

## **MAGOS Gyn Oncology Society CONSTITUTION & BY-LAWS**

### **ARTICLE I NAME**

This organization shall be known as MAGOS Gyn Oncology Society.

### **ARTICLE II OBJECTIVES**

#### **Section A**

The specific purpose of the corporation is to organize an annual educational session for its members in which members share their scientific works in the public interest. This will be accomplished by:

- 1) Sharing of new developments in gynecologic oncology at the annual meeting
- 2) Stimulation of original investigation in gynecological oncology and related fields
- 3) Addressing regional medical problems as it relates to gynecologic oncology

### **ARTICLE III MEMBERSHIP**

#### **Section A**

The Society shall consist of Active Members, Associate Members, Honorary Members, and Senior Members.

#### **Section B**

An active member shall pay dues, have the right to vote at all general and special meetings, serve on committees, and have the privilege of holding office if elected thereto.

#### **Section C**

Associate Members shall pay dues and have the privileges of attending all scientific meetings, serve on committees but they shall not have the right to vote or hold office.

#### **Section D**

Honorary Members may attend all scientific meetings but shall not hold office, vote, or pay dues.

#### **Section E**

Senior members may attend scientific meetings, shall have the right to vote but they shall not pay dues or hold office.

### **ARTICLE IV ACTIVE MEMBERS**

#### **Section A Qualification**

A candidate for active membership must be fully licensed to practice medicine, be of high ethical, moral, and professional standing and satisfy one of the following qualifications:

- a) Certified in Gynecologic Oncology by the American Board of Obstetrics and Gynecology
- b) Certified in Medical Oncology by the American Board of Internal Medicine
- c) Certified in Radiation Oncology by the American Board of Radiology
- d) Certified in Pathology by the American Board of Pathology

#### **Section B. Proposal and Election**

- 1) Candidates for membership can be proposed by an active member of the society and will submit an application to the Membership Chair.
- 2) The Membership Chair with the approval of the Council will distribute the applications to the membership.
- 3) Voting on all candidates will take place by mail or at the Annual Meeting. Approval of three-fourths of the active members of the Society present at the Annual Meeting will be necessary for election to membership.
- 4) Newly elected active members will be furnished a copy of the Constitution and By-Laws and a list of all members in the Society.
- 5) Newly elected active members shall assume all rights and privileges at the time of their election to membership. They shall pay dues beginning at their first Annual Meeting.

Section C. Privileges

- 1) May vote and hold elective office
- 2) Are eligible to serve on committees
- 3) May sponsor candidates for associate membership
- 4) May attend all scientific meetings

ARTICLE V ASSOCIATE MEMBERS

Section A. Qualification

A candidate for associate membership shall present evidence of special interest in gynecologic oncology as evidenced by his/her training and practice, be of high ethical, moral, and professional standing and satisfy one of the following qualifications:

- 1) A board-certified clinician or other scientist who holds a terminal degree and devotes a substantial portion of his/her professional time investigating the biology, diagnosis, prevention or treatment and other areas of gynecologic cancers.
- 2) Practicing American Osteopathic Board of Obstetrics and Gynecology (AOBOG) osteopathic board certified gynecologic oncologists.

Section B. Proposal and Election

- 1) Candidates for associate membership may be proposed by any active member of the Society. Proposals and applications should be submitted to the Membership Chair.
- 2) A list of candidates applying for associate membership shall be circulated to all active members of the Society at least 30 days prior to the next general meeting of the Society. Confidential comments are requested. Such comments will be presented with the application to the Society.
- 3) Candidates shall be elected by a three-fourths majority of all active members of the Society present at the Annual Meeting.
- 4) Candidates not accepted by the Council or general membership votes may be proposed again after a lapse of one year.
- 5) Candidates elected to associate membership shall assume all the rights and privileges of associate membership at the time of their election. They shall pay dues beginning at their first Annual Meeting.
- 6) Newly elected associate members will be furnished a copy of the Constitution and By-Laws and a list of all members of the Society.
- 7) Associate Members may request Active Member status if the following criteria are met: 2 letters of recommendation from Active members, evidence of clinical and/or scholarship dedicated to the field of gynecologic oncology.

Section C. Privileges

- 1) Are eligible to serve on committees
- 2) May not vote or hold elective office
- 3) May attend all scientific meetings

ARTICLE VI HONORARY MEMBERS

Section A. Qualification

Any individual of sufficient eminence whether it be medical or otherwise, may be elected to honorary membership.

Section B. Proposal Election

Honorary members shall be nominated and proposed by the Council. There is no formal application for honorary members. Honorary members shall be elected by a majority vote of the active members present at any one of the regular meetings.

Section C. Privileges

- 1) May not vote or hold elective office
- 2) May attend all scientific meetings

Section D. Assessments and Fees

Honorary members will be responsible for assessments and fees incident to their participation in Society activity.

ARTICLE VII SENIOR MEMBERS

Section A. Qualification

Any active member upon retirement from the practice of medicine.

Section B. Privileges

- 1) May attend all scientific meetings
- 2) May vote
- 3) May not hold office
- 4) Are eligible to serve on committees

ARTICLE VIII TERMINATION OF MEMBERSHIP

Section A. Resignation or Death

All rights and privileges of any member shall terminate upon their resignation or death.

Section B. Revocation of Membership

- 1) Membership in the Society may be revoked for unethical conduct or activities not consistent with the objectives of this Society.
- 2) A three-fourths vote of the members present and voting at the annual meeting will be required to revoke membership.
- 3) Any member or associate member who shall fail to pay dues or assessments within 6 months of being notified that they are due shall be dropped from membership by action of the Council in their discretion.

ARTICLE IX OFFICERS AND COUNCIL

Section A. The Officers Shall Consist Of:

- 1) President
- 2) President-Elect
- 3) Immediate Past President
- 4) Secretary/Treasurer
- 5) Membership Chair
- 6) Communications Chair

Section B

The President, President-Elect, Secretary/Treasurer, Immediate Past President, Membership Chair, and Communications Chair all elected by the Society shall constitute The Council.

Section C. Term of Office

Upon election as President-Elect a member will serve one year as President-Elect, one year as President, and one year as Immediate Past President. The Secretary/Treasurer shall be elected for a three-year term. The Communications Chair, Membership Chair, and Nominations Chair shall be elected for a two-year term.

Section D

The Immediate Past President of the Society will present names of the nominees for each office to be voted on at the Annual meeting. Nominations for these same officers may be made from the floor with the prior consent of the member nominated. Election of officers shall be by written ballot except when there is unanimous acclaim.

Section E

The election of officers and other members of the Council shall take place at the annual meeting. Election shall be by a majority vote of the active members present.

Section F

The officers shall enter upon their duties immediately at the conclusion of the meeting of their election and they shall hold office until their successors are installed.

Section G

Any vacancy occurring may be filled by appointment by the Council until the next election.

Section H

An officer may succeed themselves in the same office for one term only.

ARTICLE X MEETINGS

Section A

There shall be a regular meeting each year. Dates of the meetings are to be decided by a majority vote of the Council. A meeting may be cancelled by a majority vote of the Council.

Section B

A special meeting may be called at any time by the Council. Notice of such Special Meeting must be given to every member of the Society 15 days prior to the date of the called meeting.

ARTICLE XI AMENDMENTS OF CONSTITUTION

Section A

A motion to amend the Constitution and By-Laws may be made at any meeting. This motion must be approved by a majority of the members present at a meeting before being considered for a final vote. An initial approval of the amendment must be presented in writing and transmitted to members of the organization for the next regular meeting at which time a final vote is to be taken on it. A majority of the members of the organization present and voting at the meeting shall be necessary for adoption of the motion.

Section B

Any of the By-Laws may be suspended during any one meeting by a two-thirds vote of the members present at said meeting.

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**BY LAWS**

**ARTICLE I – DUTIES OF THE PRESIDENT**

**Section A**

The President shall discharge the duties which by usual parliamentary practice belong to their office. S/He shall preside at all annual meetings and at all meetings of the Council. S/He shall appoint and direct all committees and serve as ex-officio member of all committees. S/He may call special meetings of the Council. S/He will serve as signatory on any financial accounts.

**ARTICLE II – DUTIES OF THE PRESIDENT-ELECT**

**Section A**

The President-Elect shall attend meetings of the Council and perform duties as determined by the President. S/He will serve as signatory on any financial accounts.

**Section B**

The next succeeding year the President-Elect shall assume the office of the President.

**Section C**

The President-Elect shall preside at any meeting if the President is unable to preside.

**ARTICLE III – DUTIES OF THE SECRETARY/TREASURER**

**Section A**

The Secretary/Treasurer shall keep a record of all proceedings of the Society and of the Council, of which s/he shall be secretary and perform duties as determined by the President. S/He will serve as signatory on any financial accounts.

**Section B**

Procedure at meetings shall be governed by Robert's Rules of Order except for such rules which are in conflict with the Constitution and By-Laws.

**Section C**

A quorum for business purposes shall be 50% of the members present at the Annual Meeting.

**Section D**

S/He shall read at each regular meeting the minutes of the previous regular meeting and of each special meeting as may have occurred in the interval. S/He shall read such reports of the Council as may have been agreed upon by that body since the preceding regular meeting of the Society. Mailed distribution of the minutes is permissible in lieu of their meeting.

**Section E**

S/He shall notify all members of the Society of the time and place of each meeting.

**Section F**

S/He shall receive all monies due and pay all debts. S/He shall make a written statement of all receipts and disbursements at the regular annual meeting.

ARTICLE IV-DUTIES OF THE MEMBERSHIP CHAIR

SECTION A

S/He shall review candidate applications for membership and notify the membership of the applications, seeking their comments. S/He shall notify all candidates of their election to membership and shall conduct all correspondence as may be necessary.

SECTION B

S/He will maintain the membership directory.

ARTICLE V - DUTIES OF THE COMMUNICATIONS CHAIR

SECTION A

The Communication Chair shall maintain the website and history of the Society. S/He will be the liaison to other societies. S/He shall be the custodian of all archival material belonging to the Society.

ARTICLE VI – COUNCIL

Section A

The Council shall meet as often as its members may think necessary in the best interest of the Society. Three members shall constitute a quorum except for the fulfillment of the duties enumerated in Sections C, E, and F in this article in which instances at least five members shall be present. A meeting of the Council may be called by the President or any two members thereof, but prior notice of such meeting shall be transmitted to each member of the Council.

Section B

It shall have as its function, the management of the affairs of the Society, subject to the action of the Society at its regular meetings.

Section C

It shall consider the applications of candidates for Active and Associate membership and shall have the sole power by majority vote of making nominations to the Society. Nominations for the honorary membership shall be proposed by the Council.

Section D

It shall have entire control of the publications of the Society with the power to reject such papers or prohibit their discussions as it deems best.

Section E

It shall constitute a committee before which shall be tried any member for an alleged offence against the Constitution and By-Laws or for unethical conduct. It shall have the sole power by majority vote of moving for the expulsion of any member.

Section F

Initiation fees, annual dues, and special assessments shall be established by the Council.

Section G

It shall advise the President concerning need for new committees. Likewise, it shall advise the President when the need for a committee no longer exists.

Section H

The Council may call meetings for the Society not already established.

Section I

It may vote by mail ballot when necessary.

## ARTICLE VII – MEETINGS

### Section A

Annual meetings of the Society will be held at a date and place selected by the Council. Six months advance written notice will be sent to all members. Meetings shall be divided into a scientific and business portion.

### Section B

The majority of time involved in any regular meeting shall be devoted to scientific presentation or discussion as planned by the Committee on Program.

### Section C

The order of business at the regular business meeting shall be that prescribed for conduct of such meeting by Robert's Rules of Order. The order of business may be changed by the presiding officer for special reasons unless adherence to the stated order is called for by majority vote of members present.

### Section D

Quorum shall be designated as 50% of the members present.

## ARTICLE VIII

### Section A

Dues and initiation fees will be determined by the Council and approved by two-thirds members voting at the annual meeting. Special and general assessments shall be fixed by the Council.

## ARTICLE IX

### Section A

It shall be the policy of the Society to welcome as guests at regular meetings, those individuals who are especially interested in gynecologic oncology.

### Section B

Each Active Member may invite two guests to scientific meetings at which he is in attendance. Names of those guests will be submitted to the Chairman of the Program Committee at least one month in advance of the meeting.

### Section C

The sponsor of a guest is responsible for the payment of all fees and other charges incurred by the guest in the event of the guest's failure to pay the monies due.