



SOCIETY OF URODYNAMICS,
FEMALE PELVIC MEDICINE &
UROGENITAL RECONSTRUCTION

CONSTITUTION AND BYLAWS

The Society of Urodynamics, Female Pelvic
Medicine and Urogenital Reconstruction

(Revised 2024)
Incorporated, 1978
St. Louis, Missouri, USA

ARTICLE I: NAME

The name of the society is The Society of Urodynamics, Female Pelvic Medicine and Urogenital Reconstruction.

ARTICLE II: PURPOSES

The purposes of the Society of Urodynamics, Female Pelvic Medicine and Urogenital Reconstruction are to optimize the care of men and women with lower urinary tract dysfunction and/or pelvic floor disorders through education, research, and health care policy. The society also fosters interdisciplinary dialogue and communication, promotion of the development of young scientists, and the development of scientific and educational activities through publications (a medical journal that is the official journal of the society), meetings, and original activities to assist in the establishment of standards of care. In addition, the society develops, promotes, and sponsors educational opportunities in the science of urodynamics, female urology, lower urinary tract symptoms, and urinary tract reconstruction. The Society of Urodynamics, Female Pelvic Medicine and Urogenital Reconstruction is a not-for-profit corporation in the state of Missouri for these purposes of education, research, and health.

ARTICLE III: MEMBERSHIP

CATEGORIES OF MEMBERSHIP:

MEMBER: A qualified candidate is a physician (MD or DO) who has completed residency training, a PhD or basic science researcher recognized within the field, or a physician in a fellowship training programs related to the field. The admission period is rolling. This category includes voting rights on society issues.

AFFILIATE MEMBER: A health care professional who does not satisfy the criteria as Member including physicians in residency training, medical students, allied health professionals (nurse, NP, PA) and physical therapists. The admission period is rolling. There are no voting privileges.

SENIOR MEMBER: At the age of 65 a member may request Senior Membership. If approved, this allows the individual to attend and participate in the meetings of the society and requires no payment of dues. There is no subscription to the journal of the society and no voting privileges.

HONORARY MEMBER: A distinguished contributor may be designated as an Honorary Member in the society. The initiation of such a request may come from any regular member and will first be evaluated by the Membership Committee and then proceed to the Executive Committee for final approval. Honorary membership allows the individual to attend and participate in the meeting of the society and receive a complimentary subscription to the journal of the society. An Honorary Member does not need

to request renewal of this status and membership dues are waived. There are no voting privileges.

PROPOSAL FOR MEMBERSHIP APPLICATION:

The individual must complete the application and submit a copy of his/her most recent curriculum vitae. The application for change in category will be considered by the Membership Committee and presented to the Executive Committee for examination and consideration on a rolling basis. Final approval will be determined by a majority vote of the Executive Committee.

PROPOSAL FOR TERMINATION OF MEMBERSHIP:

Nonpayment of Dues: Society dues must be paid as prescribed by the Executive Committee. After one (1) year of nonpayment of dues, an individual's name will be deleted from the membership list. After this time, reapplication to the society must then be made for return of membership. Reapproval is not automatic and approval, when achieved, may not necessarily be in the same membership category. The reapplication process will be the same as the initial application process. When dues are not paid within the calendar year, no journal subscription will be forthcoming.

Impropriety: A member may be expelled by the Executive Committee upon conviction of a serious crime, upon revocation, suspension, or surrender of the individual's license to practice medicine, or for reasons of improper or unethical conduct. Misconduct within the society or actions that encroach upon the society's activities may also prompt expulsion by the Executive Committee. A one-time appeal process by the Executive Committee can be initiated at the request of the expelled member.

DUES:

On the recommendation of the Treasurer, dues may be set for each category following approval by the Executive Committee. Payment of dues must be completed within the calendar year. Included with payment of dues is a one-year subscription to the journal of the society.

ARTICLE IV: OFFICERS OF THE SOCIETY

Officers of the society consist of: President, Vice President, Secretary, and Treasurer.

Terms start and expire at the conclusion of the annual meeting unless otherwise noted.

PRESIDENT:

Duties:

- Preside over business meetings and Executive Committee meetings
- Act for the society in case of an emergency

- Represent the society publicly; to speak for the society and to negotiate for the society with the advice of the Executive Committee.
- Appoint acting positions on the Executive Committee to complete terms at the time of death, disability, or resignation of any committee or board members
- Nominate with the sitting Vice President, Secretary, and Treasurer candidate/s for incoming Secretary and/or Treasurer for approval by the Executive Committee.
- In the first year of the amended bylaws the President with the sitting Vice President and Secretary/Treasurer will nominate two current Board members with approval of the Executive Committee for the positions of Secretary and Treasurer.

Term of Office: 1 year, non-renewable

VICE PRESIDENT:

The Vice President will succeed the President at the completion of their term, or due to death, disability, or resignation of the President.

Duties:

- Organize the scientific program at the Annual SUFU Winter Meeting as well as other meetings as indicated by the Executive Committee.
- Chairperson of the Nominating Committee

Ascends to President at the completion of their term.

Term of Office: 1 year, non-renewable

TREASURER

The Treasurer will be elected by the majority vote of the board of directors from among the Members-at-Large on the board. Candidates may be nominated by the President or self-nominated from the Members-at-Large of the Board.

Duties:

- Recommendation to the Executive Committee of the appropriate level of dues for each category of membership
- Review quarterly financials and report status to the Board
- Maintenance of the budget and facilitation of the annual audit (the budget will be reported annually to the membership) by an independent Certified Public Accountant (CPA).

Ascends to Vice President at the completion of their term in years when the Secretary does not ascend.

Term of Office: 2 years non-renewable.

SECRETARY

The Secretary will be elected by the majority vote of the board of directors from among the Members-at-Large on the board. Candidates may be nominated by the President or self-nominated from the Members-at-Large of the Board.

Duties:

- Maintain minutes of each meeting, scientific or business.
- Maintain a file of reports from the committee Chairpersons, and any and all documents pertinent to the running of the society

Ascends to Vice President at the completion of their term in years when the Treasurer does not ascend.

Term of Office: 2 year, non-renewable. In the first year of the amended bylaws the term will be 1 year.

ARTICLE V: EXECUTIVE COMMITTEE

COMPOSITION:

Officers of the Society (President, Vice-President, Secretary and Treasurer.)

One (1) immediate Past-President

Ten (10) Members-at-Large

The Editor-in-Chief/s of the Society's journal or his/her deputy editor at the recommendation of the Officers of the Society (non-voting)

SUFU Foundation President

Terms start and expire at the conclusion of the annual meeting unless otherwise noted.

Duties:

- Manage all affairs of the Society.
- Meet annually and on other occasions when convened by the President with no compensation.
- Formulate policy regarding program selection for the scientific meetings; levels of dues, finances and spending; publications; publicity; equipment, procedures and formal advice in this regard; editorial policy; endorsements; nature, scope and frequency of meetings; acceptance and solicitation of endowments, donations and other finances.
- Select the Executive Director and oversee activities of Executive Director for day-to-day operations of the Society; review the Executive Director's yearly report of same.
- Establish new standing and/or ad hoc committees.
- Set or approve procedures, quorums, majorities, credentials, and qualifications for the nomination, election, and oversight of officers.
- Determination of financial aspects of awards given at the annual scientific meeting.
- Formulate/review/approve the various issues involving fellowships including guidelines, programs, the URPS "match," certificates and accreditation.

- Executive Committee members will attend all meetings and other business functions deemed necessary by the President. If a member misses two or more consecutive board meetings without an excused absence from the President, the member shall be deemed to have resigned from the board.

MEMBER-AT-LARGE

Duties:

- Determined by the President in accordance with the bylaws.
- Select the Secretary and Treasurer from the elected Members-at-Large
- Each Member-at-Large will be appointed to Chair a standing committee

Members-at-Large may be re-elected as a Member after 2 years of competing a term

Term of Office: 2 years. Term is renewable once at the discretion of the nominating committee.

In the first year of the amended bylaws two committee chairs and/or Members-at-Large will have a one year extension of their term

ARTICLE VI: NOMINATING COMMITTEE

COMPOSITION:

The Vice President who will serve as Chairperson

Two (2) members of the Society at large appointed by the President

One (1) member of the IDEA Committee

One (1) member of the SUFU Early Career Committee

Duties:

To select candidates for approval for the offices of Members-at-Large of the Executive Committee.

The Nominating Committee will be responsible to:

Select candidates to be voted on by email for the available Member-at-Large positions.

Term of Office: 1 year

ARTICLE VII: STANDING COMMITTEES:

MEMBERSHIP COMMITTEE

This committee will consider candidates (applicants) who have completed the membership applications. Qualified candidates are individuals who provide healthcare for or participate in research regarding disease states that pertain to the society's mission. The committee will review

the credentials of prospective members (applicants) and recommend the category of membership to the Executive Committee. Final approval of whether the applicant meets the membership criteria will be determined by a majority vote of the Executive Committee on recommendation by the Chairperson of the Membership Committee. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The term is 2 years, renewable once in succession with the approval of the Executive Committee.

FELLOWSHIP EDUCATION:

This committee will advise the Executive Committee on matters related to fellowship education, oversee the URPS Fellowship "Match" Program, and promote activities that support fellowship educational programs for SUFU. A Member-at-Large will be nominated by the President and approved by the Executive Committee.

The Chairperson may name other committee members in consultation with the President.

The term is 2 years, renewable once in succession with the approval of the Executive Committee.

RESIDENT EDUCATION:

This committee will advise the Executive Committee on matters related to residency education and promote activities that support education of urology residents in SUFU-related knowledge areas, including direction and planning of the SUFU Resident Preceptorship meeting.

A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultations with the President.

The term is 2 years, renewable once in succession with approval of the Executive Committee.

HEALTH POLICY:

This committee will advise the Executive Committee on issues regarding coding, reimbursement, legislative issues, clinical practice guidelines, practice parameters, and quality and safety initiatives for the SUFU membership, and to identify and develop statements, as needed. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultations with the President.

The term is 2 years, renewable once in succession with the approval of the Executive Committee.

AWARD COMMITTEE:

This Committee determines the annual winners of the Zimskind-McGuire, SUFU Lifetime Achievement, SUFU Distinguished Service Award and other awards. The

Chairperson will be the Past President of SUFU. The SUFU President will appoint other members including a member of the IDEA Committee and two (2) members of the Society. Potential award nominees will be presented to the Executive Committee for approval. The term is one year and is not renewable.

COMMUNICATION/WEBSITE:

This committee will be responsible for the newsletter and social media and will work with other committees to implement activities related to online education, webinars, and matters of communication as it relates to the society. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultation with the President.

The term of the Chairperson is 2 years, renewable once in succession with the approval of the Executive Committee.

SUFU EARLY CAREER COMMITTEE:

This committee will engage early career SUFU members in SUFU leadership activities and foster development for future leadership roles in the society. SUFU Full Members who are in good standing and are more than 2 years but less than 10 years post training are eligible for membership on the committee. The Committee will be composed of 10 members. Candidates for membership of the SUFU Early Career Member Committee can be self-nominated or nominated by a member of SUFU to replace the members rotating off. Members will be voted on by the sitting SUFU Early Career Member committee, subject to approval by the Committee Chair and the SUFU Executive Committee. No more than one committee member from a single institution or practice shall be permitted on the committee at the same time. One committee member, selected by the committee and approved by the Executive Committee, will serve as board liaison. In the event that a committee member or board liaison surpasses the ten-years post training period they shall be allowed to finish their term. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson.

The term of the Chairperson is two years, renewable once in succession with the approval of the Executive Committee.

SUFU HISTORY COMMITTEE:

This committee will prepare and maintain an accurate history of the Society and keep records pertinent to its history. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultations with the President. The term of the Chairperson is 2 years, renewable once in succession with the approval of the Executive Committee.

FINANCE COMMITTEE:

This Committee will advise the Board of Directors on the fiscal policies of SUFU and, with the approval of the Board, formulate fiscal rules and regulations and reserve policies. In cooperation with professional investment advisory services employed by the SUFU, the Finance Committee shall advise the Executive Committee on the sale, purchase, and/or transfer of SUFU investments. The Finance Committee shall: recommend SUFU's investment counselor(s) and/or growth manager(s); monitor the Society's portfolio at least quarterly for evaluation of performance and outcomes related to established guidelines and objectives; provide formal reports on performance with recommendations for Board of Directors meetings biannually.

The Chairperson of the Finance committee shall be the standing Treasurer. The committee will include the Past President and other committee members can be named in consultations with the President.

RESEARCH COMMITTEE

This committee will develop and recommend to the Board initiatives to advance research opportunities working with the Foundation and SuRN (SUFU Research Network) to identify and promote research opportunities.

The committee will create a conducive environment for promotion of Research & Innovation activities within membership focusing on collaborative research. The committee will report on the research relevant to SUFU membership and provide updates to appropriate committees of research funded by SUFU and the Foundation. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultation with the President.

The term of the Chairperson is 2 years, renewable once in succession with the approval of the Executive Committee.

STRATEGIC ALLIANCE COMMITTEE

This Committee will focus on the interactions between organizations and external entities in the URPS domain, focusing on interactions with the American Urological Association. The committee will be the primary point of contact and will identify relevant relationships and strategic alliances. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultations with the President.

The term of the Chairperson is 2 years, renewable once in succession with the approval of the Executive Committee.

IDEA COMMITTEE

This committee will focus on inclusivity, diversity, equity, and amplification of marginalized voices. The IDEA Committee will develop and recommend to the

Board initiatives to advance equity and inclusion within SUFU by: participating in the planning of the Annual SUFU Scientific meeting, creating diverse content for the Annual SUFU Scientific meeting; reviewing activities of other SUFU committees through an IDEA lens; participating in the activities of the Nominating Committee, and identifying recipients of SUFU's Annual IDEA Award. The IDEA Committee shall also interact with the related Committees of the AUA and Office of Research to develop initiatives to advance equity of care for our patients and to develop pipeline programs to expand the diversity of our workforce. The IDEA Committee will also review and/or develop statements released by SUFU in response to social injustice and/or political decisions. A Member-at-Large will be nominated by the President and approved by the Executive Committee as Committee Chairperson. The Chairperson may name other committee members in consultation with the President.

The term of the Chairperson is 2 years, renewable once in succession with the approval of the Executive Committee.

ARTICLE VIII: SPECIAL COMMITTEES

Special committees may be authorized with their form and function designated by the Executive Committee.

ARTICLE IX: OFFICIAL JOURNAL OF THE SOCIETY

An online journal subscription is included in the dues assessment.

ARTICLE X: MEETINGS

- A. At least one (1) Annual Scientific Meeting will be organized by the Vice President.
- B. One (1) Business Meeting will be held annually in conjunction with the independent scientific meeting, chaired by the President and attended by the Executive Committee. Agenda for this meeting will include:

Approval of the minutes and committee reports by the Secretary and Treasurer

The Treasurer's financial report including results of annual audit Introduction of officers Announcement of the following year's scientific meeting.

In addition to the annual scientific and business meetings, other meetings may be sponsored if adhering to criteria set forth below.

Special meetings of the Society may be called by the President themselves or when directed to do so by resolution of the Executive Committee or at the written request of Members representing a majority of all voting Members. Any such request shall state the purpose or purposes of the proposed meeting and include a verified list of members who are requesting the proposed meeting. The request must be provided with at least sixty days' notice of the proposed meeting

Approved meetings shall be called either by written notice post-marked/received 5 to 40 days prior to the date of the meeting or by announcement at the previous annual meeting

Meetings with less than 10% of the membership in attendance may be dismissed for lack of a quorum or shall become advisory to the Executive Committee, but may make no binding motions.

ARTICLE XI: CALENDER

The Executive Committee will establish a timeline via the Executive Director for meeting notices; call for abstracts, and regulations for meeting cancellations (including refunds) to submit to the Executive Director on, at least, an annual basis.

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS OF THE SOCIETY

All proposals to change the bylaws of SUFU (amendments) must be presented and approved by the BOD 60 days prior to an Executive Committee in-person meeting or the annual business meeting

Any amendment will be electronically mailed to all members at least 30 days prior to any vote to change the bylaws.

No vote will be accepted if less than 25 members vote. All voting will take place by electronic mail.

LEGAL AND PARLIAMENTARY REFERENCES

Sturgis A: Standard Code of Parliamentary Procedure, 2nd Edition, New York City, McGraw Hill, 1965 (Library of Congress number 65-24530

1975 Missouri Revised Statutes, Chapter 355: General Not-for-Profit Corporation Law