ARTICLE I – NAME AND PURPOSE

Section 1. Name
This Professional Group shall be known as the Nurses Professional Group (NPG), a professional group of the American Society for Reproductive Medicine (ASRM).

Section 2. Purpose
The purpose of the Nurses’ Professional Group is to foster the American Society for Reproductive Medicine’s goals within the practice of professional nursing. We are committed to increasing knowledge through education and research among professional nurses, support personnel and allied health professionals as a means of improving patient care; providing a forum for networking and exchange of ideas; and promoting high ethical standards.

ARTICLE II – MEMBERSHIP

Section 1. Membership Qualifications
Full membership is extended to ALL current active members of the American Society for Reproductive Medicine who are interested in fostering the goals of the ASRM and the NPG. Members may attend all general meetings, vote, chair NPG subcommittees, or be on a subcommittee. Members may be invited to represent the NPG on ASRM committees. Only nurses (e.g., Registered Nurses, Nurse Practitioners, Licensed Practice Nurses) may serve on the NPG Executive Board.

Section 2. Application and Selection for Membership
Membership application 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. Application for membership may also be submitted online at www.asrm.org
Section 3. Revocation of Membership
Disciplinary actions shall be decided by ASRM Leadership and according to procedures established by the ASRM bylaws.

ARTICLE III - DUES

Section 1. Annual Dues
Membership in NPG requires being a member in good standing of the ASRM. The NPG dues are an additional payment. NPG dues give members all the benefits of NPG membership.

Section 2. Prerequisites
Payment of the annual ASRM and NPG dues entitles NPG members to vote, receive an annual subscription to the official journal of ASRM, 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 a 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 NPG 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 Vice-Chair will become the Chair-Elect after serving one term. 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 NPG membership, and appropriate timing for nominations will be announced. A ballot will be sent by e-mail prior to the annual meeting 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 NPG shall be filled by appointment of the Executive Board. Vacancies in the appointed offices of the NPG may be filled at the discretion of the Executive Board.

ARTICLE V - DUTIES OF OFFICERS

Section 1. Chair

The Chair shall preside at all meetings of members and of the Executive Board and shall be the primary liaison between the NPG and ASRM executive leadership. The Chair is responsible for working with ASRM to implement policies as established by the Executive Board. The Chair shall provide input in the planning of the postgraduate course. The Chair shall write the annual report of the NPG and submit it to the ASRM CEO and Board of Directors.
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. Regular review of the NPG web page of the ASRM website to coordinate additions, deletions, and changes of information with ASRM website personnel. The Chair-Elect shall provide input in the planning of the postgraduate course and assist the Chair as needed.

Section 3. Vice Chair

The Vice-Chair will oversee the assigned activities of NPG 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 provide input in the planning of the annual ASRM postgraduate course and will work collectively with the current NPG 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 will provide input in the workshop sponsored by the ASRM at the annual ASRM meeting.
ARTICLE VI – EXECUTIVE BOARD

Section 1. General Powers
The affairs of the Nurses’ Professional Group 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 NPG shall be filled by appointment by the Executive Board. Vacancies in the appointed offices of the NPG may be filled
Section 6. Emeritus and Ad Hoc Members (this is a new section we are proposing)

The NPG Executive Board shall appoint Emeritus and/or Ad Hoc members to the Board based on their expertise, contribution, and value to the Executive Board, and they will become non-voting members of the Executive Board. Emeritus and Ad Hoc members shall be appointed for a period of two years with reappointment as needed.

The Executive Board may also assign the Emeritus or Ad Hoc members to lead or collaborate with NPG committees on as as-needed basis.
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. 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 an election may be conducted by mail, email, or in such manner as the Executive Board shall determine. The 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 shall appoint Chairs of Standing Committees for a term of two years, and these Chairs may be reappointed. Chairs of each Standing Committee shall be non-voting members of the Executive Board unless they are officers of the Board.

The Executive Board may also at its discretion appoint non-voting members such
as Emeritus or Ad Hoc members to fill various group needs or to work with committees as needed.

Section 2. Nominating Committee
The Immediate Past Chair of the Executive Board along with 3-5 full members of the NPG shall work with the Board to compile a list of potential officers by June 1 and develop a ballot yearly.

Section 3. Abstract and Research Committee
The Abstract and Research Committee will be responsible for reviewing and scoring all abstracts submitted to the NPG for oral and poster presentation. The Abstract Committee Chair confirms and submits each year to the NPG Chair Scientific Program the names of four proposed reviewers meeting ASRM criteria for input/access granted into the Abstracts Reviewer portal. The designated abstract reviewers will be responsible for reviewing and scoring all abstracts in categories/sub-topics relevant to NPG submitted for oral and poster presentations when the abstract Reviewer window opens for their review. The chair will also identify two session moderators for the ASRM Oral Abstract Session.

Section 4. Scientific Program Committee
This committee supports the development of nursing education. It involves planning and coordination of speakers and topics for ASRM Annual Meetings which includes NPG postgraduate courses, symposia, interactive sessions, and roundtable luncheons.

Section 5. Electronic Communications Committee
This committee oversees communications received from membership on the NPG website and offers direction in the further development of the website.
Section 6. ASRM Content Review Committee

This committee reviews the content of all online educational activities. The NPG Committee Chair works with other ASRM professional group members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Bylaws

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

Amendments:
Approved 2024, April 24