

Urological Society for American Veterans (USAV) is established to enable its members to review and deliberate on topics and opportunities unique to federal urologic practitioners. The purpose of the organization is to initiate, discuss, and develop ideas, in an evidenced-based manner, which will improve the care of the Veteran patients with urologic disease(s) and the welfare of the federal urologic practitioner members.

ARTICLE I – NAME

The name of this organization shall be known as the Urological Society for American Veterans (hereinafter referred to as the *USAV* or the *Society*).

ARTICLE II – NON-PROFIT ORGANIZATION

- A. The organization is a nonprofit, mutual benefit society. Income received by the Society (USAV) shall be applied exclusively for the not-for-profit purposes of the Society as set forth herein. No part of the net income or assets of the Society shall ever inure to the benefit of any of its Directors or Officers, or to the benefit of any private person, except that the Society is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereafter.
- B. Upon the termination or dissolution of the Society, any surplus of assets remaining after all the debts and obligations of the Society have been paid and satisfied shall be distributed and paid over to an organization or organizations which are exempt from federal income tax pursuant to the provisions of Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code.

ARTICLE III – VISION & MISSION

The vision of USAV is to be the premier professional society for the advancement of urologic care for Veteran patients. The USAV through education, research and raising awareness of health care policies pursues its missions:

- a) Promote the highest standards of urological care for American veterans within the Veterans Health Administration (hereinafter referred to as the VHA)
- b) Advocate for the wellbeing of federal urologic practitioners to protect and enhance their ability to deliver the highest quality of urological care to American veterans.
- c) Affiliate and collaborate with Society of Government Service Urologists (SGSU) in its missions to represent and support active and reserve urologists of the US Armed Forces.

ARTICLE IV – PURPOSES & OBJECTIVES

- A. The primary purpose of the Society is to organize and promote the legitimate professional interests of its members to deliver the highest standards of urological clinical care for Veteran patients with the VHA system.
- B. The USAV will host a scientific meeting, on a yearly rotating location basis, in conjunction with the AUA Annual Meeting to discuss topics relevant to urologic diseases in American Veterans and the coordination and optimization of their care, including post-service related conditions in Veteran health care facilities. Additionally, the meeting will address specific needs of federal-service urologists and practice management of urologic services within VHA. This meeting provides a forum for VA urologists, urologists-in-training, allied urology practitioners and urology affiliates to discuss challenges and

opportunities that impact the urological care of American Veterans. The USAV is not an official government-sanctioned or funded organization.

- C. The subsidiary purposes are to encourage, promote and support:
- 1) Education of conditions of the genitourinary tract, their diagnoses, treatments and corrections.
 - 2) Research, innovation, development and improvement of methods for the diagnosis, prevention and treatment of genitourinary conditions.
 - 3) Quality and management improvement projects pertaining to clinical, operational and administrative processes.
 - 4) Continuing medical education programs, presentations and publications of clinical, scientific, operational and administrative improvement pertaining to the specialty of urology within the VHA.
 - 5) Communication and dissemination of the information pertaining to the specialty of urology within the VHA system to members of the Society, VHA leadership, American Urological Association and the public.
 - 6) Public awareness of the high standards of urological practice in the Veterans Health Administration.

ARTICLE V – MEMBERSHIP CATEGORIES & CRITERIA

The USAV offers 4 categories of membership: Active, Resident/Fellow, Allied and Affiliate. The USAV offers, and encourages, dual membership in USAV and Society of Government Service Urologists (SGSU) in alignment with its mission to affiliate and collaborate with urologists of the US Armed Forces.

V- Section 1 – Active Membership

- a) Urology physicians who have completed residency and/or fellowship training in urology with VA appointments, affiliation and/or interest in Veterans' urological care.

V- Section 2 – Resident/Fellow Membership

- a) Residents who are in ACGME-accredited urology residency training programs preferably sponsored or affiliated with VHA.
- b) Fellows in clinical and/or research urology

V- Section 3 – Allied Membership

Allied Membership shall be available to non-physician professionals with interest, experience, expertise in urologic care and/or affiliation with VHA.

- a) Advanced Practice Providers (APP) such as Physician Assistants (PA) and Nurse Practitioners (NP).
- b) Registered nurses (RN), registered nurse assistants (RNA) and urology technicians.

V- Section 4 – Affiliate Membership

The USAV offers affiliate membership to non-urology physicians and non-physician professionals with interest in urologic care and/or affiliation with VHA.

ARTICLE VI – MEMBERSHIP APPLICATION

VI- Section 1 – Application Process

Candidates seeking membership in USAV who meet the criteria shall apply electronically via the USAV website. Alternately, candidates may submit a completed application in writing to the Membership Committee Chair of USAV.

- a) The application will be reviewed for preliminary approval by the Membership Committee. The Committee may undertake any due diligence considered necessary to reach a preliminary recommendation decision.
- b) Chair of the Membership Committee shall submit the preliminary approved application to the Executive Committee for formal voting and approval.
- c) Chair of the Membership Committee shall notify in writing the Candidate, elected or otherwise, no later than 60 days from the date of receipt of the completed application.
- d) Membership will be activated following receipt of initiation Membership Fees.

VI- Section 3 – Suspension and Termination of Memberships

Termination of Memberships shall be governed by the following rules:

- a) Membership Resignation. A Member may voluntarily resign from the Society at any time with written notice to the Secretary and/or Executive Board.
- b) Failure of the member to:
 - i) Pay dues, fees, or assessments
 - ii) Act in accordance with accepted ethics of the medical or scientific professions.
 - iii) Observe and comply with the Society's rules of conduct as prescribed by the Board in these Bylaws or otherwise
 - iv) Abide in the lawful decisions of any duly constituted committee of the Society
- c) Engagement in any conduct which is deemed by the Board or its designee contrary or prejudicial to the interests and/or purposes of the Society.

Membership Reinstatement. If membership is terminated for any reason, reinstatement shall be at the discretion of the Executive Board.

ARTICLE VII – MEMBERSHIP OBLIGATIONS RIGHTS & PRIVILIDGES

VII- Section 1 – Membership

Active, Allied and Affiliate Members are required to pay annual dues.

Resident and Fellow Members are exempt from paying annual dues.

VII- Section 1 – Membership Annual Dues

The membership period is the Society's fiscal year beginning October 1 and ending September 31.

Membership is automatically continued upon payment of annual dues except for Members who no longer meet the criteria for membership as set forth in these Bylaws.

VII- Section 3 – Member Obligation

Each Member agrees to be bound by these Bylaws and any amendments thereto, and by the lawful actions of the Board and voting.

VII- Section 4 – Member in Good Standing

A Member in good standing is one who has paid current dues and assessments, followed Society's rules, bounded by these Bylaws and any amendments thereto, and by the lawful actions of the Board and voting.

VII- Section 5 – Attendance and Participation at the Annual Meetings

The Society's annual meeting shall be held each year in alignment with the American Urological Association (AUA) annual meeting. Members in good standing have the right to:

- a) Attend and participate at the USAV annual meeting
- b) Submit abstracts for presentation at the meeting
- c) Endorse an abstract for submission by non-member of the USAV

USAV encourages members attend and participate in the annual USAV meeting as well as the annual meeting of its affiliate, the Society of Government Service Urologists (SGSU)

VII- Section 6 – Governance

The Executive Board shall include 12 members; 5 Executives, 4 Committee Chairs and 2 Liaisons and one at-large member.

A quorum consisting of minimum of eight (two-third) executive members is required to permit voting such as in cases of nomination of an officer. The President of the Society has the responsibility to determine if a quorum is present for voting purposes. In case of Tie vote, the President shall have the right the break the tie with an additional single vote ("yea" or "nay").

VII- Section 7 – Service and Participation in Committees

Active and Allied members are eligible to serve on committee(s) and subcommittee(s) for the USAV. The Chair of the nominating Committee has the responsibility to submit names of potential candidates interested to serve to the Executive Board for consideration.

VII- Section 8 – Eligibility to Hold Office

A Member is eligible to serve and get elected to the Executive Board of USAV if he/she meets the following qualifications:

- a) A minimum of 2 years of active participation in the USAV as a member in good standing.
- b) Satisfactory completion of duties as a member of USAV Committee or Sub-committee.
- c) Only Active members are eligible for elected office. Resident/Fellow, Allied and Affiliated members may not hold elected office. In the absence of available suitable candidates who meet the eligibility criteria stated above, the Executive Board has the right to vote and elect a candidate deemed exceptionally qualified to serve.

VII- Section 9 – Member Liability

No member of the Society, the Executive Board and/or their respective employees shall be personally or otherwise liable for any of the debts or obligations of the Society.

ARTICLE VIII – EXECUTIVE BOARD

The Executive Board shall constitute the governing board of the Society and shall be responsible for the administration and management of the Society. The Executive Board shall consist of 12 members, which includes 5 Executives, 4 Committee Chairpersons and 2 Liaisons and 1 Member-at-Large as detailed below.

- a) Term of office is defined as a two-year appointment, which shall take effect following the USAV annual meeting. For Scientific Program officers, the two years shall include one year as Co-Chair and a subsequent year as the Chair.
- b) The Nominating Committee shall identify and nominate to the Executive Board candidates interested to serve who meets the criteria to hold office position. The names of the candidates shall be submitted 3 months in advance of the Annual Meeting. The Executive Board shall follow the Article VII, Section 6 regarding voting procedure.
- c) The position of President shall be an expected progression appointment from the Vice President/President-Elect to President at the completion of the two-year term.
- d) Succession Plans In the event the President becomes unable to perform the duties of the Presidency, the order of succession of officers shall be the President-Elect followed by the Secretary and lastly the Treasurer.
- e) Eligibility for Vice president / President-Elect position requires a minimum of 3 years of service on the Executive Board.
- f) The duties of the members of the Executive Board are detailed in Article XII.

Executives

President	2-year term	2019-2021	Muta Issa
President Elect	2-year term	2019-2021	Robert Grubb
Immediate Past President	2-year term	2019-2021	Jeff Jones
Secretary (renewable)	2-year term	2019-2021	Marc Rogers
Treasurer (renewable)	2-year term	2018-2020 ...	Krishnanath Gaitonde

Committee Chairs

Chair, Membership	2-year term	2018-2020 ...	Jennifer Taylor
Chair, Bylaws	2-year term	2018-2020 ...	Vacant
Chair, Nomination	2-year term	2019-2021	Vacant
Chair, Scientific Program	1-year term	2019-2020 ...	Florian Schroeck
Co-Chair Scientific Program	1-year term	2019-2020 ...	Minhaj Siddiqui

Liaisons

AUA	2-year term	2019-2021	Lori Lerner
SGSU	2-year term	2019-2021	Mohammad Ramadan

Member-at-Large

	2-year term	2018-2020 ...	John Leppert
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ARTICLE IX – EXECUTIVE COMMITTEE MEETINGS

IX - Section 1 – Business Telephone Conference

An Executive Board meeting will be held bimonthly to discuss Society's business, strategic planning, ongoing projects, new business and initiatives. The agenda of the meeting shall cover:

1. Report from President / Vice President
2. Reports from Executive Board (Secretary, Finance, Past President)
3. Reports from Executive Chairs (Bylaws, Membership, Nomination & Scientific Programs)
4. Reports from SGSU Liaison & AUA Liaison
5. New Business
6. Other Business

IX - Section 2 – Meetings

Members of the Executive Board shall meet during the Society's annual meeting at the AUA (May) and the Affiliate SGSU Meeting (January). The objectives and the agenda of the meetings will be aligned to the one delineated in article IX Section 1.

ARTICLE X – AMENDMENTS

Any member of the Executive Committee may propose in writing a change in the Rules of Procedure or an amendment thereto. The proposal will be forwarded to the Bylaws Committee for consideration. If it is not found at variance with the Bylaws of the Society, the proposal shall be circulated to the all members of the Society's Executive Committee for voting at the first Quarter meeting every year.

ARTICLE XI – PARLIAMENTARY ORDER

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all proceedings for the Society.

ARTICLE XII – DUTIES OF THE EXECUTIVE COMMITTEE

XII - Section 1 – General Duties

The Executive Committee shall constitute the governing board of the Society and shall be responsible for the administration and management of the Society. Members shall be responsible for attending Executive Committee meetings unless otherwise excused.

XII - Section 2 – Duties of the President of the Society

1. Serves as Chair of the Executive Committee and shall preside at all meetings of the Executive Committees.
2. Appoints members to Executive Committee and Chairpersons taking into consideration the recommendation of the nomination committee and members of the executive Board.
3. May appoint special committees authorized by the Executive Board and appoints chairpersons and members to the standing and special committees of the Society as necessary.
4. Commissions a periodic independent audit of the Society financial status at least every 4 years, which will be presented to the Executive Committee and annual business meetings.

5. Build collaborative relationships and support with the American Urological Association in coordination with the AUA Liaison and with the Society of Government Service urologist in coordination with the SGSU Liaison.
6. Work with members of the Executive Committee and Chairpersons to fulfil the mission of USAV

XII - Section 3 – Duties of the President Elect / Vice President of the Society

1. Performs duties that are assigned by the President
2. Presides in the absence of the President as Chair of the Executive Committees.
3. Notify members regarding their appointment to the various committees of the Society.
4. Give due notice of all meetings of the Society and of the Executive Committee.

XII - Section 4 – Duties of the Immediate Past President

1. Provide support and guidance to ensure seamless smooth transition and operation.
2. Assist in conveying the mission and the values of the Society to solicit and promote membership
3. Recommend nominations for appointments to the Executive Board.
4. Assist the Chair of the Scientific Program and Treasurer in obtaining funding for the annual meeting.
5. Preside in the absence of the President and Vice-President as Chair of the Executive Committees.

XII - Section 5 – Duties of the Secretary of the Society

1. Set-up a schedule for regular (bimonthly) Executive Committee meetings in consultation with the President/Vice President under ARTICLE IX sections 1&2.
2. Prepare agendas and minutes for the Executive Committee meetings in consultation with the President/Vice President under ARTICLE IX sections 1&2.
3. Act as Society representative in the exchange of rosters, program arrangements, and correspondence involving the American Urological Association, the American Board of Urology, and other societies with collaboration with the Liaisons for the societies and with advice and approval from the President.
4. Serve as Keeper of the Archives and Historian of the Society.
5. Maintain current contact information of Executive Committee and Chairpersons.
6. Assist with other duties as are assigned by the President of the Society.

XII - Section 6 – Duties of the Treasurer of the Society

1. Direct, send statements and collect membership dues.
2. Maintain records of checking and saving accounts.
3. Disburse funds as may be necessary to meet appropriations and expenses of the Society.
4. Prepare an annual financial statement and budget.
5. Cooperate with an independent financial audit commissioned by the President at least every 4 years.
6. Notify Executive Committee of members who are delinquent in payment of dues.
7. Prepare and submit appropriate reports to the Internal Revenue Service.
8. Work together with the Chair of Scientific Program, Executive Committee members and the management group to secure funding and support for the annual meeting.

XII - Section 7 - Duties of the Membership Chair

1. Convey the mission and the values of the Society to solicit and promote membership
2. Receive and review applications for new members

3. Provide a roster of candidates who meet requirements to be voted on for approval
4. Maintain current membership requirements in accordance with USAV bylaws
5. Lead efforts to increase membership and implement strategies of executive committee for expanding membership.
6. Send notification to new members of their selection into the Society.
7. Maintain up-to-date membership section (including electronic application) on the Society website.
8. Maintain up-to-date directory of memberships available to members on the Society website.

XII - Section 8 - Duties of the Bylaws Chair

1. Maintain a current copy of Bylaws
2. Guide executive committee and group membership in making desired changes to Bylaws
3. Provide membership/executive committee with written copies of proposed changes in advance of meetings so that proposed changes can be considered
4. Work with appropriate members of Executive committee to ensure implementation of approved changes to bylaws

XII - Section 9 - Duties of the Nominating Chair

1. Call for nominations in advance of elections
2. Provide the executive committee (membership) with a roster of suitable candidates for vacant positions to be voted on at the executive board/membership meeting
3. Circulate the ballots in advance of the election
4. Notify successful candidates of their positions and their responsibilities
5. Assist the President in filling any temporary vacancies

XII - Section 10 - Duties of the Scientific Program Chair

1. The position of the Scientific Program Chair shall be an expected progression appointment from Co-Chair to Chair following completion of one-year term.
2. The Scientific Program Chair is responsible for appointing Co-Chair taking into consideration input from the Executive Committee.
3. Scientific Chair is responsible developing the Scientific Program for the USAV Annual meeting held in conjunction with the AUA Annual Meeting.
4. The Scientific Chair is responsible for assembling a scientific program committee, consisting of qualified USAV members with interest to serve as abstract reviewers and moderators.
5. Select and invite speakers for the program. Speakers for USAV Topic, Sponsored Presentation and Keynote Lecture to be secured by December 01 in the calendar prior to the meeting.
6. Organize a call for abstracts, review and select abstracts and notify presenters.
7. Abstract submission, review and acceptance to be finalized in time to be incorporated and published in the AUA annual program book and accessible through the AUA Program App in the future.
8. Secure meeting location and other logistics with the assistance of the management group
9. Secure funding and support for the annual meeting with the assistance of the Treasurer, Immediate Past President and the management group.

XII - Section 11 - Duties of the Liaison Officers (SGSU & AUA)

1. Interact with the SGSU & AUA to develop areas of common interest
2. Convey and advocate for USAV organizational interests and for interests of VA physicians as appropriate

3. Facilitate communications between USAV Executive Board and the SGSU & AUA

XII - Section 12 - Duties of Member-At-Large

1. Acts as an ambassador for the Society to promote the Society's mission
2. Assist in conveying the mission and the values of the Society to promote and enhance membership
3. Serves as an advisor to the Executive Board
4. Serves the Board's strategic needs as determined by the President at any given time.
5. Assist in Act as a Liaison between members and the Executive Board of the Society.