 years</td>
</tr>
<tr>
<td>Steering Committee</td>
<td>6</td>
<td>3 years</td>
</tr>
<tr>
<td>Fellow Member (non-voting)</td>
<td>1</td>
<td>2 years</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td></td>
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</tbody>
</table>

In the event that an elected member of the Executive Committee shall resign before the end of her term, or otherwise be unable to complete it (e.g. is elected to the position of Vice-Chair), 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.

The Steering Committee will also include one fellow member, charged with supporting social media and digital efforts mapping to the WUO mission. The fellow will be a non-voting member of the Steering Committee.

Nominations and elections for the fellow member shall take place during or immediately after the Annual/Winter Meeting of the SUO every other year. The Officers of the WUO, including Chair and Chair Elect, will vote on the acceptance of a new fellow member after receiving applications, which are to consist of a CV and statement of interest.

**B. Election of the Executive Committee**

Nominations and elections for Executive committee membership shall take place preceding the Annual Winter Meeting of the SUO.

Vacant positions on the Executive Committee will be duly identified by the Executive Committee prior to the Annual/Winter Meeting each year. The Chair 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 Chair will solicit nominations for open positions from members of the Executive Committee and general membership in August of each year. Nominees will be asked if they accept their nomination in September, and if so, will be asked to provide a brief (250 word) paragraph of interest for presentation to the membership. The Chair and Vice-Chair will identify a slate of candidates and provide this information to the Membership in advance of the Annual/Winter Meeting. The final slate of candidates will then be presented to the general membership of the WUO for vote electronically in the month prior to the Annual Meeting and will be announced to the general membership at the Annual meeting.

- Every two years, a vice-chair will be elected with the anticipation of succeeding the incumbent Vice-Chair as they are promoted to Chair.
- Each year, two steering committee members will be elected.
C. Meetings

1. **Voting**: Each member of the WUO Executive Committee is entitled to one vote on matters submitted for a vote of the Executive Committee.

2. **Number**: The Executive Committee shall hold at least two regular meetings, and any interim meetings, of the Executive Committee at such times and places as established by the Chair.

3. **Place**: The date, time, and place shall be selected by the Executive Committee.

4. **Quorum**: A simple majority of the Executive Committee entitled to vote shall constitute a quorum for transaction of business by the Executive Committee.

5. **Attendance**: All officers and the elected members are expected to attend all meetings of the Executive Committee.

ARTICLE IV – COMMITTEES

The President shall appoint the following Committees annually and designate one member to serve as Committee-Lead.

A. **Special or Action Committees**: These may be appointed by the President to investigate matters pertaining to Diversity, Equity, and Inclusion for urologic oncologists including but not exclusively pertaining to issues pertinent to women in urologic oncology. Such committees will serve until the specific assignment is completed and its reports is accepted by the Executive Committee, or for three years, whichever is shorter. A committee with ongoing business after three years may be reappointed.

ARTICLE VII – MEETINGS

The WUO Section of the SUO shall meet annually. The meeting shall be held in conjunction with the Annual/Winter Meeting of the SUO.

During the Annual/Winter SUO meeting, there may be an Annual Scientific Meeting open to all members and invited guests of the WUO. Essayists and discussants shall be WUO members or invited guests. Additional scientific meetings may be organized by the WUO, including a Spring Meeting organized in conjunction with the AUA/Spring Meeting.

Additional Meetings and Special Events may be organized at the discretion of the Chair and the Executive Committee.

ARTICLE VIII – 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 Steering Committee. If it is not found at variance with the Constitution and Bylaws of the WUO, the proposal shall be circulated to the members of the WUO 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 IX – PARLIAMENTARY AUTHORITY

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

ARTICLE X – DUTIES OF OFFICERS OF THE EXECUTIVE COMMITTEE

A. Duties of the Steering Committee of the Society:

1. Members shall attend the Annual/Winter Meeting of the SUO and one additional meeting at the AUA/Spring Meeting.

2. Members shall assist the Chair of the SUO Program Committee in review of all WUO abstracts submitted to the Annual/Winter Meeting and selection of the following awards:
   • **WUO Scientific Prize**: Awarded to the top abstract presented by a member of the WUO at the Annual/Winter Meeting of the SUO ($1500, 1 award/year)
   • **WUO Travel Scholarship** for a Woman Trainee presenting research at the SUO: Awarded to a trainee presenting her research at the Annual/Winter Meeting of the SUO ($500, up to 2 awards/year)

3. Members shall act as consultant to the Executive Committee SUO.

4. The fellow member of the steering committee will support social media and digital efforts oriented towards promoting the core mission of the WUO.

5. Members will adjudicate and vote on WUO applications for the **WUO Representative at the AUA Advocacy Summit**

A. Duties of the Chair of the WUO:

1. The Chair shall preside at the Annual/Winter Meeting of the WUO and any interim meetings. If absent, the Chair Elect will assume this responsibility. If neither the Chair nor the Chair Elect is able to be in attendance, they shall assign this responsibility to another member of the Steering Committee.

2. The Chair shall serve as Chairperson of the Steering Committee and preside at all Steering Committee meetings. The Chair shall appoint chairmen and
members to the standing and special committees of the WUO as necessary.

3. The Chair shall make an annual report of the WUO in writing, and whenever possible, in person, and shall receive the reports of the special and action committees.

4. The Chair shall prepare an annual report to the SUO Executive Committee.

ARTICLE XI – QUORUM

A. A quorum for the Annual meeting of the WUO shall consist of 1/3 of the current WUO enrollment.

B. A quorum for the Annual Meeting of the Steering Committee shall consist of a simple majority.