

# **ARIZONA UROLOGICAL SOCIETY**

**A.Z.U.S.**



**BY-LAWS**

## ARTICLE I

### Name

The name of this Society shall be the Arizona Urological Society.

## ARTICLE II

### Purpose

The purpose of the Society shall be to advance the study and practice of Urology. Meetings for the exchange of views between urologists will provide forum for continuing medical education and patient care. The officers of the Society shall speak for the urologists of Arizona in local, state, and national affairs, when so instructed.

## ARTICLE III

### Membership

The membership of this Society shall consist of the following classes of members:

- A. Active members
- B. Corresponding members
- C. Candidate members
- D. Affiliate members
- E. Retired members
- F. Honorary members

#### A) Active members

##### 1. Qualifications

- a) Any regularly licensed and practicing urologist who is a member or eligible to be a member of the Arizona Medical Association.
- b) Limit his practice to the specialty of urology.
- c) Be certified or eligible for certification by the American Board of Urology.
- d) Have practiced in Arizona for approximately one year (this requirement may be waived by the Executive Committee).
- e) Or be a member of the Western Section American Urological Association or American Urological Association.

##### 2. Selection

- a) Application for membership may be initiated by the applicant or the prospective member may be solicited by a member of the Society. It shall be the duty of the

Secretary to furnish any eligible physician with an application blank upon request. The form of the application blanks may be changed by the Executive Committee as the need arises.

- b) The application should be returned to the Secretary with the annual dues for the year. If new member is not a member of the Western Section American Urological Association then the two letters of recommendation from other members of the Society must be provided. In case of non-election to membership the fees shall be refunded.
- c) The Executive Committee shall act as the Membership Committee and shall review all applications and all additional information. If further documentation or materials are requested by the Membership Committee, they shall be provided by the applicant. After a thorough investigation the Membership Committee will present its recommendations to the membership at the next regular meeting of the Society.
- d) All comments regarding the applicant should be delivered to the Secretary who will present them at the next regular meeting. After the recommendation is read for the second time, a secret ballot will be taken.
- e) Election to membership shall be by an affirmative two-thirds (2/3) vote of the Active Members present. Results of the voting will be sent to the applicant by the Secretary-Treasurer and a copy of the By-Laws will be sent to every newly elected member.

### 3. Responsibilities

It shall be the prime responsibility of each active member to attend the annual meeting of the Society and contribute to and participate in the scientific programs. He shall also serve on committees, assume office, and pay dues.

Only the active members shall have any right, title, or interest in the real or personal property or funds of the Society, or be eligible for office, or have the right to vote.

### 4. Resignations

Any member may resign from membership in the Society at any time by tendering a resignation in writing to the Secretary and paying in full any dues or other obligations owing to the Society at that time.

### 5. Termination of Membership

- a) Members who have not paid their dues after four months (dues are due and payable June 1<sup>st</sup> of each year), unless absent from the country during that time or on active service with the Armed Forces of the United States, shall cease to be a members of the Society.

- b) The Society shall have the power to terminate, by a three quarters (3/4) majority vote by secret mail ballot of the active membership, the membership of any person for participating in any act or espousing anything prejudicial to the best interest of the Society or the medical profession. Written notice of termination of membership shall be mailed by the secretary to such member within ten (10) days after the adoption of a resolution expelling said member.

Such a member may be entitled to a hearing before the Executive Committee before the vote on the termination of his membership is taken.

The terminated member may request within thirty (30) days of the notice, a hearing before an ad hoc committee of membership composed of three (3) past presidents of the Society selected by the President. If the recommendation of the ad hoc committee is still adverse to the member, he can request a full appellate review by the Judicial Review Committee of the Arizona Medical Association. Their decision will become binding on the Society and on the terminated member.

#### 6. Reinstatement

The reinstatement of suspended members to good standing in the Society shall rest with the Executive Committee. Expelled members may reapply for membership after the lapse of two (2) years.

#### B) Corresponding Members

Physicians residing outside of Arizona, who in all other respects conform to the requirements for Active Membership, shall be eligible for admission as Corresponding Members. Their election shall be the same as for Active Members. Dues for Corresponding Members shall be the same as for Active Members, or shall pay for meetings attended.

#### C) Candidate Members

Resident physicians who are in Residencies in hospitals approved by the American Medical Association, or who are in the service of the State or Federal government, or who are full time members of the University of Arizona or Mayo Clinic Staff. Their manner of election shall be the same as for Active Members. Membership will be extended for a period of one year and may be renewed at the end of that period if the member continues to meet the above qualifications. There shall be no dues levied on Candidate Members.

#### D) Affiliate Members

Nurses, Physician Assistants, Medical Extenders who work in urology offices. Dues for Affiliate Members shall be the determined by the membership, or shall pay for meetings attended.

E) Retired Members

A member, following ten (10) years Active Membership who has retired from active practice of Urology may, upon request, be elected to Retired Membership by a majority vote of the members present and voting at any regular meeting. They will be assessed for the cost of meetings attended but shall not be liable for dues or other assessments.

F) Honorary Members

Honorary Membership in the Society may be conferred on any individual presenting before the Society an outstanding contribution of unusual merit. The recipient of such honorary membership need not be a graduate of medicine. Honorary members shall enjoy all the rights and privileges of active members except that they shall not be entitled to vote or hold office. They will be assessed for the cost of meetings attended but shall not be liable for dues or other assessments.

ARTICLE IV

Officers and Standing Committees

1. Designation

Executive officers of the Society shall be the President, Vice President, Secretary-Treasurer, and Immediate Past President each of whom must be an active member in good standing.

2. Term of Office

The President, Vice President, Secretary-Treasurer, and Immediate Past President shall hold office for a two-year term commencing with the annual Spring business meeting.

3. Nominations and Election

Nominations for the offices of Vice President, and Secretary-Treasurer shall be made by the Nominating Committee and presented to the members at the annual Spring business meeting. Nomination may be made from the floor at that time. All nominees must be active members in good standing who have granted permission for their names to be placed in nomination. At the discretion of the President, election may be by secret ballot. The nominees receiving the greatest number of votes shall be declared elected. The new President and newly elected officers shall be inducted at the annual Spring Business meeting.

4. Vacancies

In the event of a vacancy in the office of President, the Vice President shall hold office for the unexpired term. In the event of a vacancy in other elected offices the Nominating Committee shall submit the names of one or more nominees at the next

regular meeting. Nominations may be received from the floor and elections held as per Section 3 above.

5. Executive Committee

The elected officers and the immediate past president constitute the Executive Committee. The President shall be the Chairman. The Executive Committee shall meet on call from the President, conduct the usual business of the Society, and make appropriate reports to the general membership at least annually. The Executive Committee shall supervise the affairs of the Society, direct its policy and take cognizance of all questions of an ethical, judicial and personal nature and act for the Society on all questions not specifically provided for in the By-Laws. Upon these matters its decision shall be final except that an appeal may be taken to the Society upon the written request of five members, if the appeal is requested within two months after the decision of the Committee.

The Executive Committee shall also function as the Membership Committee as per Article III, Section A, Paragraph 2. The Committee shall keep current an information file on all members (published scientific papers, offices held, honors, changes in Board Certification, etc.). Information should be requested from the membership annually to aid in the maintenance of accurate and current records.

6. Nominating Committee

The Nominating Committee shall consist of three Past-Presidents appointed by the President and the Western Section American Urological Association District 8 Representative to the Board, to prepare a slate of candidates for presentation to the membership at the annual Spring business meeting as needed.

7. Membership Committee

These duties shall be performed by the Executive Committee (see Article IV, #5).

8. Auditing Committee

The Auditing Committee shall consist of one member appointed by the President at the meeting preceding the annual Spring business meeting to review the financial records of the Secretary-Treasurer and report to the membership at the annual Spring business meeting.

9. Representative to the Arizona Medical Association: Representative to Arizona Medical Association will be an active member of the Arizona Urological Society. The AZUS maintains a voting slot representing urology. The Arizona Medical Association meets once per year, assigning the President of the AZUS as the representative. Should the President not be available, he/she can designate an appropriate representative to attend.

## 10. Special Committees

The President may appoint other special committees as may be deemed necessary unless appointment is otherwise specified.

## ARTICLE V

### Duties of Officers

#### A. President

The President shall be the chief executive officer of the Society. He/she shall preside at all meetings and shall be an ex-officio member of all standing and special committees. He/she shall make Committee appointments with the advice of the Executive Committee.

#### B. Vice President

The Vice President shall preside in the absence of the President. He/she shall be a member of the Executive Committee. He/she shall perform such other duties as may be delegated to him by the President. In the event of a vacancy in the office of President, the President-Elect shall hold the office of President for the unexpired term. He/she shall succeed automatically to the office of President upon completion of his term as Vice President.

#### C. Secretary-Treasurer

The Secretary-Treasurer shall keep or cause to be kept accurate minutes of all meetings and shall send written notices of each meeting at least two weeks in advance of the meeting. He/she shall perform all duties incident to the office of Secretary-Treasurer. He/she shall be a member of the Executive Committee. He/she shall act as President-Pro Tem in the absence of the President and Vice President. He/she shall be a member of the Program Committee. He shall receive all monies due the Society and make disbursements thereof and keep or cause to be kept accurate accounts of receipts and disbursements of the Society in proper books to be kept for that purpose. He/she shall submit his accounts and records to such examination as may be directed by the President. The accounts of the Secretary-Treasurer shall be audited annually by an Auditing Committee and their report shall be read at the annual Spring business meeting.

#### D. Immediate Past-President

He/she shall be a member of the Executive Committee and may serve on the Nominating Committee. He/she shall assist the President in an advisory capacity.

#### G. Term of Office

The Term of office shall be two year terms.

## ARTICLE VI

### Meetings

#### A. Meetings

An Annual meeting of the Society shall be held once per year, time and place appropriate to speakers and Society members. The invited speaker honoraria policy shall be: 1) If the invited speaker is traveling from out of town, then the honorarium shall be no more than \$2,000. 2) If the invited speaker resides locally, then the honorarium shall be no more than \$1,000. 3) The honorarium shall be paid directly by the Arizona Urological Society. 4) In special circumstances, the Executive Board may designate honorarium amounts as necessary. Urologists from outside the state are invited to attend the annual meeting.

#### C. Special Meetings

Special meetings of the Society shall be called as directed by the President or by petition of 25% of the Active members and the usual notice thereof given.

## ARTICLE VII

### Dues and Assessments

#### A. Dues

The membership dues, including the cost of the meals, shall be set by the Executive committee yearly. Honorary or Retired members shall be exempt from such dues but will be assessed for those meetings attended.

#### B. Assessments

Special assessments shall be levied upon a three-quarters majority vote of the membership.

#### C. Arrears

Any member who shall fail to pay any dues or assessments within thirty days after the date of such assessment shall be notified of his delinquent status in writing by the Secretary-Treasurer.

## ARTICLE VIII

### Transaction of Business

#### A. Business Meeting

Business meetings of the Society shall occur annually on the Sunday morning of the Annual Meeting. A quorum shall consist of those members present at the business meeting. A majority vote shall be required on any issue unless otherwise specified.

B. Order of Business

1. Call to order
2. Introduction of guests
3. Business meeting
  - a. Reading and approval of the minutes of the previous meeting
  - b. Membership procedures
    - 1) First reading of new applicants
    - 2) Second reading of applicants
    - 3) Election of new members
  - c. Committee reports
  - d. Unfinished business
  - e. New business
4. Scientific program
5. Adjournment

C. Voting

A secret ballot shall be required unless otherwise specified for the following:

1. Election of officers
2. Election of new members
3. Expulsion of a member (except for delinquency of dues or assessments)
4. Assessments
5. Upon the decision of the presiding officer

ARTICLE IX

Quorum

- A. Business of the Society may be conducted by simple majority vote providing a simple majority of the membership is present at the meeting. If a majority of the membership is not present then a two-thirds vote of those present will be required.
- B. A majority of the Executive Committee shall constitute a quorum of the Committee.

ARTICLE X

Amendments of By-Laws

These By-Laws may be amended at any regular meeting by the affirmative vote of two-thirds of the members present, providing that any proposed amendment has been read at the preceding meeting and submitted in writing to the Secretary-Treasurer.

## ARTICLE XI

### Questions of Parliamentary Order

All questions of parliamentary order not provided for in these By-Laws shall be determined by parliamentary usage as contained in Sturgis's Standard Code of Parliamentary Procedure.

## ARTICLE XII

### Dissolution of the Society

The property of this Society is irrevocably dedicated to educational and scientific purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any officer or member thereof, or to the benefit of any private persons.

Upon the dissolution of this Society its assets after payment, or provision for payment of all debts and liabilities, shall be distributed to one or more non-profit funds, foundations, or corporations, which is organized and operated exclusively for charitable, scientific, or educational purposes and which has established its tax exempt status under Section 501 (C) (3) of the Internal Revenue Code.