

**NEW YORK STATE UROLOGIC SOCIETY, INC.**

**BY-LAWS**  
Revised: 4/16/2023

**Article I**  
**NAME**

The name of this organization of physicians shall be the New York State Urological Society, Inc.

**Article II**  
**MISSION STATEMENT**

The mission of the New York State Urological Society, Inc. is to serve as a diverse and inclusive organization that represents New York State urologists and their patients at the state and national levels, in order to be able to deliver and receive respectively, the best healthcare which is available.

**Article III**  
**MEMBERSHIP**

The membership of this association shall consist of active, associate, senior, and allied members. Only active members shall hold office and pay full dues. Active members and senior members shall have voting privileges. Exceptions to the above requirements may be waived by a 2/3 vote of the active membership upon recommendation of the Executive Committee.

Section 1. Active Membership

An active member shall be a member of the New York State Medical Society, the Armed Forces of the United States, or employed by the Federal Government Services and have the licensure as is required in the State of New York. He shall have completed an approved residency or preceptorship in Urology and be actively engaged in or recently retired from the practice of Urology as judged solely by the Executive Committee. "Recently retired" will be limited to five years after retirement. Beyond five years retired will be determined by the Executive Committee.

Section 2. Associate Membership

- (a) Associate membership shall be restricted to (1) Urologists in training who cannot fulfill the requirements for active membership but who may be eligible to become active members as soon as the requirements can be met; (2) scientists, physicians in research, and teachers in related fields interested in contributing to the Science of Urology.
- (b) Associate members may enjoy all the privileges of the Associations excepting the right to vote and the right to hold office. They shall not be subject to regular dues and shall not be liable for any assessments.
- (c) Associate members in training who do not qualify for and/or request active membership in a reasonable length of time shall be dropped from the membership rolls, at the sole direction of the Executive Committee.

Section 3. Senior-Membership

- (a) Active members in good standing who have reached the age of 65 years and have been an active member of this society for a minimum of 15 years, are eligible for senior membership. Such applications must be filed with the Secretary.
- (b) Senior members are exempt from dues and assessments beginning the following calendar year after election.

Section 4. Allied Membership

- (a) Allied membership shall be available to non-physician professionals, including nurses and nurse practitioners, physician assistants and medical assistants specializing or concentrating in urology and serving in a health care setting.
- (b) Allied members may enjoy the privileges of this association excepting the right to vote and hold office. They shall be subject to a reduced dues structure.

Section 5.

Every newly elected member of the Association shall be furnished by the Secretary with an official notification of his election, together with a copy of the By-Laws.

Section 6.

Membership application forms shall be obtained from the Secretary and submitted to him, for approval by the Executive Committee. A majority vote of the membership present and voting at a stated meeting will be necessary for election to all classifications of membership.

Section 7.

Problems of resignations, reinstatement and discipline shall rest with the Executive Committee.

Section 8.

Any member in good standing in this Society may resign by submitting a letter of resignations to the Secretary. Membership in the state society have no bearing on this Society decisions or recommendations. Membership may be suspended or terminated by action of the Executive Committee for failure to pay dues or assessments for 1 year.

**Article IV**  
**OFFICERS**

The officers of this Association shall be the President, President-Elect, Secretary, and Treasurer. They shall be elected and hold office for 2 years or until their successors have been elected. They shall assume their office immediately before the adjournment of the election meeting. The President-Elect shall assume the office of President at the end of 2 years without again being voted upon. The Secretary and Treasurer may be re-elected.

**Article V**  
**THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee consisting of the President, President-Elect, Secretary, Treasurer, immediate 2 past Presidents and 8 additional members. The additional members shall be elected at large at a stated meeting for a term of 2 years and shall serve not more than 2 consecutive terms. (In the first year 4 members shall

be elected for 1 year terms and 4 members for 2 year terms.) A quorum for the conduct of the business of the Executive Committee shall be 5 members.

## **Article VI OFFICER'S DUTIES**

### Section 1.

The officer shall hold office until their successors are elected.

### Section 2. President

- (a) The President shall arrange for and preside at all meetings of the Executive Committee and at the annual and special meetings of the Society.
- (b) He shall call special meeting of the Executive Committee when warranted by matters of importance.
- (c) The President shall direct the attention of the Executive Committee to any violations of the By-Laws and to matters of discipline of members.
- (d) He shall receive the reports of the standing and special committees and make recommendations.
- (e) He shall appoint the following standing committees and designate the Chairman of each:
  1. By-Laws Committee
  2. Nominating Committee
  3. Legislative Committee
  4. Economics Committee
  5. Audit Committee
  6. Peer-Review Committee
  7. Continuing Medical Education Committee
  8. Interspecialty Representative
- (f) He shall appoint any special committees needed.
- (g) He shall appoint with the approval of the Executive Committee any special representatives of the Society as required.
- (h) Expenses incurred by the President, shall with the approval of the Executive Committee, be paid or reimbursed by the Society.
- (i) President may appoint an Administrative Secretary as needed.

### Section 3. President-Elect

- (a) The President-Elect shall serve for the President during his absence.
- (b) He shall be a member of the Executive Committee.
- (c) The president-Elect shall automatically be elevated to the position of President without further notice, if that position is vacant.
- (d) He shall perform such duties as may be assigned to him by the President.
- (e) Expenses incurred by the President-Elect, shall with the approval of the Executive Committee, be paid or reimbursed by the Society.

### Section 4. Immediate Past-President

- (a) He shall be a member of the Executive Committee for 4 years.
- (b) He shall serve as Chairman of the Nominating Committee for 4 years.
- (c) Expenses incurred by the Immediate Past-President, shall with the approval of the Executive Committee, be paid or reimbursed by the Society.

### Section 5. Secretary

The Secretary shall be a member of the Executive Committee.

- (a) That person shall receive and give prompt attention to all correspondence and keep accurate records of the same.
- (b) That person shall record the transactions of the Executive Committee and of all meetings of the Society.
- (c) That person shall receive and file records of the proceedings of all committees.
- (d) That person shall send official notices of the time and place of the meetings of the NYSUS to each member.
- (e) That person shall by letter furnish every newly elected member with official notification of his election and then send him/her a copy of the By-Laws.
- (f) With the approval of the Executive Committee that person shall employ such secretarial assistance a may be necessary.
- (g) Expenses incurred by the Secretary shall, with the approval of the Executive Committee, be paid or reimbursed by the Society.

### Section 6. Treasurer

The Treasurer shall be a member of the Executive Committee.

- (a) That person shall keep an accurate list of all members alphabetically with a journal and ledger which shall show the credit or debit balance to the Society of each member.
- (b) That person shall receive applications for membership and when completed bring them to the attention of the Executive Committee.
- (c) That person shall make an annual report of his activities on behalf of the Society to the Executive Committee and to the Society at the annual meeting.
- (d) That person shall keep a cash book and bank accounts in the name of the Society.
- (e) That person shall dispense monies of the Society. Payments shall be made only by checks and on the accounts of the Society.
- (f) That person shall cause to be prepared an annual audit by a certified public accountant of the Society's books and shall present a report of such audit to the Auditing Committee for their information. This shall be prior to the annual meeting and then he shall report to the Society at each annual meeting the results.
- (g) That person shall send to all members each year bills for the succeeding year's dues.
- (h) That person shall prepare a list of active members in arrears and present this list to the Executive Committee annually.
- (i) Expenses incurred by the Treasurer, shall with the approval of the Executive Committee, be paid or reimbursed by the Society.

### Section 7. Executive Committee

The Board of Directors of the Society herewith referred to as the Executive Committee shall provide a reasonable geographic representation of the members with some relation to the number of members in the various areas.

- (a) Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- (b) The Executive Committee shall examine the annual reports of the Secretary and the Treasurer, the standing and special committees, and make recommendations for the conduct of business of the Society.
- (c) The Executive Committee shall review the applications for active, associate, and senior membership and may recommend them for election to membership or a change in membership status.
- (d) Special meetings of the Executive Committee may be called upon the request of the President or a majority of its members.
- (e) Vacancies that occur for any reason in an office or in the membership of the Executive Committee shall be filled by a majority vote of the Executive Committee. Such newly elected officer or Executive Committee member shall serve until the next election.

- (f) All matters of discipline shall be prescribed by the Executive Committee. By a 2/3 vote they may reprimand, suspend or expel any member of the society for violation of the By-Laws, for unethical or unprofessional conduct, or when found guilty in a court of law of a statutory crime or a crime evincing moral turpitude.
- (g) If the Executive Committee deems it advisable to expel a member they shall notify him in writing to appear before the Committee during an official session, to answer all changes brought against him. The notification to appear before the Executive Committee shall require return acknowledgment of their receipt. If the accused member wishes, he may have the benefit of counsel during his hearing. Action of the Executive Committee at the official session will be final. If the physician refuses a hearing or does not respond within 30 days to the notice, the Executive Committee can expel him without hearing.
- (h) Expenses incurred by the Executive Committee, shall with the approval of the Executive Committee, be paid or reimbursed by the Society.

## **Article VII COMMITTEES**

The chairman of each committee shall report to the Executive Committee and make a formal report annually, to the Executive Committee:

### Section 1. By-Laws Committee

- (a) The By-Laws Committee shall consist of 3 members appointed by the resident. It will include the President-Elect who shall serve as Chairman of the Committee.
- (b) The By-Laws Committee shall annually review the By-Laws of this Association and recommend amendments to these By-Laws when necessary or indicated for the good of the Society. Such proposed amendments will be communicated to the members as designated by the Committee.
- (c) By-Laws changes can be suggested at an Executive Committee meeting for the consideration of the Committee.
- (d) By-laws shall be reviewed at least every five years.

### Section 2. Nominating Committee

- (a) The President shall appoint the Nominating Committee consisting of 4 active members and the most immediate Past President, who shall serve as Chairman.
- (b) The Nominating Committee shall nominate a President-Elect, a Secretary, a Treasurer and members for the Executive Committee.

### Section 3. Auditing Committee

The Auditing Committee shall consist of 3 active members in good standing in the Society whose duties shall be:

1. To examine the accounts of the Treasurer.
2. To examine the audit submitted by the Treasurer.
3. To report the results of its examination and make recommendations to the Society in writing at the annual meeting.

### Section 4. Legislative Committee

- (a) The Legislative Committee shall consist of at least 3 active members appointed by the President.
- (b) It shall be the duty of the Committee to review all federal and local legislation that may impact on the practice of urology in New York State. They shall make

recommendations to the Executive Committee in regard to actions and to the position of the Society in response to Legislative proposals.

### Section 5. Economics Committee

- (a) The Economics Committee shall consist of at least 3 members appointed by the President.
- (b) It shall be the duty of this Committee to review all matters affecting the Economic position of Urologists in the Society. The Committee shall make reports and recommendations to the Executive Committee.

### Section 6. Peer-Review Committee

- (a) The Peer-Review Committee shall consist of at least 5 members appointed by the President.
- (b) It shall be the duty of the Committee to review on request, in writing, all signed, appropriate complaints made about Urologists which are brought to the attention of this Society. The Committee may initiate inquiries without complaints.
- (c) The Committee shall record its deliberations and report them with recommendations to the Executive Committee for action.
- (d) The Peer-Review Committee will have no disciplinary powers. However, all members are required to cooperate with the Peer-Review Committee in its investigations and deliberations. Any member, refusing to cooperate, shall be reported to the Executive Committee and this shall be grounds for disciplinary action up to expulsion from the Society, if so deemed, by the Executive Committees.

### Section 7. Continuing Medical Education Committee

- (a) This Committee may consist of at least 3 members appointed by the President.
- (b) The Committee may initiate educational programs for Urologists in New York State.
- (c) The Committee shall evaluate educational programs offered by all schools, universities or agencies as to their educational credits in line with any requirements for re-certification or re-licensure requirements for Urologists.
- (d) The Committee will cooperate in its endeavors with the Medical Society of the State of New York, Urological Societies and the American Medical Association.

## **Article VIII MEETINGS**

### Section 1.

The location, date and time of the annual meeting will be determined by the Executive Committee by the Executive Committee. The place of the meeting is to be selected by the Executive Committee if the meeting is separate from the annual convention of the MSSNY.

### Section 2.

A special meeting may be called at any time by the President, a majority of the Executive Committee or upon written request of (30) members. A special notice of such a meeting will be sent to each member not less than 15 days prior to the date set, stating the special business for which the meeting is called. No other business shall be transacted except that stated in the call for the meeting.

### Section 3.

At all stated and special meetings, the voting members, in good standing, present, shall constitute a quorum, to legally transact the business of the Association.

Section 4.

Order of Business at Executive Committee Meetings

- (a) Reading and approval of the minutes of the previous meeting.
- (b) Secretary's report.
- (c) Treasurer's report.
- (d) Reports of Committees.
- (e) Reports of Special Committees.
- (f) Consideration of candidates for Active, Senior and Associate membership.
- (g) Unfinished Business.
- (h) New Business.
- (i) Adjournment.

Section 5.

Order of Business at the Business Session of the Annual Meeting

- (a) Approval of minutes of the previous meeting. This may be dispensed with by a majority vote of the Association members present.
- (b) Report of Officers:
  1. Secretary
  2. Treasurer
  3. Executive Committee President
- (c) Reports of Committees.
- (d) Reports of Special Committees.
- (e) Election of Active, Associate and Senior Members.
- (f) Unfinished Business.
- (g) New Business.
- (h) Election of Officers.
- (i) Installation of Officers.
- (j) Adjournment.

**Article IX  
DUES**

Section 1.

- (a) The amount of annual dues will be set each year by the Executive Committee.
- (b) The annual dues shall be payable immediately upon the close of the fiscal year.
- (c) The fiscal year shall be determined by the Executive Committee.
- (d) Dues can be waived for any active member by the Executive Committee by application of the member because of illness or hardship.

**Article X  
ARREARS**

Section 1.

Any member who has failed to pay his dues within 1 year after the statement has been issued shall be notified by the Treasurer and in the event of non-payment with 30 days, shall forfeit all rights of active membership until the indebtedness is paid, unless otherwise ordered by the Executive Committee. Notification shall be by regular mail.

**Article XI  
ASSESSMENTS**

Section 1.

By a 2/3 vote of the active members voting, by mail, or at a special or at a regular meeting, the Society may levy on each active member an assessment, the amount of which shall be proposed by the Executive Committee. This shall be due and payable immediately. Any active member not paying this assessment within 2 months of it being levied shall forfeit all rights of active membership until the indebtedness is paid, unless otherwise ordered by the Executive Committee.

**Article XII  
AMENDMENTS**

Section 1.

These By-Laws may be suspended, temporarily, for a specific purpose by a 2/3 vote of voting members in any stated meeting of the Society. They may be amended by a 2/3 vote of the voting members present and voting at any special meeting or by mail provided that the proposed amendments shall have been printed on the notice of the meeting at which such action is to be taken or circulated by mail for a mail vote.

**Article XIII  
PARLIAMENTARY ORDER**

Section 1.

All questions of parliamentary order not provided for in these By-Laws shall be determined by parliamentary usage as contained in the latest revision of Robert's "Rules of Order."