



NORTH AMERICAN CHAPTER

OF THE INTERNATIONAL SOCIETY FOR THE STUDY OF VULVOVAGINAL DISEASE

BYLAWS

Approved March 15, 2009

First Biennial North American Chapter Meeting of the International Society for the Study of Vulvovaginal Disease

ARTICLE I

NAME

The name of the organization is the NORTH AMERICAN CHAPTER OF THE INTERNATIONAL SOCIETY FOR THE STUDY OF VULVOVAGINAL DISEASE, hereafter referred to as "the Chapter."

ARTICLE II

GOALS AND PURPOSES

The goals and purposes of the Chapter shall be:

Section 1. To promote communication and fellowship among gynecologists, pathologists, dermatologists, and other healthcare professionals,

Section 2. To promote clinical investigation, basic research, and dissemination of knowledge in this field,

Section 3. To promote an interest in vulvovaginal disease and foster the development of clinicians and researchers.

ARTICLE III

OFFICIAL LANGUAGE

Section 1. **Language.** English shall be the official language of communication of the Chapter.

ARTICLE IV

MEMBERSHIP

Section 1. **Types of Membership.** The Chapter shall be composed of three categories of membership: Life Member, Member and Student Member. The term membership will be inclusive of all these categories.

Section 2. **Qualifications.** Membership shall consist of gynecologists, dermatologists, pathologists, and other individuals who have an interest in disciplines related to vulvovaginal diseases. Membership is restricted to healthcare professionals. To maintain membership within the Chapter, a member must also become a member or fellow of the ISSVD within two years of joining the Chapter.

Section 3. **Members.**

a. Election to Membership- Members will have an application on file and have paid dues. Membership applications will be approved by the Secretary General.

b. Privileges-Any Member who also maintains membership in the ISSVD shall enjoy all the privileges of the Chapter, including the right to vote and hold office. Any member who does not also belong to the ISSVD may not hold office or vote. Student members may not vote or hold office.

Section 4. **Life Members.** Any Member in good standing for six (6) or more years who has reached the age of 65 years or who retires may, upon the written request to the Secretary General, be transferred to Life membership, provided he or she has paid his or her dues for the fiscal year in which the request was made. A Life Member shall enjoy all the privileges of membership, although he or she shall not be eligible to hold office, nor shall he or she be required to pay dues.

Section 5. **Medical Students.**

a. Medical students shall enjoy all the privileges of active membership except they will not be able to vote, they shall not be eligible to hold office. He or she will not be required to pay dues.

Section 6. **Termination of Membership.** Attendance at one (1) meeting of every three (3) is required of every Member to continue as a member in good standing. Unless excused by consent of the Board of Directors, a member not fulfilling the attendance requirement shall be dropped from membership. Any member whose dues are more than six (6) months in arrears may be dropped from membership. The Board of Directors shall have the power to expel any members for any reason considered valid. A majority vote of the Board of Directors members voting shall be required.

ARTICLE V

OFFICERS AND BOARD OF DIRECTORS

Section 1. **Officers.** The officers of the Chapter shall be a President, President-Elect, a Secretary General and a Treasurer.

Section 2. **Term of Office.** The President shall hold office from the time of adjournment of the meeting at which they were elected to the time of adjournment of the next meeting, or two years, whichever is longer. The Secretary General has an indeterminate term of office.

Section 3. **Duties of Officers.**

- a. President-The President shall preside at all meetings of the Chapter and the Board of Directors. He or she shall perform all duties expected of a President, including the appointment of all committees, unless the membership is specified by the By-Laws. The President will co-chair the Program committee.
- b. President-Elect- Should the President, for any reason, be unable to perform his/her duties, the President-Elect shall assume all the President's duties. The President-Elect shall automatically become President of the Society at the end of term of the President. He or she shall be expected to have the committees named by the time of the regular meeting at which he or she becomes President and shall submit the names of his or her appointees to the Board of Directors for confirmation. The President-Elect will also serve as a member of the Program Committee.
- c. Secretary General- He or she shall conduct the necessary correspondence of the Chapter and shall perform such duties as shall be designated by the President. The Secretary General will co-chair the Program committee.
- d. Treasurer-The Treasurer shall oversee the use of all monies; he/she will prepare a budget for each 2-year period and will ensure that all expenses are necessary. He/she will present to the Board of Directors and general membership at the business meeting our current financial status.

Section 4. **Board of Directors.** The Board of Directors will consist of the President, President-Elect, Secretary General and Treasurer, as well as four (4) additional members elected by the membership. The four elected members of the Board of Directors shall serve a four (4) year term. Terms shall be staggered so that two new board members are elected at two-year intervals.

- a. **Powers and Duties.** Transact all business required to carry out the goals and purposes of the Chapter.

Section 5. **Election of Officers and Board of Directors Members.** Nomination of Officers will be open to the membership prior to each meeting.

ARTICLE VI

REGULAR MEETINGS

Section 1. **Dates and Location of the Meeting.** The location and dates of Chapter meetings shall be determined by the President and Secretary General. Adequate notice shall be given the membership of the times and places of the meetings.

Section 2. **Robert's Rules of Order** shall be followed.

Section 3. **Business Meeting and Agenda.**

1. Reading the minutes of the last meeting.
2. Report of the President.
3. Report of the Secretary-General.
4. Unfinished Business.
5. New Business.
6. Election of Officers
7. Introduction of New President.
8. Adjournment.

Section 4. A special registration fee will be charged to non-member guests who attend meetings.

ARTICLE VII

COMMITTEES

Section 1. Committees and their duties will be formed as the need arises.

Section 2. Committees will be approved by the President and Secretary General.

ARTICLE VIII

DUES AND ASSESSMENTS

Section 1. **Dues.** Members shall pay the annual dues in advance. The fiscal year shall be January 1 through December 31.

Section 2. **Assessments.** Any special assessments recommended by the Board of Directors shall be levied equally upon all Members. All Members attending regular meetings shall be responsible for direct costs of the meetings.

ARTICLE IX

AMENDMENTS

These By-Laws may be amended by a vote of two-thirds of all members present at a meeting or 2/3 of electronic voting responses within the given time frame for the vote, provided notice of proposed changes has been given by EMAIL, at least thirty (30) days prior to the vote. Changes in By-Laws may be proposed by the President, or any member provided the proposal is accompanied by the signatures of ten (10) other members. After review by the Board of Directors, wording changes may be considered if approved by the original proposer and members who signed the proposal. However, the Board of Directors may not summarily reject properly presented proposals. Changes then will be presented to the membership in preparation for a vote.

ARTICLE X

ADDITIONAL PROVISIONS

1. The assets of the Chapter must be permanently dedicated to an exempt purpose. Distribution of assets on dissolution of the Chapter should this occur, shall be limited to organizations under Section 501 (c) (3) of the Internal Revenue Code, 1954 (or the corresponding provision of any future United States Internal Revenue Law).