

BYLAWS

of the

Complementary & Integrative Medicine a Special Interest Group of the American Society for Reproductive Medicine (ASRM)

Article I – Name and Purpose

Section 1. Name

This special interest group shall be known as Complementary & Integrative Medicine (CIM), a Special Interest Group of the American Society for Reproductive Medicine (ASRM).

Section 2. Purpose

The purpose of Complementary & Integrative Medicine Special Interest Group is to foster the growth of knowledge in this area of special interest among the ASRM membership and to provide a forum for exchange of ideas and information regarding CIM as it relates to reproductive medicine. The CIMSIG supports the use of good quality research as a way to promote evidence-based CIM in order to further the integration, collaboration and mutual respect of physicians and CIM providers in the treatment of reproductive problems.

Article II – Membership

Section 1. Membership Qualifications

Full membership is intended to ALL current active members of the American Society for Reproductive Medicine interested in fostering the goals of the ASRM. Members may attend all general meetings, vote, chair CIM subcommittees, or be on a subcommittee. Members may be invited to represent The CIM on ASRM committees.

Section 2. Application and Selection for Membership

Application for membership may be made by submission of an application in writing to the American Society for Reproductive Medicine on the form provided by the Society or Membership Committee and payment of the Society's annual dues upon notification of membership approval.

Section 3. Revocation of Membership

The CIM Executive Board, through the ASRM Board of Directors, shall have the power to issue warning, censure, suspend for a stated period of time, or expel a member for failure to maintain the requirements for membership, for ethical violations, or for any other cause, which in its judgment, shall be deemed sufficient. Disciplinary actions shall be decided according to procedures established by the ASRM bylaws.

Article III – Dues

Section 1. Annual Dues

At present, payment of \$10 in addition to the American Society for Reproductive Medicine's annual dues covers the membership in CIMSIG, as well as the overall benefits to being a member of the ASRM, including the right to vote, hold office, receive all official publications of the CIMSIG and ASRM, and receive other benefits of membership.

Section 2. Prerequisites

Payment of the annual ASRM dues entitles CIMSIG members to vote, receive free newsletters of the CIMSIG and annual subscription to the official journal of ASRM and the ASRM publications, and receive other benefits of membership.

Section 3. Default of Payment

Any member in default of payment of the ASRM annual dues, except in case of waiver by the ASRM Executive Director, shall be suspended from all privileges of membership. If such default is not corrected within sixty days after due notice in writing by the Executive Director, the membership of such members shall be revoked.

Article IV – Officers

Section 1. Officers

The officers of the CIMSIG shall be Chair, Chair Elect, Vice Chair, Immediate Past Chair and Past Chair. The Past Chairs shall remain members of the Executive Board for two terms after their term as Chair, thereby holding a position on the Executive Board for a total of five years. Officers shall be elected by and from the active membership. The number of offices may be increased or decreased by an amendment to these Bylaws, except that the officers currently serving in their offices will complete their terms before the amended changes are executed.

Section 2. Nomination and Election

Elections will be held every year for the position of Vice Chair. The Chair-Elect will assume the Chair position in the year immediately following the standard year-end as Chair-Elect. Nominations for office will be open to the general membership and prior to the annual congress so that announcement and installation of newly elected officers can be made at the annual business meeting.

Section 3. Vacancy

Vacancies occurring in the elected offices of the CIMSIG shall be filled by appointment of the Executive Board. Vacancies in the appointed offices of the CIMSIG may be filled at the discretion of the Executive Board.

Article V– Duties of Officers

Section 1. Chair

The Chair shall be the principal executive officer of the CIMSIG and shall in general supervise and control all the administrative matters, business affairs of the organization, and serve as a primary liaison between the Society at large and the CIMSIG. The Chair shall implement policy as established by the Executive Board and the American Society for Reproductive Medicine. The Chair shall preside at all meetings of members and execute all conveyance notes, contracts, or other instruments authorized by members; perform and discharge all duties incident to the office of the Chair and other such duties that may arise from the Executive Board of the American Society for Reproductive Medicine. The Chair shall edit and complete the final review of the CIMSIG *Newsletter*. The Chair shall assist in the planning of postgraduate course. The Chair shall write the annual report of the CIMSIG submitted to the ASRM Executive Director and Board of Directors, and meet with the Executive Board and incoming president of ASRM at the annual meeting.

Section 2. Chair-Elect

The Chair-Elect shall become familiar with the duties of the Chair and shall automatically succeed to the Chair's position at the conclusion of the Chair's term of office. In instances where the Chair is not present, the Chair-Elect shall perform the duties normally performed by the Chair, or in cases where the Chair is unable to act.

When so acting, the Chair-Elect shall have all the powers and be subject to all the restrictions of the Chair. The Chair-Elect shall also perform other duties as may be determined and assigned by the Executive Board. Such duties will include communication with the general membership; assisting in the editing, overseeing the production of, and the internal and external distribution of the CIMSIG *Newsletter*, to be published three times a year; and regular review of the CIMSIG web page of the ASRM website to coordinate additions, deletions and changes of information with ASRM website personnel. The Chair-Elect shall assist in the planning of postgraduate course and assist the Chair as needed. The Chair-Elect shall meet with the Executive Board of ASRM and incoming president at the annual meeting.

Section 3. Vice Chair

The Vice Chair will assist in the planning of any postgraduate course, and will plan and coordinate roundtables hosted by CIMSIG members at the ASRM annual meeting. The Vice Chair will oversee assigned activities of CIMSIG representatives on Society committees, and will perform other duties as assigned by the Chair and/or Executive Board.

Section 4. Immediate Past Chair

The Immediate Past Chair shall oversee the planning of annual ASRM postgraduate course, and will work with the current CIMSIG Executive Board to develop a list of potential officers and ballot development.

Section 5. Past Chair

The Past Chair will serve as the Bylaws Committee Chair and shall coordinate workshop sponsored by the ASRM at the annual ASRM congress.

Article VI – Executive Board

Section 1. General Powers

The affairs of the CIMSIG shall be managed by its Executive Board, made up of the Chair, Chair-Elect, Vice Chair, Immediate Past Chair and Past Chair.

Section 2. Regular Meetings

A regular meeting of the Executive Board shall be held without any other notice than these Bylaws, immediately prior to and at the same place as the annual meeting of the members. The Executive Board may provide, by resolution, the time and place for holding additional regular meetings without other notice than such resolution.

Section 3. Notice

Notice of any special meeting of the Executive Board shall be given at least one month previously thereto by written notice delivered personally, by email, or sent by mail or telegram to each officer at his/her address as shown by the records of the American Society for Reproductive Medicine. Any member of the Executive Board may waive the notice of any meeting.

Section 4. Quorum

A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the board, but if less than a majority of the board is present at any meeting, a majority of the directors present may adjourn the meeting without further notice.

Section 5. Vacancies

Vacancies occurring in the elected offices of the CIMSIG shall be filled by appointment by the Executive Board. Vacancies in the appointed offices of the CIMSIG may be filled at the discretion of the Executive Board.

Article VII – Member Meeting and Elections

Section 1. Annual Meeting

An annual business meeting of the members shall be held during the annual congress of the American Society for Reproductive Medicine, at the location of said meeting of the Society. The agenda notice will include progress, future plans, and suggestions for the execution of the goals and objectives of the CIMSIG, as well as announcements of newly elected officers and appointed committee chairs.

Section 2. Informal Action by Members

Any action required by law to be taken at a meeting of members, or any action that may be taken at a meeting of members, may be taken without a meeting if consent in majority vote, setting forth the action so taken, is signed by a majority of all members who return a request to vote with respect to the subject matter thereof.

Section 3. Quorum

The presence of 60 percent of those members in attendance and entitled to vote at any meeting of members shall constitute a quorum for the transaction of any business at any meeting of members.

Section 4. Proxies

At any meeting of members, a member who is entitled to vote, may vote by proxy executed in writing by the member or by his duly authorized attorney in fact. No proxy shall be valid after one month from the date of its execution, unless explicit authorization is provided in the proxy.

Section 5. Voting

At any meeting of members, every full member shall be entitled to vote in person. Except as otherwise provided by law, or these Bylaws, each full member of the record shall be entitled to vote where officers are to be elected by members. Such election may be conducted by mail, email or in such manner as the Executive Board shall determine. Election of officers will be conducted by secret ballot. Each full member shall be entitled to one vote on all matters contained in a written ballot.

Article VIII – Standing Committees

Section 1. Executive Board

The Executive Board serves as an advisory body to the Chair and as the governing body of the CIMSIG. All actions implemented by the Executive Board will be presented at the next ASRM Board of Directors meeting to be ratified or rescinded.

Section 2. Nominating Committee

The Immediate Past Chair of the Executive Board along with 3-5 full members of the CIMSIG shall work with the Board to compile a list of potential officers and develop a ballot early.

Section 3. Bylaws Committee

The Bylaws Committee shall consider and recommend any changes or amendments to the Bylaws that may be considered necessary or advisable. The Bylaws should be formally reviewed by the Committee every three years, with recommendation for no change of suggested changes submitted in writing to the Executive Board for consideration. The Past Chair shall be the Chair of the Bylaws Committee for the two years immediately succeeding his/her term as Immediate Past Chair of the CIMSIG.

Section 4. Electronic Communications Committee

Oversees communications received from membership on the CIMSIG website and offers direction in the further development of the website.

Article IX – Amendments to the Bylaws

Section 1. Bylaws

The proposed amendments to the Bylaws shall require two-thirds majority of the votes in order to be adopted.

Section 2. Approval of Revisions and Amendments

To be adopted, all revisions of and amendments to the bylaws must be approved by the SIG Board of Directors, the ASRM Board of Directors, and require a two-thirds majority of the votes cast of those members voting. Proposed revisions and amendments to the SIG bylaws must be published at least 30 days in advance of a vote by any of these groups.