

AIMS AND OBJECTIVES

The purpose of the Florida Society of Gynecologic Oncologists shall be to facilitate and promote multidisciplinary efforts to improve patient care, education, and research in the field of gynecologic cancer in Florida by:

- 1. Improving the quality of clinical management in the diagnosis and treatment of gynecologic cancer patients through facilitating coordinated statewide efforts.**
- 2. Assisting in the continuing education of gynecologic oncologists by coordinating the dissemination of information and scientific programs.**
- 3. Promoting education about gynecologic oncology and screening for gynecologic cancers with other professional societies and the general public.**
- 4. Cooperation with investigators conducting cancer research and with societies, which has, some concern with gynecologic cancer.**

BY-LAWS

FLORIDA SOCIETY OF GYNECOLOGIC ONCOLOGISTS

ARTICLE II **NAME**

The name of this organization shall be the Florida Society for Gynecologic Oncologists (F.S.G.O)

ARTICLE II **PURPOSE**

The purpose of the organization shall be to facilitate and promote multidisciplinary efforts to improve patient care, education, and research in the field of cancer in Florida by:

1. Improving the quality of care gynecologic cancer patients by early diagnosis, prevention and treatment through facilitation coordinated statewide efforts.
2. Assisting in the continuing education of gynecologic oncologists by coordination the dissemination of information and by providing scientific programs.
3. Promoting education about gynecologic oncology and screening for gynecologic cancers with other professional societies and the general public.
4. Cooperation with investigator conducting cancer research and with societies, which has, some concern with gynecologic cancer.

ARTICLE III

MEMBERSHIP

Section 1. CATEGORIES AND QUALIFICATIONS

The Society shall consist of Members, Associate Members, Candidate Members and Senior Members.

- (A) Full Member.** To be eligible to a Full Member, the individual must reside in the state of Florida. The individual must be a Diplomat of the American Board of Obstetrics and Gynecology, or its equivalent (e.g. Fellow of the Royal College of Obstetricians and Gynecologists or hold a certificate from the Royal College of Physicians and Surgeons of Canada), and be a Fellow of the American College of Obstetricians and Gynecologists. He/She must have completed at least two (2) post-residency years of training, be certified with special competence in Gynecologic Oncology, and have been a Candidate Member of the Florida Society of Gynecologic Oncologists for a least on (1) year. The individual much hold a position on a gynecologic oncology service in an institution that offers comprehensive cancer care. The oncology service must have facilities and support personnel for the performance of radical pelvic surgery and the administration of chemotherapy and radiation therapy. It should have a Tumor Registry, ongoing research and academic activities. The number of cases should be sufficient to maintain professional skills. The center must also have trained radiation oncologists and appropriate equipment.
- (B) Associate Member.** To be eligible of Associate Membership, an individual must have made a major scientific contribution, basic or clinical, to gynecologic oncology. A candidate for associate membership must attend one meeting before election as an associate member.
- (C) Candidate Member.** To be eligible for Associate Membership, an individual must have completed a 2-year approved fellowship in Gynecologic Oncology, be awaiting certification of special competence or be certified in special competence.
- (D) Senior Member.** A Full Member of Associate Member may become a Senior Member either upon reaching the age of 70 or upon retirement from professional activities, whichever comes first. In addition, after 20 years of Florida Society of Gynecologic Oncologists membership, a Full Member may request Senior status for personal or professional reasons.

(E) Founding Member. To initiate the society, founding members shall be defined as those gynecologic oncologists who meet membership requirements in section 1A of Article III, who have submitted a completed application for membership by March 31 1995.

(F) Out of State Member. Members who are full or candidate members who subsequently move from Florida to another state and wish to remain affiliated with Florida Society of Gynecologic Oncologists.

(G) Honorary Members. To be eligible for Honorary Membership, an individual must have made a significant contribution/ or given significant service to the Florida Society of Gynecologic Oncologists. They shall be non-voting and they are not eligible to hold office.

Section 2. NOMINATION AND ELECTION OF MEMBERS, ASSOCIATE MEMBERS, CANDIDATE MEMBERS, AND SENIOR MEMBERS.

(A) Full Members. All nominations for Full Membership shall be made in writing and shall be signed by not less than two (2) Full Members of the Society, a proposer, and an endorser. The proposer shall submit the candidate's curriculum vitae and a list of publications. Both proposer and endorser shall submit a letter describing fully the past and present activities of the nominee relative to his qualifications. Written nomination and other information supporting the nominee shall be filed with the Secretary-Treasurer of the Society **before December 31**. A Full Member may propose no more than two (2) candidates for Full Membership or Associate Membership each year at the annual F.S.G.O. meeting. Six weeks prior to the annual meeting, the Secretary-Treasurer shall submit to the Membership Committee information and credentials on all applicants for membership. The Membership Committee shall consider all applicants and recommend action to the Executive Committee. The Executive Committee then acts on recommendations, voting on each nominee. A simple majority of voting members will select one of the three options:

1. Nominee's name will be submitted to the membership for election balloting,
2. Nominee will not be considered qualified for election to membership, or
3. Action of his nomination will be deferred. The duration of deferral shall be limited to two (2) years, but such a nominee will be reconsidered each year at a meeting of Executive Committee.

Following approval by the Executive Committee, the Secretary-Treasurer shall distribute to all Members, by mail ballots containing names of those nominees favorable by the Executive Committee. A nominee shall become elected by a

Vote of two-thirds of the voting Members, with a least 50% of the membership constituting a quorum by ballot for each nominee. The Secretary-Treasurer shall notify each nominee and his/her sponsors of his election.

A nominee whose name is not submitted by the Executive Committee for balloting or who is not elected by vote of the members may be re-nominated for membership by the procedure set forth in this Article in any two (2) subsequent years. Any individual who is nominated for membership three (3) times and who is not elected to membership in the Society, unless the reasons for non-election are corrected and the individual submits a new application.

(B) Associate Members. The process of nomination and election is the same as for Members, outlined in Section (2)a of this Article except that the proposer must be a full member, the endorser may be an associate or full member.

(C) Candidate Members. The applicant must complete a Candidate Membership Application Form. The individual must practice Gynecology Oncology, as defined in Section 1 (A) of this Article. The list of proposed candidate members shall be presented to the Executive Committee at the annual meeting. An affirmative vote by not less than three-fifths of the Executive Committee will elect an individual to candidate membership. If the applicant is not board-certified in gynecologic oncology, a letter of support must accompany the applications from the director of the applicant's fellowship training program.

(D) Honorary Members. To be eligible for Honorary Membership, the applicant must be proposed by tow (2) full members of the Society, a proposer and endorser. The Membership Committee shall consider all applicants and recommend action to the Executive Committee. The Process is completed as guided by Article III, Section 2 (a).

Section 1. RIGHTS AND PRIVILEGES

(A) Full Members. Each member shall have the full rights and privileges defined in the Charter and Bylaws.

(B) Associate Members. Associate members shall enjoy all the rights and privileges of the Society, except that they shall not be entitled to hold effective office or vote. The Executive Committee will determine the fees, assessments, and registration fee they pay, but under no circumstances will they higher than those members.

(C) Candidate Members. The candidate member may attend the scientific and social sessions at the Annual Meeting and is encouraged to participate in the scientific program. Candidate Members may be invited to attend a segment of the annual business meeting at the invitation of the President. Candidate members

may not vote or hold office. Candidate members will pay the same registration fee at the Annual Meeting as Full Members. The candidate members shall pay annual dues, not to exceed that of full membership. To continue as candidate member, the individual must attend one (1) of every three (3) Annual Meetings or submit a written excuse, which must be approved by the Executive Committee. Participation as a candidate member does not assure election to full membership in the society. A candidate member who has received certification of special competence in Gynecologic Oncology can apply for full membership as outlined Article II, Section 2.

(D) Senior Members. Senior members shall enjoy all the rights and privilege of the Society, except that they shall not be entitled to hold elective office. They may vote, if their original status was full membership. They shall pay no dues or assessments if they are no longer in active practice, but are required to pay the registration at the annual meeting. They are exempt from the attendance requirements outlined in Section 4.

(E) Out state Members. Out of state members enjoy all the rights and privileges of the Society, except they may not be entitled to hold elective office or vote. They shall pay dues and assessments.

Section 4. TERMINATION OF MEMBERSHIP

Membership in the Society is terminated at death. Voluntary resignation requires a letter to the Secretary-Treasurer of the Society.

Failure to pay annual dues and/or assessments is grounds for expulsion from the Society. This action may be taken by a majority vote of the Executive Committee.

Expulsion from the Society for cause will require a vote of three-fifths of the members of the Executive Committee. No member may be expelled from the Society until he has written notice of the charges preferred against him or her. Within 90 days, the member may request reinstatement by writing to, or appearing before, the Executive Committee. All rights, powers, privileges, obligation and duties of members of the Society (except the obligation to pay dues and assessments accrued and owing prior to the effective date of such termination) shall cease on the termination of membership.

Section 5. ANNUAL MEMBERSHIPS

The Executive Committee, subject to approval will determine the annual membership fee by the membership. All memberships expire at the end of the fiscal year December 31. Dues for the following year are due and payable by December each year. The Secretary-Treasurer will send notice to each member.

ARTICLE IV MEETINGS

Section 1. ANNUAL MEETINGS

The annual meeting shall be held between April 15th- July 1st yearly. After the Council has determined the time and place of the annual meeting, it will invite attendance by all members of the Society.

(A) A quorum for the annual business meeting is constituted when 51% of eligible voting members are registered.

(B) Guests: Each member may invite one (non-candidate) guest to annual meeting. Registration fees, (one per adult) will be paid in advance. Additional guest may be invited as guests of Executive Committee or President with the same Registration fee assessments unless waived by Majority vote of the Executive Committee.

(C) No Attendance requirement proposed.

Proxy:

Governor:

FOGS:

Section 2. NOTICE

Except for special meetings, written notice of Society annual meetings shall be mailed to each member by the Secretary-Treasurer at least six (6) months prior to the meeting date and again two (2) months prior to the meeting date.

Section 3. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet at the call of the President at such times as the President and Executive Committee members determine. Adequate notice of the time and place of such meetings shall be provided to each member by the Secretary-Treasurer. Appropriate meeting dates may coincide with the annual meeting of the Society of

Gynecologic Oncologist or the semi-annual business meeting of the Gynecologic Oncologist or the semi-annual business meeting of the Gynecologic Oncology Group.

Section 4. ELECTION OF OFFICERS

Election of officers shall be conducted at the annual meeting. Only full Members or prior members with original membership status may vote. The nominating committee present may a slate of officers. Additional nominations may be presented from the floor from full members.

ARTICLE V **DUTIES OF OFFICERS**

The Officers shall be the President, a President-Elect, a Secretary-Treasurer, the Immediate Past President, and council member-at-large. Their duties and responsibilities are defined as follows:

Section 1. PRESIDENT (Two year term)

The President shall act as the chief responsible officer of the organization. It shall be his/her duty to preside at all meetings of the organization at which he/she is present, and generally to perform such other duties a usually pertains to this office or as outlined in these Bylaws or as may be assigned to he/she from time to time by the Executive Committee. The President shall appoint Standing Committee Chairmen whose appointments shall be for one year, with the advice and consent of the Executive Committee. He/she should serve Ex-Officio on all committees, except committee on nominations.

Section 2. PRESIDENT-ELECT (Two year term)

In the absence of the President, the President-Elect shall have all powers, and perform all the duties, of the President.

Section 3. (A) SECRETARY-TREASURER (four-year term)

The Secretary-Treasurer shall keep his minutes of all meetings of the organization and give notice of all meetings. He/she shall have charge of all documents belonging to the organization. He/she shall keep the seal of the organization and be responsible for affixing the seal to official documents. He/she shall perform such other duties as may be assigned, from time to time, by the Executive Committee. He/she shall be the Chief Financial Officer of this organization, Collecting Dues and expending funds, as required by the officers.

(B) SECRETARY-TREASURER ELECT

The Secretary-Treasurer-Elect shall be elected in the fourth year of the term of the Secretary-Treasurer. The Secretary-Treasurer-Elect shall keep informed of the running of the organization and assume full duties at the subsequent annual meeting.

Section 4. IMMEDIATE PAST PRESIDENT (two year term)

The immediate Past President will serve two (2) years on the Executive Committee, with voting privileges.

Section 5. EXECUTIVE COMMITTEE MEMBERS-AT-LARGE

Executive Committee members-at-large will be elected for two (2) year term, to complete the Executive Committee with at total of six (6) members. For the first year of the organization, there will be a second Executive Committee member-at-large serving a two (2) year term.

ARTICLE VI DUTIES OF THE EXECUTIVE COMMITTEE

Section 1.

Between annual meetings, the Executive Committee shall handle the business affairs of the organization. This committee should include all officers, the Immediate past President, and an Executive Committee member-at-large.

Section 2.

The Executive Committee shall not exceed six (6) members.

Section 3.

At every meeting of the Executive Committee, three (3) of the six (6) members of the Executive Committee shall Constitute a Quorum.

ARTICLE VII

DUTIES OF THE STANDING COMMITTEES

Section 1.

The President, with the approval of the Executive Committee, shall appoint the Chairman and members of each of the following committees:

1. **Membership and Credentials Committee**, which will be responsible for recommending membership requirements and policies and for making appropriate recommendations to the Executive Committee on each new applicant for final disposition by the general membership. This committee will be chaired by the Secretary-Treasurer and will be composed of no less than three (3) members. Term of office shall be for three (3) years. The President may appoint one or more members to the committee each year.
2. **Program Committee**, which will be responsible for developing and arranging scientific programs, held in conjunction with the Society's meetings with the advice and consent of the Executive Committee. The President at each annual meeting will appoint the program chairman. Term of office will be two (2) years, and the committee will be composed of no less than three (3) members. The chair will serve on the Executive Committee during his/her tenure.
3. **Constitution and Bylaws Committee**, which will be responsible for considering and making recommendations on changes in Bylaws and Articles of Incorporation. This committee will be chaired by the President-Elect and will be composed of no less than three (3) members. Term of office shall be for two (2) years. The President may appoint one or more members to the committee each year.
4. **Nominating Committee**, of no less than three (3) members shall be appointed each year by the President with the consent and approval of the Executive Committee approximately six (6) months prior to the annual meeting. The responsibilities of this committee will be to nominate officers and chairmen of the government relations committee and medical practice and ethics committee. Term of office is for two (2) years.
5. **Medical Practice and Ethics Committee**, shall be responsible to advise the President and Executive Committee on matters relation to the clinical

and administrative practice of gynecologic oncologists, or on other issues as directed by the President and Executive Committee. the committee shall consist of four (4) or more members, appointed by the President, with the approval of the Executive committee. The term of office shall consist of (2) years. One or more members shall be appointed each year, with the most senior members(s) rotating off the committee after two (2) years. At that time, there shall be at least two (2) members each, from private practice and academic medicine.

6. **Legislative Committee**, Shall monitor legislative activity on the state and national level and to keep the organization informed regarding matters affecting health care in the State of Florida. The committee shall consist of three (3) or more members, appointed by the President, with the approval of the Executive Committee. The term of office shall consist of two (2) years. One or more members shall be appointed each year, with the most senior member(s) rotating off the committee after two (2) years of duty. The President appoints the chair for a term of two (2) years.
7. **Communications/ Public Relations Committee**, shall develop programs and initiatives to further the education and awareness of the general public and the medical community to issues regarding the prevention and treatment of gynecologic cancers. The term of office shall consist of two (2) years. One or more members shall be appointed each year, with the most senior member (s) rotating off the committee after two (2) years of duty. The President appoints the Chair for a term of two (2) years.

ARTICLE VIII **SPECIAL COMMITTEES**

The President, with the approval of the Executive Committee, may appoint special committees whenever it may be necessary.

ARTICLE IX **FINANCIAL-FISCAL YEAR**

Section 1.

The Fiscal year of the organization shall be from January 1st to December 31st of each year.

Section 2.

The Executive Committee may require an annual report by a certified public accountant, covering all income and expenditures in the organization and financial condition as of December 31st of each year.

ARTICLE IX **RULES OF ORDER**

Robert's Rules of Order shall govern all meetings, except as superseded by their Bylaws. The President shall serve as parliamentarian to interpret these rules, or shall designate a parliamentarian.