# Table of Contents

- President 4
- Vice President 9
- Treasurer 11
- Secretary 14
- Immediate Past President 15
- Past President’s Group 16
- Executive Council Member 18
- Andrology Laboratory Committee 22
- Archives & History Committee 23
- Awards Committee 25
- Basic Science Workshop Committee 28
- Communication and Media Committee 31
- Constitution and By-Laws Committee 33
- Diversity Committee 34
- Endowment & Development Committee 36
- Executive Office 38
- Finance Committee 43
Future Meetings Committee 49
Future Program Committee 50
Industrial Relations Committee -Development 55
International Liaison Committee 57
Journal Committee 59
Liaison Committee 62
Local Arrangements Chair/Committee 63
Membership Committee 65
Nominating Committee 70
Program Committee 75
Trainee Affairs Committee 79
Uniform Committee Structure and Practices 85
Women in Andrology Committee 88
Duties:
From Article III, Section 1 of the Constitution and Bylaws

“The President shall be the principal Executive Officer of the Society and shall preside at all meetings of the Society and of the Executive Council. The President shall make a report to the members of the Society covering the activities of the Society and its Executive Council for the full period of his/her term of office. The President shall appoint Chairpersons of Standing Committees as described in Article IV, Section 2.”

Responsibilities of the President:
The President's responsibilities fall into two broad categories: 1) promotion of the ASA and of the field of andrology; and 2) specific duties required for the smooth running of the Society.

A) Promotion of ASA and Andrology
The President should serve as a major force for the advancement of the field of andrology in general and for the promotion of ASA in particular. The President provides leadership in developing policy. He/she articulates what ASA stands for at the level of the NIH, other societies, or wherever called upon.

B) Specific Duties
1. The President assumes office at the business meeting of the Annual Meeting one year after her/his election as Vice President. She/he is responsible for the Annual Meeting one year after assuming the office of President. While serving as Vice President, the President should have chosen chairs of the ASA Program Committee immediately and of all other committees, so that these chairs are in place with their committees at the time the new President assumes office.

2. A major responsibility of the President is the Annual Meeting under her/his watch. The Program Chairs are chosen at the beginning of his/her term as Vice-President. These individuals should present the program outlines to Council at its interim meeting, approximately 6 months before the Vice President assumes the office of President (or approximately 1.5 years before the Annual Meeting for which the President will be responsible). At this first time point (6 months before the Vice President takes office as President), no speakers will have been contacted. The program should be largely completed by (or prior to) the Annual Meeting at which the President takes office, and presented to Council by the Program and PGC Chairs.
for approval. Following Council (or unanimous Executive Committee) approval, speakers are contacted (by the Program and PGC Chairs). Active involvement in marketing the annual meeting should begin shortly after taking office with timelines and plans in place.

3. The President signs all contracts for the Society that is entered into during her/his term. She/he will consult with the appropriate individuals for review of these contracts. All contracts are to be approved first by the Finance Chair and copies are to be sent to the Treasurer. These contracts will include hotel contract for Annual Meeting (with the Future Meetings Committee chair), contracts associated with the meeting (AV, banquet caterers, banquet entertainment, etc. – reviewed by the Program Chairs), publications contracts (currently Wiley Editorial Office at the time this SOP was written – reviewed and recommended by Publications Committee Chair) and management firm contract (negotiated with the Finance Chair). The best interests of ASA must be maintained.

4. The President as Principal Investigator submits a grant application to NIH to support her/his Annual Meeting. If there is a competing renewal year, the NIH grant application must be submitted by August 15th, shortly after the President assumes office and almost a year before the Meeting. If there is no competing renewal for the NIH grant, the application is submitted together with a progress report for the prior year’s meeting by December 20 (or thereabout). The grant application is primarily prepared by the Program Chair in conjunction with the President and is submitted through the ASA management office with Wendy Weiser signing as the Official for the institution. The Official Institution is the American Society of Andrology at the Management firm address. It is desirable for the President to actively solicit NIH support for the program by contacting officials at the Individual Institutes (NICHD, NIDDK, NCI, NIA, NIEHS) and to generate interest for the program by pointing out lectures, symposium and student activities that are of interest to that specific Institute. This is best done in December – January after the proposal is submitted and/or evaluated by Study Section. It is in January that Institute commitments are made.

5. At or shortly after taking office, the President will consult with the Business Office and Council to determine the date and venue for the interim Council meeting. Typically, this meeting is held about 5-6 months after the preceding Annual Meeting (September/October) and approximately 6 months before the next Annual meeting. The meeting location should be convenient to most attendees. Locations close to the Business Office greatly reduce expenses for the interim meeting to ASA.
6. The President chairs meetings of both the Executive Committee of the Council and of the Council itself, at the Interim Meeting. The President is responsible for working with appropriate Council members and committee chairs to determine the agenda of these meetings. In addition, the President must write a report summarizing key events and concerns of the ASA prior to the Interim meeting.

The Interim Meeting typically is organized as follows: President's report, Secretary's report, Executive Director's report, Treasurer's report, Finance chair, and all other committees. The President determines the order of presentations. These include: Development, Publications, Membership, Program, Testis Workshop or Basic Science Workshop (in alternating years) Andrology Laboratory, Constitution/Bylaws, International Liaison, Editor's Report, Nominating, Awards, Trainee Affairs, Local Arrangements, Future Meetings, and others. Committee Chairs should be encouraged to categorize their reports as “Reports for Approval” if there are no action items for voting or critical items for discussion. At the Interim and Annual Council meeting, the President asks Council if any reports in this category should be placed in “Reports for Discussion” category. Then all reports remaining in the “Approval Category” can be voted on and approved by Council at once. This allows more time to be spent on the issues that need discussion and a vote on action items.

7. Frequent communication with Council members and Committee chairs is the major challenge for the President. It is through the work of a number of key persons, all of whom are volunteers, that the business of the Society is accomplished. Staying in contact with these persons, keeping channels of communication open with and among them, and when necessary, coordinating their efforts, are critically important components of the President's job. Between Council meetings, this is best accomplished with routine conference calls between the President, VP, management firm, and the specific committee chairs. For example, monthly calls with the Program chairs, including local arrangements are recommended. Similar conference calls between the President, Development Committee Chair and Directors and the Management firm development office is required. Conference calls with other groups are scheduled as needed. The President must maintain contact with each committee chair through phone calls and emails several times per year to assure continued activity and progress on every front.

8. The President should communicate with and solicit advice from former ASA officials, particularly ex-presidents. Keeping these persons, with their wealth of knowledge, “in the loop” is important.
9. The President (or Vice President) attends the Sister Societies Forum and represents the ASA and its members’ interests at this event.

10. The President's major duty is the Annual Meeting, held at the end of her/his term. By the end of August preceding the Annual Meeting, the President writes an “Invitation” to the annual meeting which is the introduction to the “Preliminary Program and Registration Materials” that is mailed to ASA members and other interested parties. A professional photograph is required as well. By December 1 the President writes a “Welcome” that is part of the Program Book for the meeting. The President should expect to be very busy for the two months preceding the Annual meeting, helping to deal with program, venue and business aspects of the meeting.

11. One to 2 months prior to the Annual Meeting, the President should coordinate with the Business Office to organize the President’s reception to be hosted in the Presidential Suite. Invitations are extended to Officers, Council members, Committee Chairs, Award recipients, dignitaries from foreign societies attending the meeting, nonmember plenary speakers, Platinum sponsors, personal friends, and colleagues.

12. One month prior to the meeting, the President should coordinate the Certificates of Appreciation to be presented to the Program Chairs, the Outgoing Officers and Council members and the outgoing Committee Chairs. The business office maintains this template and will need a reminder as well as a complete and accurate list. The Officers, Council members and Committee Chairs are to receive their certificates at the Council meeting. The program chairs should receive their certificate publicly at the Annual Meeting (Business meeting or another well-attended venue).

13. The President should contact Committee Chairs and remind them to update their SOP’s prior to the interim Council meeting and to schedule the Committee meetings at the Annual Meeting. Also the President should remind those who will present at the Business Meeting at the end of the Annual Meeting that they will need to prepare a brief report. The President’s and Executive Committee members SOP’s should be updated as well.
14. The President chairs meetings of the Executive Committee of the Council, and of the Executive Council, at the Annual Meeting. He/she determines the agenda of these meetings (see details from the SOP for running the Interim Meeting). This includes writing a President’s report for the Executive Council.

15. The President has several other duties at the Annual Meeting that includes:

   a. opens the Annual Meeting,
   b. runs the Past President’s Breakfast meeting,
   c. hosts the President’s reception
   d. Chairs the Business Meeting, the order of which typically is as follows: 1) President’s report; 2) Treasurer’s report; 3) Nominating Committee; 4) Editor(s) of Journal of Andrology; 5) other Committees with important business; 6) turning over the gavel.
VICE PRESIDENT
STANDARD OPERATING PROCEDURE
Revised July 2015 (M. Lee)

Description as Listed in the By-laws, Article 3, Section 2:
The Vice President shall in the absence of the President preside at all meetings of the Society and its Executive Council. The Vice President shall coordinate the planning of the Annual Meeting that will be held at the end of his/her term as President and advise the Local Arrangements Committee.

Areas of Responsibility
The Vice President is a voting member of the Executive Committee and participates during the Council meeting (in the Fall and the Spring immediately prior to becoming President). During this time and throughout the year, the Vice President is expected to provide advice to the Office and Council members and management of the Society.

The Vice President should immediately begin planning the Annual Meeting that is held at the end of his/her term as President. This includes naming the Chair(s) of the Program Committee, the Chair of the Special symposium (only in alternating years from the Testis Workshop) and the Chair of the Local Arrangements Committee. In addition to these meeting activities, ASA hosts an annual Andrology Laboratory Workshop and a biennial Basic Science Workshop, which are run by the Andrology Laboratory and the Basic Science Workshop committees, respectively. These committees’ chairs may serve for a few years and do not need to be replaced annually (however, that is the discretion of the VP). In addition, the VP will either apply for an NIH grant for the meeting or submit the NIH Progress Report if there is an ongoing multi-year grant which will cover the annual meeting over which he/she will preside. (Note: This submission/report will be submitted after the VP becomes President and is actually a President responsibility).

The Vice President will begin working on a plan for succession of Committee Chairs to occur when he/she becomes President. These appointments will begin after the Annual Meeting when the VP assumes the Presidency. The terms of each committee chair are stipulated in the By-Laws. Tradition has it that a committee chair usually serves for more than one year; however, except for Publications and Finance Chairs, whose term is for 3-5 years, new Committee Chairs may be appointed at the discretion of the incoming President. It is recommended that the incoming chair be familiar with the functions of the committee and serve on the committee during the year preceding their appointment as Chair. It is advisable that the current Chair of each committee be consulted to assure a smooth transition of leadership. In addition, the vice president is responsible for ensuring SOPs are up to date and that committee chairs are aware of the SOPs, reviewing changes to SOPs and proposing that changes to SOPs be approved at Council.

Specific Duties
January–April (year 1): Discuss with current Chairs that are scheduled to retire from Committees
who should succeed them. Contact prospective Chairs to see if they are good candidates and willing to serve as a Chair following the Annual Meeting. Ask them for names of committee members, for rotation of members (some stay, some retire) and to consider new members. The VP may appoint committee members as he/she feels fit in conjunction with the committee chair.

March-April (year 1): Name Chairs of the Program Committee, Special symposium (in alternate years), Local Arrangements Committee, and if desired, a new Chair of the Andrology Laboratory Workshop and/or a new Chair of the Basic Science Workshop for the Annual Meeting that will be hosted at the end of the VP’s Presidential year (i.e., two years hence). Attend the Council meeting as an observer.

April-September: Work with Program Chairs that are named and ensure that they submit preliminary program suggestions for the Annual Meeting (now less than 2 years out) for presentation to the Council in the Fall Council Meeting. The overall agendas/goals and speaker suggestions/lists will be described to the Council for approval and comments 1.5 years before the meeting. Consider potential future chairs of committees, and ask for updates to SOPs.

September (year 1): Attend the Fall Council Meeting as a voting Elected Official of the Society. Suggest names of future chairs of committees for discussion.

October-March: Continue to work with the appointed Program Chairs to ensure that they progress with plans so that “final” versions can be submitted to Council at the spring Council Meeting (i.e., one year prior to the Annual Meeting).

Prior to Annual Meeting: Schedule meetings with all Committee Chairs (new and old) for the day prior to the start of the Annual Meeting. At this meeting, plan the agendas for the upcoming year, etc.

At the Spring Council Meeting prior to the annual meeting, name the Committee Chairs who will serve during the subsequent year.

At the Annual Meeting the Vice-President (as the incoming President) of the ASA will present all trainee travel awards at the long-established annual Trainee mixer.

Assume role as President at the Business Meeting at the close of the Annual Meeting.
TREASURER
STANDARD OPERATING PROCEDURE
Revised July 2015 (Rex A. Hess)

The treasurer is the keeper of the money and financial reports of the American Society of Andrology.

Areas of Responsibility:
1. Endorses all checks for disbursement of bills and reimbursements. The Treasurer’s signature is required on all checks greater than $20,000 and checks written for the Business Office fees and ASA annual meeting awards.
2. Ensures accuracy, timeliness and storage of ASA financial records.
3. Assists Business Office in reviewing and managing ASA funds.
5. Serves as an ex-officio member of the Finance Committee. Assists Finance Committee Chairperson in preparation of annual budget by informing chair of status of current year expenditures and projected income and expenses as they relate to the budget.

Specific Duties:
1. Gets to know each cost center and account code intimately. Makes changes in the COA as needed in conjunction with the accountant and finance committee chair.
2. Interfaces with Chair of Publications to ensure that all fiscal affairs connected to publishing are correct and accounted for. Interfaces with the editorial office and finance committee on an as-needed basis when fiscal issues related to publications arise. This requires that the Publications Committee Chair be aware of this process.
3. Ensures that all income is deposited in appropriate accounts and that all endowment and restricted income is transferred appropriately to the respective investment accounts.

Monthly Responsibilities:
1. Monitors costs as they relate to budgeted amounts and confers with accountant/ Business Office manager as well as Chair of Finance Committee when income/expenses are below or above projections.
2. Monitors banking and investment accounts and communicates with the Business Office Chief Financial Officer to ensure that the cash flow meets the day-to-day operational needs associated with the ASA.
3. Monitors monthly financial summaries of all deposits, withdrawals, or other account activities related to the Society’s business, as provided by the business office. Discrepancies within financial reports shall be resolved by contacting the
accountant and/or Business Office manager to make corrections or to clarify entries, when accounts are questioned.

4. Reviews and approves profit and loss statements and establishes that expenditures have been appropriately and correctly credited to each account code according to the Chart-of-Accounts (COA).

5. If necessary, account discrepancies are to be submitted to the Executive Committee for further action.

6. Ensures that accurate and permanent records of all receipts and expenses are maintained at the Business Office.

7. Monitors invested ASA assets according to stated ASA policy and ensures that investments are being managed appropriately. Reads monthly investment reports and reviews the quarterly reports by phone with the investment manager and as needed.

8. Receives annual reports from the investment firm and reports this to Council.

9. Oversees expenditures for annual meeting. With Finance Committee Chair, approves expenditures of over-budgeted amounts if appropriate. Keeps up-to-date with all meeting-associated expenses including costs associated with entertainment, speaker travel and remuneration, A/V needs, etc.

10. Reviews bills from the publisher of Andrology. Determines that charges are correct and are according to contracted amounts.

**Semi-Annual and Annual Responsibilities:**

1. Responsible for filing the annual federal and state non-profit organization tax returns (performed by the Business Office but reviewed and signed by the Treasurer).

2. Per the ASA Bylaws an audit is required every three years. However, because ASA is registered as a 501c3 in the state of Illinois, an audit is required each year, if revenue is greater than $350,000. The Business Office shall select the auditing firm. The audit shall be performed shortly following June 30 of each year.

3. Monitor the annual audit report and make it available by the time of the annual meeting.

4. The Treasurer is required to complete a written final report at the end of the fiscal year (June 30) for submission to Council at the Interim Council Meeting.

5. Monitors Endowment and Restricted Use Funds to ensure they are appropriately credited for contributions as well as interest roll-over at the end of each fiscal year. The Treasurer monitors the funds to ensure the principal of each of these funds is not invaded and that the investment return on principal is used as intended, according to the ASA established policy for which the Endowment or Restricted Fund was instituted and the interest return policy of the ASA is credited.

6. Keeps current with all contracts signed by ASA President (meeting contracts, Business Office, publisher, etc.). This requires that the President be aware of this process.

7. Responsible for maintenance and continuity of insurance policies for ASA (performed by Management Office but overseen by Treasurer): 1) Council/ASA liability insurance (currently a) employee dishonesty bond for $25,000 from Hartford Insurance Company to
cover the Treasurer; 2) $1,000,000 general liability policy through Hartford Insurance Company; and 3) $1,000,000 non-profit directors, officers and organization liability policy through Hanover Insurance Co.), 2) meeting insurance (when necessary).

8. Signs checks for ASA Awards.

9. Ensures digital ASA financial records are made available to the Archives Committee Chair, who maintains an “ASA Financial” archives Dropbox.

10. Gives an accurate up-to-date treasurer's report at each council and annual business meeting.

The report given by the treasurer includes the following items:

a. End of Fiscal Year Balance Sheet
b. Cash Balance on hand and date versus the prior year’s balance
c. Itemized categories and total receipts
d. Itemized categories and total expenses
e. List Endowment Fund Accounts
f. List Restricted and Unrestricted Investment Fund Accounts
g. List Investment Brokerage Accounts and Asset Allocation
h. Rolling 10 year review, raw data and graphs:
   i. Net Assets
   ii. Operating Expenses (actual)
   iii. Profit/loss
   iv. Endowments Assets
   v. Non-restricted Assets
   vi. Endowment donations

11. "Respectfully Submitted", name of treasurer and date

**ASA Bylaws:**

**SECTION 4.** INSERT REVISED SECTION HERE. The Treasurer does not receive the dues or donated funds nor do all withdrawals require the signature of the Treasurer. The Treasurer shall receive all dues and donated funds of the Society and shall disburse the same as authorized by the Executive Council. All withdrawals from the accounts of the Society shall require the signature of the Treasurer. The books, accounts and vouchers shall be examined at least once each year by the Finance Committee and a report of the examinations shall be made to the Executive Council by the Finance Committee Chairperson. At least once each calendar year either a review or an audit of the Society’s books shall be made by an outside auditing firm. The choice of whether there will be a review or an audit will be made on an annual basis by the Executive Council, but an audit must be done at least every three (3) years. The auditing firm shall be selected by the Treasurer and transmitted to the Executive Council through the Finance Committee Chairman.
SECRETARY
STANDARD OPERATING PROCEDURE
Revised July 2015 (J. Trasler)

Description as stated in the By-Laws, Article IV, Section 3:
The Secretary shall keep minutes of all meetings of the Society including all Executive Council meetings. To assist in these duties, an employee of Weiser and associates may be used to take the minutes but they should be proofed by the Secretary to ascertain they represent an accurate representation of the proceedings of the meetings. The Secretary shall assist the President, as requested, in the event of Executive Council and annual business meetings. Copies of minutes shall be transmitted to all Executive Council Members within thirty (30) days of any such meeting. Minutes of the annual business meeting shall be made available to the membership within forty-five (45) days of the annual meeting.

Areas of responsibility:
The Secretary is expected to participate as a member of the Executive Committee and the Executive Council of the Society at the annual and interim council meetings. The term of office is three (3) years. During meetings and throughout the year, the Secretary is expected to provide advice to the Officers and Council members and to the business office of the Society. It is critical that the Secretary guarantee that all motions and decisions made by Society at the Executive Council and annual business meetings are accurately recorded. The Secretary may be requested to provide information regarding discussions and decisions during Executive Committee, Executive Council and annual business meetings, in particular regarding information that is provided in the minutes of these meetings. The Secretary may be called upon to draft official correspondence pertaining to Society matters on behalf of the Society. The Secretary shall assist in the orderly transition of responsibilities of the office to the newly elected Secretary. The secretary will be responsible for ensuring that Roberts rules of order are followed and for monitoring Executive Council member attendance, as per the By-Laws.
IMMEDIATE PAST PRESIDENT
STANDARD OPERATING PROCEDURE
July 2015

**Description as outlined in CONSTITUTION (ARTICLE III)**
OFFICERS AND COUNCIL

SECTION 1. The management of the Society shall be vested in an Executive Council composed of the elected Officers of the Society and the Immediate Past President.

SECTION 2. The elected Officers of the Society shall be the President, the Vice-President, the Secretary, the Treasurer and twelve (12) Council Members. All elected Officers of the Society must be Active Members of the Society. Additionally, two trainee representatives will represent the Trainee Membership.

SECTION 3. The Executive Committee of the Executive Council shall be the President, Vice President, Treasurer, Secretary and Immediate Past President of the Society.

**Summary of duties as described in BY-LAWS (Article V)**
The Immediate Past President shall serve as the Nominating Committee Chairperson for one year.

**Additional responsibilities of Immediate Past President.**
The Immediate Past President shall advise the standing President as needed concerning past actions of the Executive Committee and Council.
PAST PRESIDENTS GROUP
STANDARD OPERATING PROCEDURE
July 2015 (Richard Sherins & Jay I Sandlow)

Purpose:
The Past Presidents’ Group was constituted in 1982 to serve as an ad hoc advisory group to the standing President.

Member Responsibilities:
1. Serve as advisors to the standing President. Only the standing President carries forward information from the Past Presidents discussions to the Executive Council.

2. Meet once a year at the ASA Annual Meeting (Past Presidents Breakfast) and be available as needed at other times by phone, FAX, or email.

3. Bring forward corporate memory and experience from prior Society activities that are relevant to current questions or concerns of the standing President and/or the Past Presidents.

4. In addition to Past Presidents, attendance/participation at the Past Presidents Breakfasts will include: a) the standing President and b) standing Vice President.

5. The Past Presidents Group will select from its membership a Liaison to the standing President. The Liaison will be selected by the Past Presidents assembled at the annual Past President’s Breakfast.* Selection will be by verbal consensus or formal ballot as seems wise at the time. The Liaison’s term will be for two (2) years with an option for a one-term renewal at the consensus discretion of the Past Presidents.

*It seems wise that the Liaison be chosen from among Past Presidents who have completed their term as President within the last five (5) years. This would help insure the Liaison’s inherent familiarity with present issues.
**Liaison Responsibilities:**

1. Continue in the Liaison position for two years with the option for renewal for a second term (see above).

2. Prepare a brief agenda for the Past Presidents Breakfast discussion considering advice from both the standing President and the Past Presidents that takes into account time for: a) the standing President to discuss issues he/she deems important; b) discussion of unresolved topics from previous meetings and any important follow up discussion of previously resolved issues; and c) new “hot topics” deemed important. The agenda must be mindful that time for discussion is limited to approximately one hour.

3. Keep track of important, unresolved topics that had resulted in previous advice that action be taken.*

4. Distribute the prepared agenda at least one month prior to the annual meeting to the Past Presidents and Executive Leadership using the Business Office.

5. Check with the Business Office to insure that the Past Presidents, standing President, and standing Vice President (President-Elect) have been notified of the time and place of the Past Presidents Breakfast.

   *The Liaison will not be required to attend Executive Council meetings since the Past Presidents group is only an advisory body to the standing President. However, the standing President always has the option to invite the Liaison to attend Council or Executive meetings as needed on a case-by-case basis.

**Business Office Responsibilities:**

1. Inform the: a) Past Presidents; b) standing President; and c) standing Vice President of the Past Presidents Breakfast at the Annual Meeting.

2. Distribute the agenda to all of the intended attendees at the Past Presidents Breakfast in a timely way, at least one month prior to the annual meeting.
EXECUTIVE COUNCIL MEMBER
STANDARD OPERATING PROCEDURE
Revised July 2015 (G. Gerton)

Description as outlined in CONSTITUTION (Article III, Sections 1-4):
The Society is managed by the 18 voting member Executive Council (President, the Vice-President, the Secretary, the Treasurer, twelve Council Members, Immediate Past President, and 2 Trainee Representatives (The Trainee Representatives share one vote between them).)

Summary of duties as described in BY-LAWS ARTICLE IV, Section 5:
The Executive Council shall have authority over all the functions of the Society occurring between meetings of the Society except
(1) as limited by the Society and
(2) the power to amend the Constitution and the Bylaws.

Quorum:
Fifty percent (50%) + 1 of the total number of members serving on the Executive Council (9 + 1 = 10).

When immediate action is required:
When necessary, the Executive Committee can make decisions when all members of the Executive Committee unanimously agree. If there is any dissenting vote, then the approval of two-thirds (2/3) of the Council members will be required. The Executive Committee will provide formal notification of its actions to the Executive Council.

Action against members or officers:
The Executive Council is the Board of Inquiry for all investigations brought against members with regard to the appropriateness of their continuing membership or official position in the Society and shall have the power to terminate membership following a unanimous Council vote. The concerned member may appeal the decision to the membership at the annual business meeting. Two-thirds (2/3) affirmative vote of the present membership are required to sustain the Council decision.

Management firm:
The Executive Council may select in a manner of their choosing an individual or a firm to provide a business office for the daily running of the Society’s affairs. The general duties of the business office and Executive Director are contained in Article III, Section 1 of these bylaws.

Removal of council member due to absences
Any Council member who misses three (3) consecutive Council meetings will be dropped from Council.
**Additional responsibilities of Executive Council members.**

Members of the Executive Council should read the Meeting Booklet that is provided for each interim and annual meeting to familiarize themselves with the finances and committee reports prior to each meeting.

In order to provide for fair and proper procedures at the meetings of the Executive Council, all members should acquaint themselves with the Society’s Constitution and Bylaws and SOPs, and with the basic tenets of Roberts Rules of Order, which will be administered at the meetings by the Secretary. A quick guide is at the end of this section.

**Simplified Roberts Rules of Order**

- **Main ideas:**
  - Everyone has the right to speak once if they wish, before anyone may speak a second time.
  - Everyone has the right to know what is going on at all times.
  - Only urgent matters may interrupt a speaker.
  - The members discuss only one thing at a time.

- **How to do things:**
  1. **You want to bring up a new idea before the group.**
     After recognition by the President, present your motion. A second is required for the motion to go to the floor for debate, or consideration.

  2. **You want a motion just introduced by another person to be killed.**
     Without recognition from the President simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.

  3. **You want to change some of the wording in a motion under debate.**
     After recognition by the President, move to amend by
     - adding words,
     - striking words or
     - striking and inserting words.

  4. **You like the idea of a motion under debate, but you need to reword it beyond simple word changes.**
     Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

  5. **You want more study and/or investigation given to the idea under debate.**
     Move to refer to a committee. Try to be specific as to the charge to the committee.

  6. **You want more time personally to study the proposal under debate.**
     Move to postpone to a definite time or date.
7. **You are tired of the current debate.**
   Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3 vote.

8. **You have heard enough debate.**
   Move to close the debate. Requires a 2/3 vote.
   Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.

9. **You want to postpone a motion until some later time.**
   Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.

10. **You want to take a short break.**
    Move to recess for a set period of time.

11. **You want to end the meeting.**
    Move to adjourn.

12. **You are unsure that the President has announced the results of a vote correctly.**
    Without being recognized, call for a “division of the house." At this point a standing vote will be taken.

13. **You are confused about a procedure being used and want clarification.**
    Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The President will ask you to state your question and will attempt to clarify the situation.

14. **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**
    Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

15. **You want to change an action voted on at an earlier meeting.**
    Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, as 2/3 vote is required.

• **You may INTERRUPT a speaker for these reasons only:**
  • to get information about business – call for a point of information
  • to get information about rules - call for a parliamentary inquiry
  • if you can't hear, safety reasons, comfort, etc. - call for a question of privilege
  • if you see a breach of the rules - call for a point of order
  • if you disagree with the President's ruling - call for an appeal

• **You may influence WHAT the members discuss:**
  • if you would like to discuss something – motion
  • if you would like to change a motion under discussion - amend
• You may influence HOW and WHEN the members discuss a motion:
  ● if you want to limit debate on something – move to limit debate
  ● if you want a committee to evaluate the topic and report back – move to commit
  ● if you want to discuss the topic at another time - move to postpone or lay it on the table
  ● if you think people are ready to vote - move to consider the question

Parliamentary Procedure Motions Chart

<table>
<thead>
<tr>
<th>Motion</th>
<th>S</th>
<th>A</th>
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KEY
S = Must Be Seconded
D = Debatable
A = Amendable
M = Requires a simple majority vote
2/3 = Requires a 2/3 vote
R = May be reconsidered or rescinded

Adapted from Case Western Reserve Graduate Student Senate;
http://www.cwru.edu/orgs/gradsenate/rules/handbook.html

Revised slightly from: http://www.intelec.org/public_docs/intSimplifiedRobertsRulesofOrder.pdf
This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Stated Purpose
The purpose of the andrology laboratory committee is to provide an educational platform for laboratory technologists, clinicians and scientists in order to facilitate enhancement of their performance and service in andrology laboratory services. This will be carried out, in part, through the andrology laboratory workshop (ALW) that will convene in conjunction with the annual meeting of the society. The committee shall be responsible for developing a program, selecting speakers, and submitting the proposed program to the Executive Council for approval at the interim council meeting prior to the annual meeting being served.

Chairperson

Responsibilities of Chairperson and Timeline
1. The Chair is responsible for organizing the upcoming ALW with topics, speakers and budget to be proposed to the Executive Council.
2. The ALW Chair must coordinate with the Program Committee Chair in the interval 12-24 months prior to the planned ALW to avoid redundancy.
3. The Chair is responsible for liaising with the Basic Science Workshop (BSW) Chair and the Laboratory Science Forum (LSF) chair in the interval 12-24 months prior to the planned ALW to identify possible areas of synergy and reduce overlap in the programs of the BSW and LSF.
4. The Chair shall prepare a proposal for consideration at the interim Council including an outline of topics, time course, a budget, proposed speakers and CME-associated documents. The willingness of proposed speakers to participate in the proposed ALW shall be ensured before the program is proposed to the Executive Council.
5. Once the ALW program is approved by the Executive Council, the Chair will liaise with the Management Office regarding requirements for room (i.e. seating, audiovisual, refreshments and food service), distribution and online posting of promotional materials, and preparation of materials suitable for inclusion in the ASA Annual Meeting Program.
6. In addition to their duties planning and implementing the ALW, the Chair and Committee should consider, promote and implement other programs to educate those working in Andrology Laboratory Science. This may including webinars and written materials as appropriate.
7. The Chair is responsible for encouraging the participation of AL Committee members in the activities of the AL Committee.
ARCHIVES & HISTORY COMMITTEE
STANDARD OPERATING PROCEDURE
Revised August 2015 (Steven Schrader)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP.
This SOP prevails if there are any discrepancies.

Responsibilities:
1. To maintain and preserve a living history of ASA
   a. To maintain a photographic catalog of the ongoing and past activities of the society
   b. To maintain digital archives of all minutes of the ASA business meetings
   c. Request past officers to send their correspondence and papers to the committee for archiving select items
   d. To help maintain an online storage site for digital archives of the ASA

2. To make this history available and alive to promote the field of Andrology for future
   a. To submit occasional reviews to the journal related to andrology history
   b. To select when appropriate an ASA Archives and History Awardee (established by Council in 2007)
      i. The purpose of this award will be to reward authors who take the time to research and publish manuscripts that recognize important historical events and scientists in andrology. This award would be regulated by the ASA Archives and History Committee and the award would be presented at the Annual Meeting.
      ii. This non-monetary award will consist of the following:
          1. A letter of recognition from the President
          2. A framed certificate designed by the Archives and History Committee and signed by the committee and the ASA President

3. Tasks for annual meeting
   a. Prepare and post poster of a “selected” long term member’s career
      i. Guidelines are needed to ensure an equable selection process
   b. Prepare and post posters “in memorial” of ASA leader’s deaths highlighting their career.
      i. Guidelines are needed to ensure an equable selection process
   c. A photography team should be co-opted to photograph both the science and social highlights of the meeting. (photographers need to respect attendees and requests not to be photographed)
      i. ASA awards – including student travel awards
      ii. Keynote speakers
      iii. Receptions
      iv. Banquet
      v. Poster sessions
d. Upload photographs onto a membership shared website. Make copies of photographs available to membership.

4. Reporting
   a. A report of the Archives committee should be submitted to the interim and annual council meetings.
   b. Budget requests (in any) should be submitted to the interim and annual council meetings.
This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

(1) Appointment and consideration of committee members: The Awards Committee Chair is appointed at the time of the Annual Meeting of the Society by the incoming President. The Chair is usually, but not always, selected from the current committee members. The Chair serves for at least one year and thereafter remains a member of the Committee for a period of at least another year. Historically, there has been an effort to rotate PhD and MD chairs. A good committee size is 13-15 (odd number to avoid ties), with a mix of clinical/basic, male/female, and research areas.

(2) The ASA’s major awards: Distinguished Andrologist Award (DA), Matthew P. Hardy Young Andrologist Award (YA), and Distinguished Service Award (DSA)

Call for Awards Nominations: In the late spring/early summer, an announcement should be prepared by the Executive Office to solicit nominees for the DA, YA, and DSA. The announcement should be approved by the Awards Committee Chair before being sent out from the Executive Office to Society members by email. Society members should be provided information as to where to find a listing of past award recipients, and the deadline for receipt of nomination materials. Typically, the deadline is mid-August.

(a) Nomination materials: Nomination materials include a letter from the nominator, the candidate’s CV, and at least two additional supporting letters. Nominations are considered active for three years. The Awards Committee Chair may opt to contact the nominator of a previous nominee to obtain additional or updated materials.

Distinguished Andrologist Award

By-laws: This is the highest award of the Society, presented annually to an individual who has made an outstanding contribution to the progress of Andrology.

Call for Nominations form: The Distinguished Andrologist Award is presented to a senior investigator who has made outstanding contributions to the progress of Andrology. The recipient does not have to be a member of ASA.

DA criteria:
Research contributions (basic and/or clinical), including awards received
Other contributions (educational, service, mentoring, clinical) that impact andrology
Strength of supporting letters

Matthew P. Hardy Young Andrologist Award
By-laws: This annual award is bestowed upon an Active Member of the American Society of Andrology who at the time of the award, is less than forty-five (45) years of age and who has made significant contributions to the field of Andrology.

Call for Nominations form: The Matthew P. Hardy Young Andrologist Award recognizes the contributions to the field of Andrology by an active member of the American Society of Andrology who is less than 45 years old at the time of the award.

YA criteria:
Research contributions
Other contributions (educational, service, mentoring, clinical)
Contributions/service to the ASA or other societies
Strength of supporting letters

Distinguished Service Award
By-laws (and Call for Nominations form): This award is bestowed annually to recognize an individual who has provided distinguished service to The American Society of Andrology. The recipient must have been a member of the Society for at least ten (10) years, must have no direct affiliation with the organizational sponsors of the award, and must have served the Society in at least three (3) of the following categories: (1) Chair of Standing Committee; (2) Member of the Executive Council; (3) Editor of the Journal of Andrology or Andrology; (4) Chair of the Annual Meeting; and/or (5) Officer of the Society.

(b) Selecting awardees: The Chair collates all nominations and sends the information to all committee members by email. Prior to a vote, the ASA Executive Office can arrange a conference call to discuss the candidates. The Chair tallies the votes for each award and then confirms these selections with the Committee members.

(c) Presentation to Executive Council: A report is prepared by the Chair for presentation at the Interim Executive Council meeting in the fall. The presentation includes the names of Awards Committee members and the names of those selected for the Distinguished Andrologist, Distinguished Service, and Matthew P. Hardy Young Andrologist Awards.

(d) Notification of awardees and awards presentations at the annual meeting: Following approval from the Executive Council, the Awards Committee Chair notifies the ASA Executive Office of the winners so that plaques and checks may be prepared for presentation at the annual meeting. The recipients of the DA, YA, and DSA are notified by the President or the Awards Committee Chair. The primary nominators of award recipients introduce the recipients at ASA’s Annual meeting. This is arranged by the Awards Chair. Nominators of unsuccessful applicants should also be notified.

(3) Trainee Awards: Outstanding Trainee Investigator Award, four Trainee Merit Awards, Anna Steinberger Female Trainee Research Excellence Award
(a) Preparation of abstract submission form (early fall): Candidates indicate on the abstract form that they are trainees (student in a degree-granting program, postdoctoral fellow, or medical intern or resident) and are the first and presenting author of the abstract.

(b) Review of abstracts: Trainee abstracts will be emailed to the Awards Committee Chair by the ASA Executive Office. A spreadsheet is provided that lists eligibility and additional information about each candidate, as well as an average score assigned by the Program Committee. The Chair then sends the abstracts and spreadsheet to the committee members who rank the candidates. The top 10-16 trainee abstracts are selected as finalists. There should be a mix of clinical and basic abstracts as finalists for the trainee awards.

(c) Arrangements of finalists for the meeting: Any trainee selected as a finalist for a trainee award must present a POSTER. If the Program Committee has selected the same individual for an oral presentation, the Executive Office will contact the trainee to provide him/her the opportunity to present a poster in addition to presenting orally. Those who decline to present a poster cannot be considered for a trainee award. The trainee finalist posters should be scheduled for the FIRST poster session to allow sufficient time for the Awards Committee to convene and select the winners.

(d) Preparation for the annual meeting: Before ASA’s annual meeting, the Awards Committee Chair should contact Committee members to determine who will/will not be attending the meeting. If insufficient numbers of committee members are attending, additional poster judges may be recruited. Members of the Awards Committee will be assigned subsets of abstracts to judge and score by the Chair. Effort should be made to get a mix of clinical and basic winners for the trainee awards.

(e) Four Trainee Merit awardees will be selected. Ideally, two should be PhD and two MD trainees. One individual will be chosen for the Anna Steinberger Female Trainee Research Excellence Award, and one for the Outstanding Trainee Investigator Award.

(f) The President, or the Chair of the Awards Committee, will announce the winners of the awards in a forum selected by the President. Attendees of the ASA meeting, including trainees, should be notified of the forum in which the trainee winners will be announced.
BASIC SCIENCE WORKSHOP
STANDARD OPERATING PROCEDURE
Revised August 2015 (P.Y. Liu, M. O’Bryan, C. O’Flaherty and E. Snyder)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Information from ASA Bylaws:
Refer to Bylaws Article 5, Section 3, Basic Science Workshop.
BASIC SCIENCE WORKSHOP COMMITTEE: The Basic Science Workshop Committee Chair will oversee all aspects of the committee responsibilities and appoint the Workshop Chair by the time of the annual meeting that is one year prior to that of the workshop. The basic science workshop is held on the day immediately preceding the start of the annual meeting in alternating years when there is no Testis Workshop. A Workshop Chair will serve for two years and remain as a committee member for an additional two years. The Workshop Chair, in consultation with committee members, will decide the overall program emphasis and its organization as well as recommend fees to be paid by delegates, and as necessary request financial support from the Executive Council. The Basic Science Workshop Committee is charged with developing a program for the Workshop, submitting the program outline with key speakers to the Executive Council for approval at the interim Council meeting prior to the annual meeting being served, advertising the workshop to recruit Annual Meeting delegates as speakers and facilitating onsite organization of the event.

Chairperson(s)
Ideally two Chairpersons shall lead the Basic Science Workshop Committee, in staggered terms. Since the workshop is held every other year, each chairperson should serve at least 2 years, and then remain for another 2 years to assist the next chairperson organize the next workshop. They will be responsible for selecting committee members with approval from the ASA Vice-President.

Information provided to recruit delegates and inform CME:

ASA Basic Science Learning Outcomes:
- Features of a healthy male (using research models – Sheep, insects, mice, humans, etc.)
- Features of a male with disrupted reproductive capacity
- Established and cutting-edge tools for understanding the basis for normal and disrupted spermatogenesis.

Note: These outcomes are intended to ensure the Basic Science Workshop addresses all aspects of male reproductive health; non-testis biology is welcome!

Key Objectives of the ASA Basic Science Workshop
1. To enhance exposure of ASA delegates to Basic Research opportunities of relevance to Andrology.
2. To provide a specific opportunity for ASA members and conference delegates to share their technical and experimental basic research capacities, and to learn about those of their colleagues.
3. To offer early and mid-career researchers in our discipline the opportunity to provide an invited oral presentation, to serve on an ASA committee and to play an active role(s) in an ASA meeting event.
4. To enhance informal dialogue between ASA delegates.

**Typical Organization**

The BSW runs from approximately 9 am to 4 pm on the Saturday of the meeting start day. Three sessions or presentations of about two hours’ duration are interspersed with one short (30 min break) and one longer one (45-60 min for lunch) break.

There may be independent themes for each of the three sessions, or they may be linked, depending on the objective of the BSW Chair, access to speakers and input from the Committee. Ideally there will be a different chair for each of the three sessions as a way of giving profile/chairing practice to emerging researchers.

The structure is flexible to meet the needs of the ASA delegates, capitalize on the Annual Meeting Program speakers and create opportunity for “Volunteer” speakers from amongst Workshop delegates.

It is recommended that the BSW Chair liaises directly with the Annual meeting co-chairs and the chair of any simultaneous workshops (e.g. Andrology Lab Workshop) to identify high profile, established research leaders who may be appropriate to present at the Workshop in addition to in the annual meeting. The possibility of having a shared luncheon speaker with a concurrent workshop should be considered as an avenue to draw clinical and basic research interests together; this is not essential. Identification of a high profile first speaker in the Workshop should be considered to ensure international travelers and students are enticed to attend for the entire day.

**General Timeline of Responsibilities**
• In the interval 12-24 months prior to the meeting, BSW Chair and Committee liaise to identify desirable topics and formulate general topics for BSW. BSW Chair to liaise with Program Committee co-Chairs to identify opportunities to recruit speakers for the BSW and identify areas of possible complementarity.

• In the year (0-12 months) prior to the meeting, BSW Chair and Committee works to recruit speakers and delegates, including through email blasts delivered to ASA members and delegates at regular intervals. These will include Programing information, as available.

• In year prior to the meeting, BSW Chair to liaise with Andrology Laboratory Workshop and Laboratory Science Forum Luncheon organizers to identify possible areas of synergy, and consider lunchtime overlap.

• In the year prior to the meeting, BSW Chair should liaise with Conference Secretariat regarding requirements for room (i.e. seating, audiovisual, refreshments and food service), to distribute and post (online) promotional materials and to prepare materials suitable for inclusion in the ASA Annual Meeting Program.

• BSW Chair prepares reports to Council for mid-year (~Sept/Oct) and AGM (~April) meetings. Mid-year report prior to the meeting should include budget request to Council and complete CME and associated paperwork, with guidance from Conference Associates.
COMMUNICATION AND MEDIA COMMITTEE
STANDARD OPERATING PROCEDURE
Revised July 2015 (Sarah Kimmins)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Members
The CMC includes people with expertise in different areas of Andrology, and well as the Chair of the Journal Committee. A few months before the ASA Annual Meeting, the Chair sends thank you letters to members rotating off the committee and invitation letters to new or returning members to serve on the committee as per the templates presented below:

Template for invitation letter

Dear Dr. [______],

As Chair of the Communication and Media Committee (CMC) of the American Society of Andrology (ASA), I am writing to invite you [to continue] to serve as a CMC member. I believe that your [continued] participation on the committee will help us move toward our goals.

The CMC is responsible for all non-journal publications. This includes the Handbook of Andrology, the ASA website, Social Medias, and a Newsletter. I have copied below the Bylaws that were approved by ASA members in order to give you a clear idea of the responsibilities of the CMC:

“The Committee shall consist of the Chairperson, the Chairperson of the Journal Committee, and at least five (5) other members. The Chairperson shall serve for at least two (2) years and thereafter remain a member of the Committee for at least one (1) year. The Committee shall promote knowledge of male reproductive science and health using a diversity of non-journal publications (e.g., quarterly newsletter, Handbook of Andrology), have oversight approval of the Society’s web page (produced and maintained by the Business Office or other designee of Council), and promote the image of ASA to members, trainees, and the public. The Committee will establish guidelines governing content of the Society’s social media (e.g., Twitter, Facebook, LinkedIn), but it is not intended that the Committee should approve every comment posted by members; rather members must agree to conform to the Society’s guidelines. The Committee may designate someone to monitor postings to assure adherence to the guidelines. The Committee will publicize any special educational material Council has approved to produce or sponsor, but will not have responsibility for content thereof. The Committee does not have responsibility for meeting booklets or abstracts associated with the Annual Meeting.”

Appointments are for one (1) year and can be renewed. As a member of the Communication and Media Committee, your term would begin at the ASA Annual Meeting in [city (year)], and end a year later at the ASA Annual Meeting in [year]. The Communication and Media
Committee (MCM) will meet during the ASA meeting in [city] next month. If you attend the ASA meeting, your participation to the MCM meeting will be expected.

One of the reasons for the success of ASA is that members like you have been willing to contribute valuable time and effort to serve. [I know that you have been an active member of the MCM and I would understand if you couldn’t continue]. So feel free to accept or not. An answer at your earlier convenience would be appreciated.

Responsibilities
1. **Homepage** The MCM will have oversight of the electronic homepage for the Society. In situations where the Council wishes to seek a new person or organization to develop and maintain the homepage, the MCM will oversee the bidding process and make recommendations regarding the applicants to the Council.

2. **Foreign language translations of the Handbooks** The MCM will handle all requests for foreign language translations of the Handbooks and determine the need and demand for such requests. The committee will examine the translations prior to publication or seek expertise when required to ensure accuracy. The MCM will also have the responsibility to establish and collect royalties from these translations.

3. **Reprints of articles from the Handbooks** The MCM will handle all requests for bulk reprinting of articles from the Handbooks by educational and business concerns. The MCM will establish guidelines for royalty payments for various types of reprints.

4. **Electronic and additional print editions of the Handbooks** The MCM will oversee production of potential new editions of the Handbooks, and will also be responsible for putting electronic versions of the Handbooks on the Web site.

5. **Copyright permission for figures or articles from the Handbooks** The Chair of the MCM will handle all requests for permission to reproduce copyrighted material from the Handbooks.

6. **Publication of the ASA Newsletter** The MCM will be responsible for authorizing the resumption of publication of the ASA Newsletter, choosing editors of the Newsletter, deciding the format in which the newsletter is to be published, and overseeing the publication process.

7. **Social Medias** The MCM will have oversight of the ASA social media content (e.g. Facebook, Twitter, LinkedIn) in accordance with to the ASA Social Media Guidelines.
This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Article V, Section 3 of the By-Laws of the Society stipulates that the Chairperson of Constitution and By-Laws (C&BL) Committee shall serve for at least one year and shall remain as a member of the C&BL Committee thereafter for an additional year. The duties of the C&BL Committee shall be to make recommendations to the Society for such changes in the C&BL as may be required for the legal and proper conduct of the Society’s business.

1. The Committee responds to requests for changes in the C&BL by the Executive Council members or other groups or individuals within the Society in compliance with Article V of the Constitution.

2. Upon receipt of the requests in writing or by electronic mail which stipulate: 1) which section of the By-laws requires action, 2) what changes are requested including suggested wording of the desired amendment, and 3) the reason for these changes, the Chairperson of the C&BL Committee, in consultation with the members of the Committee and the Chairperson of the committee under whose purview the changes will fall determine if a recommendation for a vote is to be put forward to the Executive Council. If a decision is made to recommend the proposed amendment to the Executive Council the Chairperson in consultation with the Committee will draft suggested wording for the change(s).

3. Once the wording of the amendment is agreed upon the Committee shall submit the amendment to Council for review and a vote for approval or disapproval. If the request originated from Executive Council, this step is omitted.

4. Upon receiving the approval of Council for the amendment, the Chairperson of the C&BL Committee shall prepare a statement including the exact changes proposed and the reasoning behind the proposed changes, and forward the statement to the business office.

5. The business office will prepare the ballot, present it to the membership for a vote, and collect and tally the results in a manner consistent with Article V of the Constitution and Article IX of the By-laws.

6. Upon notification by the business office of a vote by the membership for approval of any amendments, the Chairperson shall provide to the business office an electronic document of the Constitution or By-Laws as amended. The current C&BL shall be posted immediately on the Society’s website and be made available to the membership consistent with Article V of the Constitution.
DIVERSITY COMMITTEE
STANDARD OPERATING PROCEDURE

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Purpose:
1. Assure diversity in membership and participants (e.g., speakers, chairs) in programs and courses sponsored by the ASA.
2. Identify new sources and seek funding for minority participation and travel to the annual meeting.
3. Increase participation in the field of male reproduction for underrepresented minority beyond a trainee-limited focus.
4. Outreach efforts to enhance diversity in academic training and disciplines of ASA members.

Goals and Role:
1. The ASA Diversity Lecture: Since 2014, the main program of the Annual Meeting includes the Diversity Lecture. The speaker is nominated by the Diversity Committee. Funding may be available from an independent grant to the Diversity Committee.
2. In consultation with the Program Chair and ASA President, the committee suggests names for speakers and co-chairs at the Annual Meeting.
3. The committee develops initiatives to attract members from diverse but allied fields and underrepresented scientists and health care workers into joining the ASA.
4. Diversity Chair and committee work collaboratively with the Chairs and Committees for Membership and Trainee Affairs to increase minority participation in ASA.
5. Jointly plan and sponsor the annual Mentoring Luncheon in association with the Trainee Affairs Committee.
6. The Chair writes reports on activities for presentation at the ASA Council meetings.
7. The Chair maintains a liaison with the Diversity Committee or Minority Affairs Committee established by other societies, such as FASEB, SSR and ASCB.
8. Jointly plan materials to be displayed and promoted in the ASA social media and website.

Timeline:
January- December: Activity #1-4 and #7,8
April and October: Roles #5, 6

Chair spends an average of 1 hour workload each week.
**Responsibilities of the ASA Diversity Committee Members:**

Members of the Diversity & Minority Affairs Committee serve as a resource of ideas for developing new initiatives to meet the overarching goals of this committee. The members are expected to keep communication open to the Chair through an open exchange of suggestions and comments, largely through email, video or voice conference calls over the internet. At the ASA Annual Meeting the members meet as a committee. The Committee members are also actively involved in planning and implementing “Diversity Initiative Activities” promoted during the ASA Annual Meeting.
Committee Goals
- Create a culture of stewardship within ASA membership
- Identify funding requirements for all lectures, awards and activities
- Develop annual fundraising campaign with appeals for specific funds and donors
- Seek donors for immediate and deferred giving opportunities
- Oversee activities of fundraising professional consultant
- Maintain donor database in Little Green Light software
- Serve as liaison with The Cleveland Foundation, ASA asset manager and organization partner
- Regularly review policies relating to endowment and development for approval by Executive Council
- When needed, create task groups that support current activities such as Policy Review, planned giving, specific fundraising appeal, etc.

Committee Composition
- Chair term is three (3) years
- Chair will recruit a committee with special emphasis on individuals who are interested in fundraising and have wide contacts within ASA
- President, Treasurer, Finance Committee, Industrial Relations Chairs are Ex-Officio
- Includes Chairs of Membership and Communications Committees, at least one trainee member
- Should include members who are willing to help solicit donors and lead Appeals

Consultant
- Recognizing that external fundraising expertise is required, the Committee will research and recommend the service of a Certified Fundraising Professional (CFRE) for approval to Council at the Annual Meeting.
- In conjunction with Committee Chair(s), Consultant will plan and execute the Annual Fundraising Plan, manage the ASA Fundraising database, coordinate donations with ASA Management, ensure that gift acknowledgements are sent and assist the Committee with any tasks needed to achieve the fundraising goals. This includes developing the campaign and its component appeals, working with the Cleveland Foundation, soliciting donations, tracking progress and reporting achievements to membership.
- Staff table at Annual Meeting and solicit donations
- Committee chair(s) oversee consultant work
Committee Actives

July
- Analyze last Fundraising Campaign
- Prepare Annual Fundraising Campaign Outline
- Identify key solicitors for specific appeals
- Review endowment fund levels and determine goals
- Meet with Cleveland Foundation manager about fundraising best practices and opportunities

August
- Prepare Annual Fund solicitation letter for management to send with Dues notices
- Assist appeals solicitors with donor prospect identification and solicitation

September
- Prepare Annual Fund solicitation letters to send to each Life Member
- Submit Interim Council Report that includes motion to approve Annual Fundraising Plan.

October
- Present Annual Fundraising Campaign at Council meeting with motion to approve

November
- Prepare Year-end giving solicitation letter

December
- Management sends Year-end giving solicitation letter

January
- Continue follow-up with appeals key solicitors
- Update LGL with membership data obtained from management

February
- Identify Lead donors and prepare solicitation materials

March
- Prepare materials needed for Annual Meeting

April
- Consultant staffs table at Annual Meeting
- Face-to-Face committee meeting

May
- Follow-up to Annual Meeting
- Prepare Close the Gap giving solicitation letter

June
- Management sends Close the Gap giving solicitation letter
- Chair, Consultant and Committee members make specific solicitations
EXECUTIVE OFFICE
Revised July June 2015 (JJ Tremblay, D Rostamian)

A. Administrative/Executive Services

1. Serve as the office of the American Society of Andrology.
2. Serve as the registered agent for ASA and as Secretariat of the Society, maintaining and protecting official records and files.
3. Attend all ASA Council meetings and plan, organize and coordinate all aspects of these meetings.
4. Prepare Council meeting agendas, reminders and other informational materials.
5. Assist with site selection and coordination of details for Council meetings.
6. Implement decisions of the Council within the scope of the contract.
7. Work with the President to develop an outline of the duties for chairs and committees in accordance with the SOPs, and issue reminders to keep committees on course.
8. Coordinate membership campaigns, membership recruitment, processing of new members, maintaining membership records, and working to retain members.
9. Work with all committee chairs especially the Awards, Nominations, Finance, Future Meetings, Membership, Communications and Media, Program and Local Organizing Committees to ensure they meet their goals and deadlines.

B. Information Management Services

1. Coordinate the publication of newsletters.
2. Maintain and update the ASA databases.
3. Maintain bookkeeping, daily correspondence, record-keeping, mailing labels and lists.
4. Process mail, respond to correspondence promptly, handle all telephone inquiries, and coordinate the mailing of various communications.
5. Review ASA’s mail and forward or answer as appropriate.
6. Provide ASA dedicated phone line with ASA greeting and voice mail.

C. Financial/Accounting Services

1. Establish bank accounts
2. Receive, deposit and record income
3. Pay bills of the Society
4. Compile monthly reports on revenue/expense including preparation of monthly balance and profit/loss sheets. Financial Reporting includes:
   A. General Operating Reports
      1) Balance Sheet
      2) Operating Statement
3) Budget to Actual Report ((year end only)
4) Check Register
5) Account Reconciliation and Transaction Detail
6) Income and Expense Detail
7) Member Reconciliation to Dues & Contributions Income
8) Annual Dues Non Payment (delinquent) Report
9) Adjustment Detail Report
10) New Member Tracking by Source
11) Membership Detail and Summary listing by Member Status
12) Alphabetical Membership Listing
13) Membership Category Transfers and Candidates Detail
14) Administrative Update Report
15) Other Historical vs. Current Results analysis

B. Meeting Related Reports
1) Meeting Attendance Summary by Type
2) Meeting Income & Payments Income Summary
3) Member Transaction Detail
4) Meeting Sales and Transaction Detail by Event
5) Aids & Grants Listing Detail
6) Meeting Accounts Receivable Detail
7) Meeting Cancellation Detail
8) Meeting Attendance Detail by Member
9) Meeting Attendance Listing with Addresses

5. Work with Finance Chair to compile and monitor annual budget
6. Work with President, Treasurer and Finance Chair to obtain contracts
7. Work with audit firm on annual basis for fiscal review and tax forms.
8. Provide a leadership role in keeping costs low —e.g. for publication of the journal, mailings, etc.
9. Provide leadership in ascertaining the costs for specific activities, programs, and individual decisions
10. Assume responsibility for renewal and continuity of ASA’s insurance policies.

D. Services Specific to the Annual meeting & Post Graduate Program & Testis Workshop
All Services related to the Annual meeting and only where *designates services related to Post Graduate Program and + designates services related to the Testis Workshop. Annual Meeting and Post Graduate Program occur annually. Testis Program occurs bi-annually.
A. PRE MEETING PLANNING/ADMINISTRATION

1. Site recommendation and analysis and/or analysis of site selected by Committee.
2. Hotel and facility contracting and negotiations.
3. Arrange schedule, coordinate and attend site visits and inspections.
4. Negotiating and contracting of audio-visual, decorating, security services and other on-site service vendors. *+
5. Meeting budgeting. *+
6. Manage, direct and obtain continuing medical education accreditation. Adhere to all regulations, and ensure timely submission of reporting requirements.*
7. Confirm speakers and moderators. Confirm and arrange their AV requirements, handout or syllabus information and advise of reimbursement and expense guidelines. *+
8. Write, prepare and design “Call for Abstracts” solicitation. Provide camera ready, electronic file to printer.
9. Coordinate abstract receipts, enter in computer, produce reports, and work with program committee. Prepare abstracts for program book.
10. Maintain historical database of abstracts received by submission.
11. Mail abstract receipt confirmation notices upon receipt of abstract.
12. Mail abstract acceptance and denial letters.
13. Serve as liaison for Program Committee for session moderators and guest speakers as requested and needed. *+
14. Write, prepare and typeset (design) attendance promotion and publicity, and meeting registration brochures. Supply printer with Camera ready electronic file. *+
15. Write, prepare and typeset CME forms.*
16. Write and prepare meeting evaluations.*
17. Manage, coordinate, and advise Arrangements Committee on activities relating to all aspects of annual meeting including event planning, optional activities, menu suggestions, transportation needs, etc. to ensure attractive social program. Make arrangements of same when requested.
18. Arrange for signs, equipment and supplies needed for each meeting. Provide Camera ready, electronic file, to sign maker when applicable. *+
19. Prepare & design program meeting book and other written ancillary meeting materials. Provide camera ready, electronic file, to printer. *+
20. Develop and implement exhibit sales solicitation plan to include an aggressive pursuit of exhibit sales.
21. Write, prepare, typeset, and mail exhibitor solicitation promotion and publicity materials.
22. Collect, receive, and deposit payments relating to exhibit sales.
23. Write, prepare and mail exhibitor confirmations. Obtain badge information.
24. Prepare & distribute exhibitor service packages.
25. Manage and coordinate all aspect of exhibits including layout and assignment, regulations, and exhibitor service needs.
26. Develop and implement Aids & Grants fundraising plan.
27. Write, prepare, design and mail Aids & Grants solicitation promotion and publicity materials.
28. Extensive & ongoing work with industry to secure Aids & Grants funding, including telephone contact and relationship building.

B. PRE - REGISTRATION
1. Receive & process meeting registration receipts. Make deposits of same. *+
2. Send individualized and detailed meeting registration confirmations. *+
3. Prepare meeting badges for meeting registrants and exhibitors. *+
4. Prepare individual meeting packets with name badges, tickets, meeting registration listing of attendees and exhibitors, and other information. *+
5. Prepare exhibitor meeting packets with name badges, tickets, meeting registration listing of attendees, etc.
6. Keep ASA informed about registrations. Provide detail reporting of registrations by category and registration listings for both included and optional events. *+

C. DURING MEETING
1. Manage and work registration desk to include pre and on site registrations. *+
2. Direct and manage all on-site service vendors. *+
3. Direct and manage exhibits and exhibitor needs.
4. Manage and Coordinate meeting events and optionals.
5. All aspects of general on site meeting management. Attend and trouble-shoot. *+

D. POST MEETING
1. Speaker & Moderator acknowledgments *+
2. Process Speaker Reimbursements and honoraria (if applicable) *+
3. Prepare, mail, compile and report exhibitor surveys.
4. Compile and report meeting attendee surveys.
5. Audit and billing registration
6. Financial reporting *+
7. Prepare and mail final CME reporting requirements.*
E. OTHER RELATED—SITE INSPECTIONS & FUTURE MEETING EXPLORATIONS
   1) Coordinate all aspects of site inspections & future meeting explorations.
   2) Prepare agenda and schedule meetings with hotel and contractors.
   3) Provide resource book for attendees of inspections and explorations.
   4) Coordinate Travel and other logistics for ASA representatives in attendance.
   5) Attend Site inspections and Future meeting explorations.
   6) Process reimbursement checks
   7) All Follow-up as necessary.

E. Andrology Journal Management
   1. File maintenance of those ASA members who are to receive online journal access and those ASA members who paid additional to receive a print mailed version.
   2. Act as the liaison with Wiley Printing and submit mailing lists for issues: ASA members only.
   3. Coordinate with Wiley Printing regarding ASA Annual Meeting Abstract Supplement. The business office will layout and design supplement, while Wiley will print and/or publish on the Wiley access online.
FINANCE COMMITTEE
STANDARD OPERATING PROCEDURE
Revised June 2015 (JJ Tremblay, M Palladino)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Responsibilities
(as outlined in the American Society of Andrology By-Laws, Article V)
The Finance Committee will monitor the cost centers of the Society, and with the assistance of the Committee Chairpersons and Officers of the Society will prepare a draft budget for consideration by Council together with recommendations for changes in annual dues when necessary. The Committee Chairperson shall approve all contracts. The Committee Chairperson will also make recommendations to the President regarding long-term growth and management of the Society’s finances. The Finance Committee shall annually examine the books, accounts, and vouchers of the Society provided by the business office and a report of this examination will be made to the Executive Council by the Committee Chairperson. The Finance Committee will review any audit of the books of the Society made by the independent auditing firm (as per Article IV, Section 4 of the Bylaws) and report the results to the Executive Council. The Committee will monitor the solicitation of funds for the Society and with help from the business office provide the Executive Council a list of donors on a yearly basis.

Composition of the Finance Committee
The Chairperson shall serve for a term of three (3) years, and that term shall not be coincident with the term of the Treasurer (Article V of the By-Laws). The members should include the President and three active members. The Treasurer will be an ex officio member (Article V of the By-Laws). The Finance Chair will attend all Council Meetings but will be a non-voting member at Council. The Finance Chair/Committee will be obliged to follow ASA By-Laws and approved motions by the ASA Council.

Duties
I. Preparation of Budgets
The major responsibility of the Finance Chair and her/his Committee is to submit budgets and monitor them for the Society. The budgets are designed to assist in long-term economic planning for ASA and to provide spending guidelines to committees. In order to do this effectively, the Finance Chair/Committee should be completely aware of the activities of the Society, the activities of all the ASA Committees, the Constitution and By-Laws, and actions taken by Council as reflected in the minutes over the past several years. The Chair/Committee should be aware of all fiscal ramifications from each committee by familiarizing themselves with the SOP for each committee. At Council meetings, the Finance Chair should monitor all recommendations/motions
that have fiscal impacts on ASA and provide advice as appropriate. Immediately prior to each Council meeting (Spring and Fall), the Finance Committee Chair meets with the Executive Committee of the ASA Council to assess them of the fiscal affairs and provide advice/input. Thus, the Chair must plan on arriving early on the scheduled day of the ASA Council meetings.

**The budget of the Society consists of five basic Cost Centers:**

- Executive Council
- Publications
- Business Office
- Annual Meeting
- Testis Workshop (biannually)

All cost centers except for the Business Office should have revenue in excess of expenses. The resulting revenue is used to manage the Society through the employment of a management firm (Business office).

**Revenue**

**I. Executive Council**

- Member dues: These are set by Council following recommendations from the Finance Committee. A portion of the dues ($60 as of 2013) goes to the Publications cost center to pay for the journal *Andrology*, which each full member (not Trainee) receives.
- Operating Accounts Income: interest, capital gains, etc.
- Endowment Fund Income: from investments
- Endowment Fund Contributions
- Restricted Asset Fund Contributions
- General Contributions: grants and donations for awards and miscellaneous income

**II. Publications**

- Active Member Journal Income: Wiley-Blackwell royalties from non-member subscription income
- Commercial Reprint Sales

**III. Business Office**

- Mail List Sales
- Job Postings

**IV. Annual Meeting**

- Registration fees: including the Andrology Laboratory Workshop, Basic Science Workshop and optional events such as the banquet.
V. Testis Workshop
   - Registration Fees
   - Donations and Contributions

Expenses
I. Executive Council
   - General: Executive officers’ costs, Council meetings & meals, Council travel
   - Insurance
   - Audits/reviews, investment advisor
   - Committee Expenses, particularly Membership, Trainee affairs, International Liaison Committee, Awards Committee
   - Website
   - ISA dues

II. Publications
   - Subscription expenses
   - Travel expenses for the Chair of the Journal Committee (JC)
   - Luncheon for the JC and Editorial Board

III. Business Office
   - Management fees
   - Office expenses: phone, fax, postage, printing
   - Staff travel
   - Bank service charges

IV. Annual Meeting
   - Named Awards, NIH Grant Awards, Intl Awards
   - General Expenses: postage, abstract forms/mailings, marketing, poster boards, exhibitor booths, A/V, etc.
   - Meals & Entertainment: receptions, banquet, coffee breaks, and named luncheons
   - Program: speaker honoraria, speaker travel
   - Andrology Workshop: speaker honorarium, speaker travel, breaks, A/V, handbooks
   - ASA Clinical Symposium
   - ASA Basic Science Workshop
V. Testis Workshop

- Speaker Expenses & Honoraria
- A/V
- Breakfast & breaks
- Management fee

Budget Time-line

1. **Spring Council Meeting** (at the Annual Meeting)

Submit budget for the upcoming fiscal year (July 1, 20B to June 30, 20B).

Approximately one month prior to a Council meeting, the Finance Committee report is due at the Business Office so that it can be included in the Council Meeting agenda. Thus, one month before the report is due (2 months before Spring Council), all Committee Chairs should be asked to submit their budgets for the upcoming fiscal year. The Business Office will do this solicitation. The committee budgets should be sent directly to the Finance Chair. The most significant budgets to be incorporated will be from the Journal Committee, the Annual Meeting Program Chair and the Post-Graduate Program Chair. Incorporate these requests into the budget as seen fit and be ready to provide reasons for changes or lack thereof at the Council meeting. Also, be ready to recommend budget decisions and/or changes to the Council as need be in order to maintain the fiscal health of the Society. Decisions for budgets are, to a large degree, based on signed contracts, previous year’s expenses/income and foreseen trends. For the annual meetings, direct expenses will vary year-to-year and estimates can be made based on negotiations with the hotels and local service providers as well as input from the Program Chair who should know one year in advance a) the number of speakers, b) the speakers who are members vs. non-members, c) the travel estimates for the non-members.

A motion must be made by a Council member for approval of the budget after Council discussion. **It is important that a balanced budget be submitted and approved.** When spending increases are approved by council, a mechanism for cost recovery must be put in place to allow for a balanced budget for that fiscal year. Deficit Budgets should not be approved.

2. **Interim (Fall) Council Meeting**

An assessment of the previous year’s budget is provided to the Council. This is best done by chart comparisons of major cost centers to previous years. Significant overages and underages for cost centers should be explained. This will require extensive examination of spending and income trends prior to the meeting. Recommendations for changes in policies based on the fiscal status of specific cost centers should be made.

**II. Monitor Cost Centers**

The monthly Balance Sheet/Profit and Loss statements are sent to the Treasurer, whose job it is to follow and correct. The Finance Chair also receives a copy and should go over it as well to assure
a system of checks and balances. Questions should be directed to the Treasurer and management firm accountant. Of particular importance is to assess that income and expenses are meeting the budgetary guidelines. If things are “off,” inquiries should be made and actions taken as appropriate. The President should be aware of any difficulties at all times and important decisions must go through either the President or the Executive Council.

Policy approved by Executive Council in the Fall of 2000 states that ALL overages in spending from the amounts approved in the budget MUST be approved by the Finance Chair and/or the Treasurer, and each must keep the other as well as the President apprised of these details.

III. Monitor and approve ALL contracts entered into by ASA

Contracts will include, but are not limited to, management firm contract, publishing contract for *Andrology*, editorial staff contract/agreements, hotel contracts for annual meeting, all other contracts for assistance, entertainment, etc., for the annual meeting Special Symposia and Testis Workshop. Prior to signing any contract, the President must get approval from the Finance Committee Chair.

IV. Audit Reports

The By-Laws require that the Treasurer solicit an independent audit or review of the Societies books on an annual basis. The decision to request a full audit or a less comprehensive review is made by Council vote at the fall meeting. The Treasurer is to ask for this in her/his report at the Fall Council meeting. The results of this review/audit are to be provided to the Finance Chair/Committee, who will assess them and report on them to the Council at the Spring Meeting.

V. Monitor Solicitation of Funds

The Endowment and Development Committee (EDC) has the responsibility of fund solicitation, which includes donors, exhibitors and sponsorship of the annual meeting. It is critical that these corporations and individuals receive appropriate acknowledgment for their donations at the annual meeting, in the society journal, *Andrology*, and in the meeting supplement to the Journal. The Finance Committee Chair should interface with the EDC to keep abreast of activities, receive the reports and monitor this activity to assure that everything is done correctly and in a timely manner.

VI. Monitor Activities and Performance of Management Firm

The Finance Chair is actively involved in contract negotiations with the Business Office. Because the Finance Chair is in position for three years, this allows for assessment of activities over a
significant period of time. The Finance Chair should make recommendations to the President for any necessary changes that need to be made.
This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

The Future Meetings committee (FMC) is composed of three to four senior members of the Society who have had first-hand experience at chairing local arrangements and/or program committees.

The objective of the committee is to identify appropriate meeting sites for the next five annual meetings.

Three years prior to a future ASA annual meeting, the FMC Chair works with the management team to review, site-visit and select hotels in the prospective city, in order to determine the adequacy of the location, meeting and exhibit space, banquet/reception areas and guest rooms, and to obtain initial draft proposals of contracts (i.e. cost estimates) to present to Executive Council for approval or disapproval.

If the site sounds acceptable to the Executive Council, the management team and ASA president (and I recommend input from the Finance Chair) then negotiate the final contract with the hotel, which is presented to the Executive Council for final approval. After Council approval, the ASA president signs the contract and a commitment to the site and hotel is made. Savvy and thoughtful contract negotiation is critical to obtaining a “financially-favorable” contract for the ASA. An understanding of the financial status of the ASA and budget by the negotiators is essential.

At each Council meeting, the Chair is to provide a summary of the status of arrangements for each of the subsequent five years. During Council discussions, the Chair is to obtain the sense of Council regarding more distant meetings (years 4, 5 and later) and to ensure that votes are taken at Council to ratify ongoing proposals.

Once a site has been contracted, a Local Arrangements Chair should be appointed. It may be desirable for the FMC Chair to be an *ex officio* member of the Local Arrangements Committee.
STANDARD OPERATING PROCEDURE
Created August 2015 (Robert Viger and Arthur Burnett)

Committee membership: The Program Committee is comprised of all members of the prior year’s Future Program Committee. With input from the ASA Vice-President, the Future Program Committee Co-Chairs select its committee members. This committee needs to be large enough so as to include people with expertise in all areas of Andrology (basic and clinical science and clinical medicine, see ASA Constituencies below). A large committee also helps ensure that the program will be diverse, members will be trained to become future program chairs, and the review of meetings abstracts will be made easier. Committee members should include the Chair or Vice-Chair of the Testis Workshop Program Committee (in the year that the Testis Workshop is conjointly held) as well as one or both Co-Chairs of the current year’s Program Committee for continuity and to provide institutional memory. Members can also be drawn from the Diversity, Women and Andrology, International Liaison, and Trainee Affairs Committees since input from these committees will be required in the selection of some of the annual meeting’s named lectures. The future program committee co-chairs and its members automatically constitute the Program Committee the following year at the end of the Annual Business Meeting.

ASA Constituencies:
Androgens and Other Hormones (Reproductive Endocrinology)
Testis Biology, Spermatogenesis, Steroidogenesis
Sperm Function and Biology
Epididymis
Male Infertility/ART
Reproductive Toxicology
Reproductive Immunology
Male Contraception
Prostate Cancer and Biology
Male Sexual Function
Fertilization
Reproductive Tract and Germ Cell Development and Stem Cells
Reproductive Genetics

Committee responsibilities: The committee proposes a program for the annual scientific meeting of the Society and transmits this program to the President and the Executive Council for approval. Speakers should be selected to provide a balance between basic and clinical topics, and to have equitable geographic and gender representation. Younger investigators and new topics should be considered to encourage meeting participation and to attract a broader audience. In addition, attempts should be made to draw upon the expertise of ASA members as speakers and to contain program costs in line with guidance from the ASA Office, ASA President and Treasurer. For both non-member and member speakers, individuals who have spoken recently at the ASA should be
avoided, if possible. After Council has approved the proposed program, the Future Program Committee Co-Chairs invite all speakers as described in the timeline provided below.

**Program Guidelines:**
*For all named lecture recipients, it is essential to consult the list of past recipients to avoid repeat speakers. Past lectureship recipients can be found on the ASA website; query the ASA office if in doubt.*

**Keynote lectures (60-minute presentations)**

1. **Emil Steinberger Memorial Lecture (formerly ASA/Serono Lecture):** This is the first lecture on the program schedule (e.g., the first night before opening reception). The Steinberger lecturer should be well credentialed in the field of reproductive biology or reproductive medicine. Target scientists with high visibility and strong international reputations. Individuals who have been selected previously as the Steinberger/ASA/Serono Lecturer should be avoided.

2. **AUA Lecturer:** The program chair needs to get the approval of the Secretary of the AUA regarding choice of speaker for this lecture. AUA does not nominate speakers but needs to approve the program committee’s selection. The AUA lecturer should be a prominent *clinical researcher in Urology* or a related field. Individuals who have been selected previously as the AUA Lecturer should be avoided.

**Other named lectures**

**ASA Women in Andrology Lecture (60-min presentation):** The speaker is a woman working in any aspect of Andrology. Coordinate with the Chair of Women in Andrology Committee for selection of this lecture recipient.

**ASA International Lecture (60-min presentation):** The speaker is from outside the United States and Canada. The International Liaison Committee will suggest speakers for this lecture but suggestions can also come from the Future Program Committee. Coordinate selection of this speaker with the Chair of the International Liaison Committee.

**Diversity Lecture:** The speaker is nominated by the Diversity Committee. Funding may be available from an independent grant to the Diversity Committee. Coordinate with the Chair of the Diversity Committee for selection of this lecture recipient.

**EAA Lecture:** The speaker for the European Academy of Andrology is nominated by the International Liaison Committee. This lecture is held every other year. Consult with the ASA Office to see if the lecture will be given in your program year.
Other Lectures (45-min presentations; 3 or 4 depending on schedule): Efforts should be made to develop a program that appeals to the diverse interests of the ASA membership. The annual meeting is supported by several NIH institutes and a variety of corporate sponsors. To give consideration to topics that will attract funding, the Future Program Co-Chairs should ideally review the NIH grant and contact the Development Committee early during the process of formulating the program.

C. Symposia (normally 5): Typically each symposium consists of three 30-min talks on a given topic. However, debates with two or three speakers may also be appropriate. These should be timely topics of interest to andrologists. May be "bench to bedside" (basic to applied), or on a controversial topic, or what's new in a particular area.

TIMELINE OF ACTIVITIES

May-July

The ASA Vice-President nominates the Future Program Committee Co-Chairs who then proceed to create their committee membership using the guidelines described above under “committee membership”. All committee members should be ASA members in good standing and the committee as a whole should have sufficient expertise to cover all topics in Andrology. An effort should be made to ensure regional (including some international members) and gender balance. At this time, the committee chairs need to come up with an original “program theme” for the annual meeting that will attract conference attendees. See past ASA annual programs for specific examples.

July-August

The Future Program Co-Chairs solicit their committee members for a list of presentations topics and speakers. The committee co-chairs then assemble a list of the speakers and topics and formulates a tentative program in line with the general program theme. Again, an effort should be made to ensure appropriate gender and regional representation. It is also good to have speakers from different career stages (early-, mid-, and later career investigators). Ideally an expanded list of proposed speakers (first choices and backups) is made for each presentation category (i.e., symposia, lectures, etc.). The tentative program is then sent back to committee members for comments/suggestions and to query for favored speakers. A final narrowed list of proposed speakers and topics is then prepared.

September-October
The Future Program Co-Chairs prepare a report for presentation to the ASA Interim Council Meeting that is held in September or October. At least one co-chair should be present at the interim council meeting to present the report and provide feedback, if needed.

October-December

The Future Program Committee Co-Chairs need to query the ASA Office regarding meeting support. If necessary in the given year, the Future Committee Co-Chairs help the President write the NIH (R13) grant (new or continuing yearly progress reports of the meeting) for meeting support. This includes providing program content for the upcoming meeting, (the Spring preceding the meeting) and a meeting report within a few months of the meeting. Usually the President is the PI of the proposal and the ASA is the sponsoring institution. The ASA Executive Office then administers the grant. The proposal and progress reports are submitted electronically.

Working on feedback obtained from ASA Council at the interim meeting, the Future Program Co-Chairs prepare a finalized Annual Meeting Program and Schedule going back to their committee for additional suggestions and feedback as needed. It is also time to coordinate Program content with other Chairs also preparing scientific events at the annual meeting (Trainee Affairs, Basic Science Laboratory Workshop, Andrology Laboratory Workshop, etc.) to avoid obvious overlap.

January-April

The full Scientific Program is finalized. The list of speakers and topics should be complete. The Future Program Co-Chairs prepare a report for the ASA Council meeting at the annual meeting seeking approval of the finalized future program.

The Future Program Committee Co-Chairs hold a committee meeting at the ASA Annual Conference. Committee members are invited to attend ahead of time and are briefed on the updated Program content. At this time, committee members may be solicited for the roles of introducing specific lecturers or moderating symposia for next year’s meeting.

Once the finalized Future Program receives Council approval, the Future Program Co-Chairs immediately proceed to invite all speakers, preferably by e-mail. While formal letters of invitation are sent out by the ASA Executive Office later in the year, the initial invite should specify the apportioning of the time for the presentation, date (including day of the week) and time of the presentation, and which lecture/session the presentation will be given. Sample invitation letters can be requested from the ASA office. At this time, it may also be useful to provide some details with respect to speaker honorarium and travel reimbursement (if applicable). The detailed policy on ASA reimbursement & honoraria policy for speakers should be requested from the ASA Executive Office.
INDUSTRIAL RELATIONS COMMITTEE
STANDARD OPERATING PROCEDURE
Revised July 2015 (J. Aluka)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

**Purpose:**
"To provide an interface between the ASA and companies that sell products and services relating to the clinical practice and basic science of Andrology. The interaction of the ASA with industry is intended to mutually benefit both entities. The most visible activity of the IRC is the organization of the industry exhibit at the annual meeting. A second activity is to assist Wiley Press in identifying and recruiting advertising from companies for the “Andrology.”"

**Meetings**
Traditionally done by e-mail and phone

**Chair**
Joseph Aluka, MD

**Previous Chairs**
Claude Gagnon, Ken Roberts, Charles Muller, Mohit Khera

**Calendar of Activities**

*July – September:* Make contacts with potential new exhibitors and advertisers. Recruit new committee members. Stay in contact with press regarding advertisers.

*September - October:* Review exhibitor database and add new contacts. Share changes and additions with business office. Solicit suggestions from local arrangements committee on potential local exhibitors in geographic proximity to annual meeting.

*October / November:* Compose and send out first invitation letter (or “Hold the Date” postcard) to potential exhibitors (mailing is performed by business office). Business office prepares prospectus.

*December:* Compose invitation letter (chair) and send out with exhibitor prospectus to potential exhibitors (business office). Coordinate with Local Arrangements Committee regarding potential local exhibitors.

*January – April:* Business office receives inquiries and registrations from exhibitors, and confirms set-up details and financial issues. IRC members phone specific non-responsive contacts, targeting previous exhibitors and good prospects. Business office, chair of IRC, and chair of fund-raising or sponsors committee communicate frequently by e-mail to confirm plans.
**February / March:** Business office sends final letter or fax to non-responsive exhibitors.

**April:** IRC chair sends confirmation and thank-you letters sent to exhibitors, with instructions regarding drawing and prizes. Purchase a few extra prizes (ones purchased from local stores at the meeting site are popular); examples are local specialty foods, tourist art, etc.

**April Meeting:** Make sure exhibitors are satisfied with arrangements. Announce the use of cards (signature, initials or stamp from each exhibitor required on card) to be used for the drawing. Continue to talk with exhibitors throughout the meeting, identifying yourself and attempting to meet each representative. During last day of exhibition, collect impressions of the meeting, success of the exhibition and suggestions from exhibitors. At the last coffee break, run the drawing for gifts, allowing only completed cards to be entered. Give a final thank-you to all participants and exhibitors. Let the exhibitors know about next year’s meeting and our hope to see them there.

**May:** Send thank-you letters to all exhibitors.
INTERNATIONAL LIAISON COMMITTEE
STANDARD OPERATING PROCEDURE
Revised August 2015 (Patricia S. Cuasnicu)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP.
This SOP prevails if there are any discrepancies.

The main mandate of the International Liaison Committee is to foster the relationship of ASA with other societies of andrology in the world. The final aim is to have more researchers from outside USA (Latino America, Asia, Europe, Africa, Oceania) participating at the ASA annual meetings of ASA, and more visibility of ASA at international andrology meetings.

To accomplish these goals, the ILC has designed a series of activities which include:

a) The ASA International Lecture.

Since 1999, the main program of the annual meeting includes the International Lecture which is presented by an investigator from any country around the world except Canada.

b) The EAA Lecture.

Since 2006, ASA has a speaker exchange program with the European Academy of Andrology (EAA) in which the ASA selects and supports a member of the EAA to give a lecture at the Annual ASA meeting while the following year, the EAA selects and supports a member of ASA to give a lecture at the EAA congress. The expenses to travel to the ASA meet the ASA guidelines.

c) The ASA International Travel Awards.

In 2003, our committee created the International Travel Awards to support the attendance of young investigators to the annual meetings of our society. Since then, we have been receiving an important annual support from different organizations /societies (i.e. The Lalor Foundation, The International Society of Andrology (ISA) and the World Health Organization (WHO)). The announcements and descriptions of the international awards are included in the webpage and in the corresponding application forms.

d) Sponsorship of activities (i.e. a symposia, a Plenary Lectures, etc.) during scientific meetings of other societies related to the andrology field.

As another approach to increase the visibility of ASA abroad, the ASA has been supporting a series of activities mainly at the International Congress of Andrology (ICA) organized by the

Responsibilities of the Chair

1. To select the members of the committee (contemplating the different geographical regions).

2. To get financial support for the International Travel Awards. If external support is not obtained, ASA has agreed to provide U$ 2000 each year to guarantee the continuation of these awards. The chair will also participate in the selection of the recipients of the awards (together with the members of the committee), will notify the recipients of the awards, and will finally present the awards during a ceremony at the annual ASA meetings.

3. To provide (to the Program Committee) a list of potential speakers for the International Lecture (contemplating the different geographical regions) as well as for the EAA Lecture. The Chair of the ILC will also introduce both speakers during the meeting.

4. To be in contact with the members of the committee via e-mail, and to organize a meeting with the members during the annual meeting of ASA.

5. To elaborate a plan to achieve these goals.

6. To prepare and to submit the report of activities to be discussed during the two Council meetings held each year.

Responsibilities of Committee Members

1. To discuss the Annual Plan and make recommendations.

2. To propose candidates for the International Lectureship contemplating the different geographical regions (Latino America, Europe, Asia, Oceania) as well as candidates for the EAA Lecture.

3. Coordinate with Annual Meeting Program Committee to fill lecture slots for and the International and EAA Lectures. Speaker recommendations are due 12-18 months in advance of Annual Meeting in concert with the Program Committee discussions of the annual scientific program.
4. To participate in the evaluations of the abstracts for the International Travel Awards.

Observations: Evaluations should be made on the basis of scientific merit taking into consideration the geographical distribution of the applicants. Investigators from Canada will not be considered for these awards. Although the selection of the recipients is made by the ILC, the list of rankings made by the Program Committee can also be used at the moment of the evaluation. It is important that the Chair of the ILC is in contact with the chair of the Trainee Affairs Committee in order to avoid overlapping of the awards (i.e. one international recipient receiving support from both committees). In the case that an international investigator is selected for travel awards by both committees, the award will be provided by the ILC. However, if the ILC funds available are not sufficient, the travel award can be provided by the Trainee Affairs Committee. Since these awards are given to partially cover the cost corresponding to the travel of the applicant from their countries to USA, the financial support will be provided only to those recipients attending the meeting. The awards will be presented in a ceremony during the annual meeting.

**Chronological List of Activities**

1. April: Discussion of the report of activities and future plans of the committee at the Annual Council Meeting. Meeting with the members of the committee at the ASA Annual meeting. Presentation of the International Awards. Introduction of the International and EAA Speakers.

2. May - August: Implementation of the Annual Plan (i.e. to get financial support for the International Travel Awards, to provide a list of candidates for the International Lecture etc.). Elaboration of future activities and preparation of the committee report for approval or discussion during the Interim meeting in September. Recommendations for Lecturers need to be provided to Program Committee and Council according to deadlines for Annual Meeting Program; at Interim meeting 18 months in advance of annual meeting and finalized by time of Annual Meeting 12 months in advance.


4. October - April: Evaluation of the abstracts and selection of the recipients of the International Travel Awards. Preparation of the notification letters for the recipients. Organization of the ceremony for the awards. Elaboration of future activities and preparation of the committee report for approval or discussion during the Annual Council meeting in April.

**JOURNAL COMMITTEE**

59
STANDARD OPERATING PROCEDURE
Revised July 2015 (Rex A. Hess)

Stated Purpose:
The Society’s voice in respect to editorial content of ANDROLOGY shall be through the four members of the Journal Committee. The Committee shall be the interface of the Journal Oversight Committee and/or ANDROLOGY with the ASA Business Office and the ASA membership and Executive Council.

Chairperson:
The Chair of the Journal Committee shall be the interface of the Journal Oversight Committee and/or ANDROLOGY with the ASA Business Office. The President shall appoint Chairpersons of Standing Committees as described in Article IV, Section 2.

Members:
The committee will consist of three (3) members chosen by the Chairperson and approved by the ASA President. Each member shall serve for four (4) years with staggered terms.

General Responsibilities:
1. Interface with the Journal Oversight Committee, the publisher, and the ASA Business Office
2. Work jointly with four (4) members of the EAA and, collectively, constitute an eight (8) member Journal Oversight Committee which shall supervise the two Editors-in-Chief [one appointed by each Society]
3. Directly oversee policies regarding content of ANDROLOGY
4. Work with the publisher regarding electronic publication, publication and subscription fees, and policies on bulk reprinting of articles, and gratis hardcopy or on-line copies of ANDROLOGY.
5. Monitor performance of the publisher and negotiate for improvements or move to renegotiate the contract as appropriate.
6. Monitor performance of the Editors and appropriateness of the ANDROLOGY journal
7. Provide requisite approval of Associate Editors or Editorial Board of the Journal on behalf of ASA
8. Receive concerns from ASA members, and make recommendations for improvements to the Journal Oversight Committee
9. When appropriate, nominate two (2) candidates for the ASA-designated Editor-in-Chief of ANDROLOGY for consideration by ASA Council who will select one to serve

Semi-Annual and Annual Responsibilities:
1. Work with the Treasurer and Business Office to monitor membership records for submission to the Publisher, under the contract agreement
2. Monitor that Publisher Invoices are consistent with the membership records and paid in a timely manner
3. Monitor the Royalty payments by the Publisher, as stated in the contract agreement
4. Submit Committee reports for the Interim and Annual Council Business Meetings
LIAISON COMMITTEE
STANDARD OPERATING PROCEDURE
Revised August 2015 (C. O’Flaherty)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Purpose of Liaison Committee
The purpose of the Liaison Committee to establish and maintain cordial communications with other scientific societies that foster similar goals and aims as those expressed by the American Society of Andrology or at request of the Executive Council, undertake special assignments for the Society.

Composition of the Liaison Committee
Chairperson shall serve for at least one (1) year and thereafter remain as a member of the Liaison Committee for a period of one (1) year. To have major impact on the outcomes, it is recommended that the membership of this committee will be a combination of basic and clinical scientist that are members of other societies being at least one of them member of the American Urological Association.

Specific duty of the Liaison Committee
A specific task of the Liaison Committee is to request to the American Urological Association support for the AUA Lecture, an important component of the American Society of Andrology Meeting program. The committee is committed also to follow up the process to secure this funding and to elaborate a report to be presented to the AUA afterwards. The aim behind this task is to demonstrate transparency in the process and to justify the need for the mentioned support.

Timeline: Identify proposed speakers for AUA Lecture at Annual Meeting; coordinate 12-18 months in advance with the Annual Meeting Program Committee. Once the speaker has been confirmed, the letter to request AUA support should be sent no later than January.
LOCAL ARRANGEMENTS CHAIR/COMMITTEE
STANDARD OPERATING PROCEDURE
Revised August 2015 (S Sikka)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Duties and Timeline of Activities

1. At least **4 years prior** to a future ASA meeting, a prospective city is chosen by Executive Council and a local organizing chair is chosen (a local member of the ASA is preferable, but in the absence of a local member, a non-local member is chosen, e.g. Erv Goldberg for Phoenix 2003).

2. **About 3-4 years prior** to a future ASA annual meeting, the Local Arrangements Chair/Committee works with the management team to review, select and site-visit hotels in the prospective city, in order to determine the adequacy of the location, meeting and exhibit space, banquet/reception areas and guest rooms, and to obtain initial draft proposals of contracts (i.e. cost estimates) to present to Executive Council for approval or disapproval.

3. If the site sounds acceptable to the Executive Council, the management team and ASA President (and I recommend input from the Finance Chair) then negotiate the final contract with the hotel which is presented to the Executive Council for final approval. After Council approval, the ASA president signs the contract and a commitment to the site and hotel is made. Savvy and thoughtful contract negotiation is critical to obtaining a "financially-favorable" contract for the ASA. An understanding of the financial status of the ASA and budget by the negotiators is essential. The Local Arrangements Chair/Committee does not usually have the information or the authority to negotiate the contract.

4. After the contract is signed, the Local Arrangements Chair/Committee keeps in contact with the management team in order to keep each other informed about changes in the hotel and city that may affect the ASA meeting (e.g. bankruptcy, change in management, construction, earthquakes, etc.).

5. It is not clear to me whether the ASA banquet will always be held in the hotel in the future. If so, the banquet and entertainment costs together with those for the opening reception could and should be favorably negotiated in the initial hotel contract. Although hotel banquets are not as much fun or interesting and appealing to registrants, they are usually more economical and fiscally responsible (at least in the short term). If these negotiations and arrangements are not completed initially, the banquet and opening reception arrangements (food, beverage, and entertainment) should preferably be completed at least **1 year prior** to the annual meeting. If an off-site banquet is desired and permitted by the Executive Council, the Local Arrangements Chair/Committee needs to work with the...
management team to identify potential sites, caterers, entertainment, and transportation, and confirm arrangements for the banquet, again preferably at least 1 year prior to the annual meeting.

6. **About 2-4 months prior** to the ASA meeting, the Local Arrangements Chair/Committee works with the management team to compile a list of local area restaurants, activities, shopping and tours that may interest registrants and guests. They will work with the management team to provide local touches to the meeting wherever possible, e.g. regional food. At this time, the ASA president, program committee chair and/or management team representative may want to do a final site visit with the Local Arrangements Chair in order to check out local arrangements and the general flow of the meeting.

7. It is questionable whether other members of the Local Arrangements Committee are needed for many of the above activities. However, **during the ASA meeting**, the Local Arrangements Committee and local members assist the management team and registrants with ad-hoc on-site questions regarding the meeting and/or city.

8. The Local Arrangements Chair/Committee should seek out opportunities and make use of local resources/contacts to save the ASA money, e.g. borrowing AV equipment from a local university.

9. The Local Arrangements Chair/Committee should assist the ASA president by using contacts with industry and local organizations to garner funding and sponsorship for the meeting. (Unrestricted educational grants are best, but sometimes a local organization may want to cover the costs for a specific event, such as a wine and cheese reception during the poster session).

10. The Local Arrangements Chair/Committee should encourage local colleagues to attend the meeting and suggest to the management team any local organizations and companies whose members/employees might be interested in attending the meeting, so that a conference brochure and registration information could be mailed to them.
MEMBERSHIP COMMITTEE
STANDARD OPERATING PROCEDURE
Revised August 2015 (Alan Dickman)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Background
- The Membership Committee is a standing committee of the ASA (Article IV, Section 1).
- Constitution Article II states that the membership of the ASA shall consist of Charter Members, Active Members, Associate Members, Life Members, Trainee Members and Emeritus Members.
  - These categories are described in Article 1 of the Bylaws.

Purpose of Membership Committee
- The overall mandate of the Committee is to promote the society to attract new members and maintain current members.
- Members of the Membership Committee serve as a sounding board and resource of ideas for the chair in the development of initiatives and proposals.
- They are expected to review and comment on documents sent by e-mail.
- Their time is also called upon at the annual ASA meeting to staff a table in the exhibits area and to meet as a committee.

Specific Duties of the Membership Committee
1. To prepare and distribute membership applications;
   - Membership applications are to be reviewed annually and updated as necessary by the Membership Committee and the Management Office.

2. To process completed applications;
   - Applications for Trainee, Active, Associate and Life Membership do not require full Membership Committee approval. Approval will be required from the Chair OR an appropriate designee. The designee must be a member of the Membership Committee
     - Applications for Trainee membership require a letter from the Trainee applicant’s advisor (preferable) or some other form of proof of Trainee status.
     - As approved at the April 2011 Council meeting, sponsorship from an ASA member is not required for these membership applications.
   - Emeritus Membership does require approval of the Committee;
     - As stated in the Bylaws, Emeritus membership is granted to any ASA member who has retired and is “worthy of the designation of Emeritus”;
     - Emeritus designation should be considered to be an honor, not a default category, for retired ASA members who have contributed in a significant manner to clinical Andrology or research and to the Society;
• As stated in the Bylaws (Article IV, Section 3) the Membership Committee will “establish the specific standards for Emeritus Membership it deems necessary”
• Emeritus designation is awarded based on contribution to the field and to the society. Therefore, requests for Emeritus membership shall be accompanied by a copy of the applicant’s CV and two letters of support from active ASA members. Letters of support are NOT required if the applicant meets one or more of the following criteria: 1) Service as an Officer; 2) Service on Council; 3) Service as a committee chair for at least three years; 4) 20 or more years of membership in good standing in any combination of membership categories.
• However, the Membership Committee reserves the right to grant Emeritus Membership status to individuals that are clearly deserving of the honor.
• New Emeritus Members be announced at the awards ceremony of the Annual Meeting.

3. To recommend to the Executive Council procedures or initiatives necessary to solicit new members;
   o Procedures and initiatives for member recruitment are to originate from and be developed by the Membership Committee. Alternatively, ideas for procedures or initiatives may be assigned by the Executive Council for development by the Membership Committee.
   o The Membership Committee will carry out these procedures to solicit new members or, if applicable, will ensure that these procedures are carried out by other committees;
   o It is important to have a big enough Committee so that each person does a little and the Committee as a whole accomplishes a lot (e.g., 10 members).

4. To prevent ASA members from leaving the society. These activities will include an annual member retention drive, during which members of the Membership Committee will personally contact individuals who have not paid their dues to encourage them to do so and to obtain feedback as to why they have chosen to leave the society;

5. To interface with other ASA committees so that the best interests of the membership are taken into consideration.
   o The Membership Committee should work in conjunction with the Liaison Committee, Trainee Affairs Committee, the Diversity Committee, and the International Liaison Committee to develop strategies of recruitment.
   o It should be recognized that recommendations of the Finance Committee and/or the Publications & Communications Committee regarding any modifications to the membership fees, meeting registration charges, journal page charges, distribution of ASA publications could significantly affect membership recruitment and renewal;
   o Article IV, Section 3 describes the mandates of these committees.
To collaborate with the Diversity Committee Chair to assure diversity in membership

**Membership Committee Chair**
- The incoming President appoints the chairperson of the standing committees (Bylaws Article V, Section 2), typically based on the recommendation of the present chairperson.
- According to Bylaws Article V, Section 3, the Membership Committee Chair will serve for at least one year, but may be appointed to consecutive terms as desired by consecutive Presidents.
- Estimated workload for the Chair:
  - Half an hour each week on average (M. Hardy and M. Goldstein in 2002);
  - About a half day per month on average (J. Bailey, 2003).

**Responsibilities of Chair**
1. The Chair selects the members of the Membership Committee;
   - The Committee must be large enough so that no one is bombarded with huge amounts of work;
   - It is critical to have representation of the various “groups” of ASA members to ensure that no group is overlooked, including:
     - Basic scientists;
     - Clinical researchers;
     - Clinicians
     - Trainees;
     - A Council Member must participate;
   - The composition of the Membership Committee must emphasize diversity, including female, international, and minority members.

2. The Chair receives copies of all new applications for membership from the Business Office and applications for changes in membership status, such as transition to Emeritus status.
   - After review, the Chair signs off on all applications, faxing or e-mailing the forms with the decisions and comments back to the Business Office;
   - Note again that Emeritus status must be approved by vote of the Membership Committee.

3. The Chair works collaboratively with the Business Office and in consultation with the Membership Committee to staff a table at the ASA Annual meeting; to recruit members from among the attendees.
   - The Chair ensures that membership applications are included in the information packages for all attendees of the Testis Workshop, the Andrology Laboratory Workshop, the Basic Science Workshop, and the Annual Meeting.
4. In consultation with the other members of the Committee, the Chair develops proposals and initiatives to attract potential members into joining the Society:
   - The Chair ensures that action is taken.

5. The Chair writes a report for presentation at the interim and regular meetings of the Executive Council.

**Timeline for Membership Chair and Committee**

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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<tbody>
<tr>
<td>April</td>
<td>- The Chair will choose and confirm the new Committee;</td>
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<td>- The Chair will send in the names to the Business Office;</td>
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<td>- In collaboration with the Committee, the Chair will prepare a strategy for the upcoming year.</td>
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<tr>
<td>May – Aug</td>
<td>- The Chair will receive new membership applications from the Business Office, will approve them (with the assistance of at least one Committee member [if necessary] and with Committee’s approval for Emeritus Members);</td>
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<td>- The recruitment strategies will be underway;</td>
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<td>- Around the end of Aug the Chair will arrange for a conference call with Committee Members to get an update on progress.</td>
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<tr>
<td>September</td>
<td>- Conference call with Committee Members to get an update on progress;</td>
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<td>- The Chair will prepare the Committee report for the Interim Council Meeting;</td>
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<td>- The Chair will attend the Interim Meeting or have the Committee Member who is also on Council present the Membership Committee report;</td>
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<td>- The Committee will initiate a major membership drive, with emphasis on Trainee recruitment, about a month before the October abstract deadline for the Annual Meeting;</td>
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<tr>
<td></td>
<td>1. Send out e-mails to all Charter, Active, Associate, Life and Emeritus Members strongly encouraging that they pay for their trainees to become members (via the Business Office);</td>
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<tr>
<td></td>
<td>2. Send out e-mails to any non-members that might have been targeted in May-Aug activities (and were not recruited; via the Business Office).</td>
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<td>3. The Chair will send out announcements on Andrology, Embryomail and Spermail.</td>
</tr>
<tr>
<td>October</td>
<td>- The Chair will send out a follow-up announcement on Andrology, Embryomail and Spermail a week before the abstract deadline.</td>
</tr>
<tr>
<td>November</td>
<td>- On Testis Workshop years, notices will be sent out on Andrology, Embryomail and Spermail to remind people that being ASA members will reduce the meeting fees. This notice should go out about 3 weeks before the Testis Workshop abstract deadline in December.</td>
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</tbody>
</table>
| Dec - March | - Continue recruitment strategies;  
| | - Send out e-mail reminders to pay annual dues (via Business Office);  
| | - Organize a Committee Meeting to take place during the Annual Meeting;  
| | - The Chair will prepare a report for the Annual Council meeting;  
| | - The Chair will update the SOP to facilitate the work of the future Membership Committee.  |
| Annual Meeting | - Hold the Committee Meeting and suggest a future Chair;  
| | - Present the Committee report at the Annual Council meeting  
| | - The Chair will remind the Council and Program Chair for the next year’s meeting that in addition to the CME peer credits, obtaining credits from the American Association of Bioanalysts will attract lab technologists to the meeting and society;  
| | - The outgoing Chair will recommend a new Chair to the incoming ASA President.  |

*Increasing membership will automatically reduce the financial strains of the ASA and increase the readership of the journal. Membership recruitment and retention must be considered in the mandate of all ASA committees and council members.*
General Guidelines and Timeline

Committee Structure (specified by By-Law change 2005): The nominations committee is chaired by the Immediate Past President and consists of the previous two Past Presidents and four ASA members elected by the membership. Two members are elected each year for two year terms.

Charge: The Nominations Committee prepares a ballot for the annual election of Vice President, and when possible MD or PhD in alternating years (see below), four Councilors, and The Secretary or Treasurer in the years when those offices become open. Once Council has approved the slate at the fall meeting, the chair of the committee works with the Executive Office to implement the election and notify the candidates (see schedule below). The two at-large members of the Nominating committee are elected during this same ballot, but the role of the Nominating committee is only to collect the names, ensure eligibility and propose those eligible for ballot. Depending on the number of names received, a preferential voting system where candidates are ranked by each voter should be used to decide the two that are elected.

Qualifications of Officers and Councilors:

1. Member of ASA in good standing.

2. Must agree to be nominated and if elected to attend two council meetings a year, one in the fall and one in the spring held concurrently with the Annual Meeting. The agreement is made with the knowledge that ASA does not reimburse travel or lodging incurred although the President may designate contingency funds in hardship cases.

3. Vice President, secretary and treasurer must have served previous terms on Council. Prior committee service is highly desirable for all nominees.

Time line and Responsible party

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>Chair</th>
<th>ASA Business Office</th>
</tr>
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<tbody>
<tr>
<td>July</td>
<td>Call for nominations sent to Membership via email with early August deadline</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Nominations sent to chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Event Description</td>
<td>X</td>
<td></td>
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<tr>
<td>September</td>
<td>Chair works with committee to develop slate</td>
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<tr>
<td>October</td>
<td>Slate approved by Council</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Candidates notified and asked for bio sketch</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Biographical materials received and ballots prepared</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Ballots sent to membership with early February due date</td>
<td></td>
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<tr>
<td>February</td>
<td>Results sent to chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Chair notifies winners and losers, thanks committee, and cc’s President on results</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Winners invited to spring Council meeting and E-mailed SOPs and By-Laws</td>
<td>X</td>
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</tbody>
</table>

**General guidance:**

The slate consists of two candidates for VP alternating PhD basic scientist with MD clinician scientist if two nominees in each category are willing to accept the nomination. Otherwise, this guidance may be modified so that the ballot does contain two nominees (e.g., PhD-MD, or PhD-PhD, or MD-MD) without regard to the degree of the standing VP.

The slate should optimally be balanced by gender, MD/PhD, discipline, geography. Generally we do not nominate more than one person from the same institution on a given slate, and consider the institutional affiliation of the existing officers and council to avoid having more than two people on council from one institution at the same time.

Before presenting the slate to Council for approval at the fall meeting, the chair must contact each person on the proposed slate to confirm their willingness to be nominated AND to cover their own travel expenses to the two Council meetings.

**Appendix:**

1. *Copy of call for nominations used in 2014 election*
American Society of Andrology Call for Nominations

TO: Members of the American Society of Andrology

FROM: Erwin Goldberg

SUBJECT: Nominations for Vice President, Secretary, and Members of the Executive Council

The Nominating Committee is now seeking nominations for the office of Vice President, Secretary, and four members of the Executive Council. The Vice President will serve a one-year term in office and will become President of the ASA the following year. The Vice President must have served previous terms on the Executive Council. The Secretary will serve a three-year term. Prior service on Council or chairing an ASA committee is highly desirable but not required. The four members of the Executive Council will each serve a three-year term. Prior experience chairing an ASA committee is again desirable. All of these positions will be filled by a balloted election that will take place in spring of 2015.

In an effort to maintain a balance between the clinical and basic research interests of members of the Society, it is traditional to have the office of the President filled by holders of the MD and PhD degrees in alternate years. With this in mind, please note that the current President is Jay I. Sandlow, MD and the next President (the current Vice President) is Vassilios Papadopoulos, PhD; therefore, the nominees for Vice President should be members who hold the MD degree. Please exercise your membership privileges by nominating candidates for these positions. To help you with this, the current Council members are listed below. Although it is not mandatory, the Nominating Committee urges you to be sensitive to issues of diversity when nominating for ASA leadership positions.

FINALLY, WE ASK THAT YOU FIRST ASK NOMINEES AS TO THEIR WILLINGNESS TO SERVE TO THE ELECTED OFFICE PRIOR TO MAKING THEIR NOMINATION.

CURRENT SECRETARY (for your reference)
Jacquetta M. Trasler, MD, PhD (term expires 2016)

CURRENT TREASURE (for your reference)
Rex A. Hess, MS, PhD (term expires 2017)

CURRENT COUNCIL MEMBERS (for your reference)
Elected in 2012, these council members will be replaced by the winners of this election:
Ajay K. Nangia, MBBS; Mohit Khera, MD; Alan Diekman, PhD and Jeffrey J. Lysiak, PhD

Elected in 2013, these council members will continue to serve through 2016:
Pablo E. Visconti, PhD; Mark Sigman, MD; Sylvie Breton, PhD; and George L. Gerton, PhD
Elected in 2014, these council members will continue to serve through 2017:
Jacques J. Tremblay, PhD; Moira K. O'Bryan, BSc, PhD; Nina Sarah Davis, MD; Darius A. Paduch, MD, PhD

ASA Nominations – 2015 Election  (PLEASE WRITE YOUR NOMINATIONS ON THE LINES PROVIDED BELOW)

For Vice President

For Executive Council  1)

2)

3)

4)

At Large Members of the Nominating Committee

1)

2)

PLEASE RETURN YOUR COMPLETED NOMINATION FORM BY SEPTEMBER 5, 2014 TO:
ASA Administrative Office
Attention: Donna Rostamian
1111 N. Plaza Drive, Suite 350
Schaumburg, IL  60173

YOU MAY ALSO SEND YOUR NOMINATIONS VIA FAX TO: 847-517-7229
OR VIA EMAIL TO: drostamian@wjweiser.com

2. Sample request for biosketch:
Dear XXXX

Congratulations on receiving the nomination to serve on the ASA Executive Council. Your name was proposed by an ASA member(s) and then approved by Council on Oct X, 2014. We appreciate the time and effort that you are willing to provide for the Society and most importantly, your insight and judgment on important issues as they arise over the next 3 years. You will be placed on the ballot and will run directly against XXXXX. This ballot will go out to the ASA active members in January and will be complete by mid-February. You will be notified of the results soon after.

To help us prepare the ballot, we ask that you provide a brief written background/summary that we can post with the ballot to inform our members about you and your qualifications. This would include your degree, your current position, your specialty area within andrology, etc. in a few sentences. Close with what you have done so far for the ASA listing committees, awards and offices. You may also want to make a statement about the Society and your future
vision or service for ASA. This information should be forwarded to Donna Rostamian (drostamian@wjweiser.com) by December 1, 2014.

Thank you and good luck.

[name of committee chair]
Nominations Committee

3. Sample call to voting.

Voting Member,

The 2015 election ballot to elect the Society’s new Vice President (who will become President in 200X), and four members of the Executive Council (and Secretary or Treasurer as appropriate) is now available online at http://www.andrologysociety.com/elections/200X/ To cast your vote, you will need to login to the members only section of the website. To assist you in your selection for the election ballot, each candidate has written a short autobiographical sketch, which you can view on the website.

Please exercise your right as an ASA member and VOTE. The deadline to submit your vote is Sunday, February XX, 2015.

Thank you,

Donna Rostamian
Associate Director
Members: The Program Committee is comprised of all members of the prior year’s Future Program Committee.

Responsibilities: The committee executes the Scientific Program for the Society Annual Meeting, which is prepared the previous year by the Future Program Committee.

Working with the ASA Office, the Program Committee announces a call for abstracts, reviews abstracts upon receipt and prepares a detailed program schedule for the Annual Scientific Meeting. Abstracts are logged in by the ASA Executive Office and copies are sent or made available on-line to the Program Co-Chairs, who assign them to committee members according to their specialties and expertise. It is preferable to have at least two reviewers for each abstract. The ASA Executive Office helps distribute copies of abstracts to reviewers, who return their evaluations to the Program Co-Chairs. See the timeline below.

A. Key Guidelines:

Call for Abstracts: The Program Committee Co-Chairs review forms and materials regarding abstract submission with the ASA Executive Office. Forms needs to include ASA policies—Presenting author (usually first author) agrees that the content will not be published or presented at another national meeting before the ASA meeting; a person cannot be presenting author on more than two abstracts but can be a co-author on any number of abstracts; ASA membership is not required for abstract submission. The abstract submission form will also collect voluntary information on gender and minority status, and will ask if the presenting author is willing to give an oral presentation.

Abstract review: Abstract review should be completed by the Program Committee within one month of the abstract receipt deadline. Abstracts may be evaluated as “accept” or “reject,” or given a numerical score according to committee preferences, but the method should be described in the NIH grant report. Reviewers should evaluate suitability for Oral Sessions. The Program Committee Co-Chairs schedule Poster and Platform sessions selecting abstracts for each, based on committee recommendations. Typically, there are two poster sessions of about 90-min each, but this depends on the number of abstracts submitted. Platform sessions consist of 15-minute talks (4, 6 or 8 per session), usually presented as two concurrent sessions. It is advisable to confirm presenter’s willingness to give a platform talk before the schedule is made.

The ASA Executive Office should notify authors of any abstracts rejected, with the reason for rejection. The Program Co-Chairs should also send abstract scores to the chair of the awards committee who may use them in the trainee awards processes, and to the chair of the Trainee Affairs and the
International Liaison committee who may use them in the trainee travel awards selection process. The other committees are comparing only the trainee abstracts. The Program Co-Chairs should coordinate with the Awards Committee chair such that all the abstracts selected for awards should be presented in the poster session on the first day of the meeting.

Normally the ASA Executive Office sends an acceptance notification on behalf of the program committee, along with notification of type (poster or platform), time and place of assigned session. The Program Co-Chairs may consider “late-breaking” abstracts for inclusion in the program.

B. Other Program Components

1. The Andrology Laboratory Workshop and Basic Science Workshop: The Program and Workshop Co-Chairs should coordinate topics to avoid redundancy. Note: speakers at the annual meeting may also speak in the ALW and/or BSW, as long as topics are distinct.

2. Local Arrangements Committee: The Program Co-Chairs coordinate all program activities with Local Arrangements Chair and ASA Executive Office on matters involving room organization, poster space, health breaks, banquet schedule, and access for persons with disabilities, and local information for accompanying persons.

3. Other Events: This includes events that need to be included in the “schedule of events” such as the Business meeting, ASA Women in Andrology luncheon, Editorial Board luncheon, Laboratory Science Forum luncheon; Trainee Colloquium and Soiree (Mixer); various Awards ceremonies; and other committee meetings. These events are coordinated with the ASA Office.

4. Continuing Medical Education Credits (CME): Coordinated by the ASA Executive Office with input from the Program Committee Co-Chairs.

5. Publicity for Annual Meeting, PGC and ALW: Coordinated by the ASA Executive Office with input from Program Committee Co-Chairs.

TIMELINE OF ACTIVITIES (begins 1 year ahead of the meeting when Future Program Committee becomes Program Committee)

Summer Preceding Meeting Year
The Program Co-Chairs choose and invite session chairs and moderators, which are typically drawn from members of the Program Committee who will be attending the Annual Meeting. The Steinberger Lecturer is introduced by the ASA President, the Diversity Lecturer is introduced by one of the Diversity Committee Co-Chairs, the International lecturer is introduced by the International Liaison Committee Chair, the Women in Andrology Chair introduces the WIA lecturer. Consider including trainees paired with more experienced investigators as session chairs, particularly for the concurrent oral sessions.
The Program Co-Chairs send all program and speaker information to the Executive Office (including PGC and LWS). They also review formal letters of invitation and the ASA Executive Office sends them out to all speakers. The ASA Executive Office coordinates the call for abstracts with input from the Program Committee Co-Chairs. This is targeted for around August 15, typically with an abstract submission deadline in late fall. Review topic areas and revise as needed. The ASA Executive Office sends out the call for abstracts (by mail or electronically) and sets up system for electronic abstract submission.

In collaboration with the ASA Office, the Program Co-Chairs begin the preparation of the required documentation for CME accreditation of the Annual Meeting Program. Query the ASA Office for instructions and the timeline for completing this important task.

**Fall Preceding Meeting Year**

The ASA Executive Office receives abstracts and transmits them to Program chair for distribution to committee for review.

The Program Committee selects platform talks that will be presented in no more than two concurrent oral and adds these to the Program Schedule of Events. The Program Co-Chairs provide the Executive Office with a list of the session chairs. They will forward biosketches of the speakers to each of the session chairs to help them prepare brief introductions. The Program Chair(s) may visit meeting site with Local Arrangements Chair to confirm meeting space and AV needs for program.

The ASA Executive Office arranges for poster boards and space for poster sessions (which is dependent on number of posters).

The Program Committee Co-Chairs communicate with the Awards Committee regarding requirements for scheduling presentations by trainees eligible for awards, and scheduling time for major awards (which may be dependent on the awardee's schedule).

The Program Co-Chairs ensure that the ASA Executive Office has all program information so that a final schedule of events can be prepared. This includes coordinating with the local arrangements chair regarding special events. *(Deadline for this is usually late November to meet publisher’s deadline).* It also includes the biographical information for the keynote Steinberger lecturer.

The ASA Executive Office integrates special programs into the program including: Trainee Colloquium and Soiree, Laboratory Science Luncheon, Women in Andrology Luncheon, Editorial Board Luncheon, Past-President's Breakfast, , and other Committee Meetings, etc. The ASA Executive Office orders plaques for the Steinberger and AUA lecturers.

**Winter of the Meeting Year**

The Program Co-Chairs and Executive Office send reminder emails to speakers to make sure they have made their travel arrangements and registered for the meeting (even when registration fee has been
waived), and to find out if they want a banquet ticket. (ASA needs to know information for badges: number of banquet tickets, etc). The Program Co-Chairs remind and confirm attendance of session chairs. Recommendation: have a confirmed alternate speaker lined up in case of last minute cancellation. The Program Co-Chairs may invite members of the Program Committee to act as rapporteurs during each session of the meeting to facilitate the writing of the report for the NIH application.

At the Meeting
Chair makes sure all session chairs are present—appointing substitutes as needed—and takes note of no-shows for posters/platforms according to ASA policy. Chair may write summary for ISA/ASA newsletter. Chair gives final report at Council meeting.

After the Meeting
The Program Co-Chairs, through the ASA Executive Office, sends thank-you messages to all speakers. The ASA Executive Office reminds them to submit vouchers for reimbursement, and sends reports to NIH as needed. This report also goes to Program Chair and President for inclusion in NIH report as needed. The Program Chair(s) may remain on the Program Committee for the following year.

(Revised, 05/07/05, Christina Wang and Sally Perrault; 04/28/07, Alvin Matsumoto; 7/28/14, Edward Kim and William Wright; 08/24/15, Robert Viger and Arthur Burnett)
TRAINEE AFFAIRS COMMITTEE
STANDARD OPERATING PROCEDURES
Revised July 2015 (S. La Salle, G. Gerton & P. Y. Liu.)

This SOP should be read in conjunction with the Uniform Committee Structure and Practices SOP. This SOP prevails if there are any discrepancies.

Stated Purpose
The by-laws of the society state that the function of the Trainee Affairs committee is to foster activities that enhance the Society's Trainee Members’ scientific interest in Andrology, encourage their active participation within the Society, provide a position announcement service at the Annual Meeting, and develop other activities that will encourage continued trainee membership enrollment.

Chairperson(s)
The Chairperson shall lead the Trainee Affairs Committee. He/She will be responsible for selecting committee members, organizing events at the annual meeting of the Society, coordinating the review of applications and allocation of funds for travel awards to the annual meeting, and communicating with trainees and the general membership through newsletters, e-mails, etc. The Chairperson will act as the newsletter’s publisher. The Chairperson should serve for at least one (1) year and thereafter remain as a member of the Committee for a period of at least one (1) year. Previous membership on the Trainee Affairs Committee is highly desirable. If acceptable to the President, duties of the Chairperson may be shared by Co-Chairs, or by a Chair with a supporting Vice-Chair. If there are Co-Chairs then it is preferable if one is a clinician (e.g. M.D.) and the other a scientist (e.g. Ph.D).

Membership
The chair will select at least 3 regular members and 2 trainee members from the Society membership. Committee members should represent genders, a wide range in age and experience, and domestic as well as international scientists. Committee members should be able to liaise with the Membership Committee, International Liaison Committee, Diversity Committee, and the Women in Andrology group. The liaison with other committees or interest groups could be achieved by selecting members who are active in more than one committee. The names will be submitted to the President for approval.

Trainee Members
A trainee member is defined as 1) a student in a degree program; 2) a post-doctoral fellow; 3) a medical intern, resident or fellow or 4) a similar professional new to the field of Andrology and interested in the progress of Andrology. A letter from the mentor, advisor or department head will suffice as proof of trainee status.
Trainee Representatives
Two Trainee Members elected by the Trainee Membership and approved by the Executive Council, will serve as Trainee Representatives on Council. The senior Trainee Representative will have a vote on Council. If the senior Trainee Representative is not present, voting responsibilities will then pass to the junior Trainee Representative. If the junior Trainee Representative is also not present, then voting responsibilities will be passed to another active member of the Trainee Affairs Committee determined by the Trainee Representatives. In most cases this person will be the Chair of the Trainee Affairs Committee. The representatives shall serve two-year overlapping terms with one representative being replaced each year. In general, the senior Trainee Representative at the expiration of the two-year term will be replaced by the current junior Trainee Representative who should be mid-way through the two-year term.

The junior Trainee Representative is selected by ballot by active trainee members of the ASA; however, if only one candidate is nominated, then a ballot is not required. Nominations for Trainee Representatives should be proposed and a ballot held if required during a well-attended Trainee events (e.g. the Trainee Mixer, the Trainee-directed symposium or during the Business meeting). Nomination and ballot should occur no later than the time of the Business meeting.

Both Trainee Representatives represent active trainee members of the ASA and are members of the Trainee Affairs Committee as well as ASA Council. Trainee representatives may vote at ASA council according to the voting privileges outlined in the current ASA bylaws. The Trainee Representatives in conjunction with the chair should sound out potential nominees to replace the retiring (second year) Trainee Representative, with at least one candidate available by the close of the ASA Business meeting. In addition to representing active trainee members at Council, the Trainee Representatives are responsible for editing the Trainee Affairs Newsletters, for writing an article for the next Trainee Affairs Newsletter following assuming office, and for contributing content to other ASA-sanctioned social media outlets (e.g., Andrology Careers website, Facebook or Twitter). Furthermore, the Trainee Representatives are also responsible for organizing the trainee-directed symposium sponsored by the Trainee Affairs Committee; this includes but is not limited to assembling the organizing committee (which shall consist of 4-5 trainee members as well as two designated members of the Trainee Affairs Committee), establishing the program and inviting the speakers, promoting the event and overseeing the functioning of the event on the day of the symposium. This requires liaison with the appropriate program organizing committee. The Trainee Representatives will also work with designated members of the committee to maintain and promote sales of items through the Café Press Store as well as during the annual meeting.

Specifically to this end, the Trainee Representatives will be responsible for coordinating the fundraising efforts during the meeting (track inventory and sales, mend sales table, recruit and schedule trainees for sales effort, and keep track of funds). On the last day of the annual meeting, the Trainee Representative will hand over the funds to the chair of the Trainee Affairs Committee, who will deposit the money in the appropriate account (see below).
Recruitment
A major goal of the committee is to “encourage continued trainee membership enrollment,” and members of the Society and of this committee can carry out this particular mission by:
   1. Working in close communication with the ASA Membership committee.
   2. Contacting non-member trainees who attended the annual meeting.
   3. Reminding regular members to have their trainees apply for membership.
   4. Advertising in ASA publications and at other meetings.
   5. Contacting mentors and trainee members whose dues may have lapsed.

Committee tasks (in chronological order starting with the annual meeting)
1. Trainee Recruitment to the Trainee Affairs Committee (Time: during the annual meeting, with formal invitations in April-May)
   See above. Design a slide at least a month prior to the meeting asking for nominees for trainee affairs representative, and also promote the CafePress.com Store.

2. Organize the new Committee (Time: during the annual meeting, with formal invitations in April-May)
   Send out thank-you letter to committee members and inform ASA President of nominees for committee membership. This should be accomplished by the middle of the summer. Trainee members should be contacted by e-mail to solicit new members for the committee and seek feedback on committee activities.

3. Annual Meeting Educational Outreach (Time: during the annual meeting; Organize soon after the annual meeting to line up next year’s speaker.)
   The Trainee Affairs committee has sponsored various types of educational outreach in the past. These have included the following: 1) A Colloquium (in conjunction with the Soiree/Mixer) provides a social venue for trainees to meet each other and an opportunity to have a talk geared especially for trainees. The topics typically inform about different areas of Andrology, Andrology careers, relevant state-of-the-art science, etc. 2) Panel discussion on some of the same topics or on development type activities such as how to give talks, etc. 3) Informal group discussions such as forum tables with a “meet the expert” format. Polling the committee for suggestions is helpful. Using ASA members for these activities is encouraged because it saves considerably on costs. It is best to do this at the annual meeting, but at least by the end of the summer. The Committee will work with business office to do mailings and publish the event in the meeting program.

4. Trainee Social Event (Time: during the annual meeting)
   This social mixer serves as an opportunity for trainees meet and interact with each other as well as the regular members of the Society. The business office organizes the room, light snacks, and other arrangements for this event. The Committee will work with the business office to do mailings and publish the event in the program. This event has been called a Soiree
or a Mixer in the past. The social event should be attended by members of the Committee, particularly the Trainee Representative and Trainee Representative-Elect.

5. Newsletter/Trainee Page of ASA journals (Time: Throughout the year; target of publication 4 times per year: March – just prior to annual meeting, June, September, December)

The Committee Chair is responsible for periodically publishing a newsletter that is sent to all members of the Society. He/She will work with Andrology editorial staff and Committee members to identify topics and authors. Articles from the newsletter may be reprinted in Andrology or online using ASA affiliated webpages. Articles should broadly address trainee issues. Past articles have included reviews of the annual meeting and topics such as grant writing, career options in academia and industry, and career perspectives. Possible authors include the incoming Trainee Affairs Representative and President of the ASA.

6. Fund Raising (Time: Throughout the year; publicize in newsletter; provide items for sale at annual meeting).

Currently the major source of fundraising is through CafePress.com (http://www.cafepress.com/asatrainees). In previous years, the Trainee Affairs Committee has organized T-shirt and coffee mug sales to support Trainee Travel Awards (see below), and suggestions from committee members are used to identify other items for sale. Previously as examples, the committee has sold sperm lapel pins donated by SCSA Diagnostics, Inc., and a CD titled, “The Symphony of Stages.” The CD is dedicated to the memory of Lonnie D. Russell, who was a devoted ASA member. It is best to solicit designs for the sales items from committee members early in the fall before the next annual meeting. Once the design is finished, contract with a local company (or CafePress.com) to create the items and then have them ready at the meeting. Use judgment to keep costs down and try to avoid having to ship items after the meeting.

7. Administration of the Trainee Travel Awards (Time: Application for travel award at time of abstract submission; awarding in January)

Trainee Travel awards are intended to support attendance to and presentations at the annual ASA meeting and are not to be used for satellite meetings such as the Testis Workshop. Most trainee travel awards are expected to be administered by this committee. In recent years, the International Liaison Committee has selected the recipients of international trainee travel awards and has then sent the names to the Trainee Affairs Chairperson. Recipients of International Travel Awards from the International Liaison Committee are not eligible for an award from the Trainee Affairs Committee.

The Trainee Affairs Committee is responsible for maintaining a Trainee Travel Award Application form that will be used by first authors of abstracts who self-identify themselves as trainees. All applications for Trainee Travel Awards are to be sent to the Committee Chair,
whoArrange for their review and ranking by the Committee members. The President is notified of the award winners and the staff of the Executive Office prepares certificates and checks to be presented at the annual meeting. The reviews are to be completed by January 15 of each year. All applications must be received by the closing date for abstract submissions; however, exceptional conditions may be considered on an ad hoc basis. The Committee Chairperson notifies trainees of the status of their travel application shortly after the Committee has made its decisions.

The awards may be presented either during the Trainee Forum/Mixer, at the Annual Business Meeting, or at another appropriate time during the meeting. These awards will be presented by the Vice-President of the ASA, or another executive member of ASA Council, in conjunction with the current chair of the Trainee Affairs Committee. During the presentation of awards, the mentors should also be recognized. Every effort should be made to keep the financial awards equitable; that is, the highest award, the Chang Travel award, should at least equal the highest paid travel award. The committee decides how to distribute funds for the awards depending on the available budget. In the past, there has been an effort to provide some type of support for all applicants, with greater amounts provided to those who must travel a greater distance (at greater expense) to attend the meeting. This has generally meant that international applicants have typically received higher amounts.

Currently, there are two honorific awards: The Thomas S.K. Chang Travel Award and the Lonnie D. Russell Travel Award which are awarded for the highest and next highest ranked abstract. Additional awards may be made available from corporate or other sponsors through the Endowment Committee.

Availability of NIH Travel Awards depends on funding of a proposal submitted annually by the current President and meeting Program chair. The NIH awards are merit- and need-based and must be awarded with an additional eye towards the inclusion of underrepresented groups. The awardee must be the presenting (first) author and a statement from the advisor attesting to the financial needs of the trainee is required but there are no other restrictions (such as membership) for the NIH awards. The amount of the total budget for this award will vary depending on grant funding and the awarding of these is left to the discretion of the current chair. The Russell applicants must submit by e-mail 2 letters of support, one of which must be from their mentor.

8. Administration of The Thomas S.K. Chang and the Lonnie D. Russell Travel Awards
(Time: Application for travel award at time of abstract submission; awarding in January.
Note: Departure from previous years for the 2012 meeting)
The Thomas S.K. Chang Travel Award was established in 1996 in memory of long-time ASA member and respected mentor and scientist, Dr. Thomas S.K. Chang. The Lonnie D. Russell award was established in 2005 in memory of ASA member, mentor and scientist, Dr. Lonnie
D. Russell. The awards are intended to be for Trainees who need financial assistance. The following requirements are to be met: 1) active trainee membership paid prior to or at the time of abstract submission; 2) a statement of financial need signed by mentor; 3) trainee must be the first author of the abstract and presenter at the meeting; 4) the award will be used for travel only.

9. Budget and Reports (Time: Semi-annually prior to the Interim Council Meeting in October and the Annual Meeting in April.)
The chair prepares the semi-annual reports to the ASA Executive Council and makes appropriate budget requests in these reports. The major budget items are the Education/Social event (typically around $1,000) and the Travel Awards (typically around $14,000). Fundraising typically results in income of ~$500-750. At the end of the annual meeting, funds will be collected by the Chair of the Trainee Affairs Committee and deposited in an account held by the ASA.

Other
In the past, the Committee has been involved in activities such as a Newsletter, Placement Service, and a Roommate Clearinghouse. These have generally lapsed due to lack of interest, but are always available should interest or need arise again.
UNIFORM COMMITTEE STRUCTURE AND PRACTICES
STANDARD OPERATING PROCEDURE
(P.Y. Liu, for ByLaws Committee 2015)

Stated Purpose
To ensure uniformity in Committee structure and function, all chairpersons and members of any standing committee should be familiar with this SOP.

Chairperson(s)
Appointment of Chairperson
The Vice-President (VP) should propose future Chairs by the interim Council meeting, and notify retiring Chairs when appropriate.

1. Proposed chairs of a committee should have already served as members of that committee for at least a year.
2. At the next annual Council meeting, when the VP is about to become president, the VP and current outgoing president should jointly move that Council approve the appointment of proposed Chairs. Bylaws require these appointments to be approved by Council.
3. The term of the proposed chairs begins at the annual business meeting of the Society.
4. In general
   a. No more than 30% of chairs/co-chairs should change each year.
   b. An effort should be made to have 50% of the chairs/co-chairs be women.
   c. When there are co-chairs, an effort should be made to have a clinician (e.g. MD) and a non-clinician scientist (e.g. PhD).

Leadership of Committees
1. Chairs should serve at least 2 years as Chair.
2. At the end of their term, the chair should continue as Past Chair for at least 1 year.
3. To prepare for a chair ending his/her term, committees should have two chairs or a chair and vice chair. A vice-chair is second to the chair. Hence depending on relative experience, co-chairs who share duties equally or a chair and vice-chair (who is second to the chair) could form a leadership group with the Past Chair. This structure would allow for succession planning.

Responsibilities of Chairperson
1. In addition to the specific responsibilities outlined in each committee’s SOP, the chairperson is expected to organize a face-to-face meeting of all committee members at the annual scientific meeting.
2. The chairperson is expected to organize discussions (teleconference, email etc.), ensure that minutes or regular email summaries are recorded and monitor attendance of members of
his/her committee periodically in order to achieve the aims of the committee. The chairperson can form subcommittees to pursue specific committee aims.

3. The chairperson is responsible for being familiar with the current SOP, reviewing the SOP annually and for modifying the SOP as needed.

4. Modifications to the SOP should be sent to the Vice-President for review. The Vice-President should seek approval for the SOP change at the next available Council meeting.

5. The chairperson should ensure that all members of his/her committee are familiar with this SOP as well as the individual committee’s SOP.

Membership
Appointment of Members of Committees
Members are appointed by the current Chair and Co-chair or Vice-Chair (if applicable) in conjunction with the VP. The VP early during the period immediately following his/her election should consider potential future chairs or members of committees that would be key for his/her presidency and appoint members who might become future chairs.

Responsibilities of Members
1. Members should be familiar with the SOP for their individual committee.
2. Members of committees are expected to attend the Annual Scientific meeting
   a. Members who do not attend 3 consecutive annual scientific meetings should not be reappointed to any committee
3. Members of committees who attend the Annual Scientific meeting are expected to attend the face-to-face committee meeting
   a. Members who do not attend the face-to-face committee meetings at 3 consecutive annual meetings should not be reappointed to that committee
4. Exceptions to the attendance requirements should be extended to international members, trainee members or members with extenuating circumstances (e.g. financial hardship).
Resources for Chairperson(s)

Template for invitation letter

Dear Dr. [______],

As Chair of the [_____] Committee of the American Society of Andrology (ASA), I am writing to invite you [to continue] to serve as a [_____] member. I believe that your [continued] participation on the committee will help us move toward our goals.

The [_____] committee is responsible …

Appointments are for one (1) year and can be renewed. As a member of the [_____] committee, your term would begin at the ASA Annual Meeting in [city (year)], and end a year later at the ASA Annual Meeting in [year]. The [_____] committee will meet during the ASA meeting in [city] next month. If you attend the ASA meeting, your participation to the [_____] committee meeting will be expected.

One of the reasons for the success of ASA is that members like you have been willing to contribute valuable time and effort to serve. [I know that you have been an active member of the [_____] committee and I would understand if you couldn’t continue]. So feel free to accept or not. An answer at your earlier convenience would be appreciated.

Template for thank you letter

Dear Dr. [______],

One of the reasons for the success of ASA is that members like you have been willing to contribute valuable time and effort to serve. As you know, all committees rotate members. As Chair of the [_____] committee, I wish to personally thank you for all your hard work on this committee.

Your participation was greatly appreciated.
WOMEN IN ANDROLOGY COMMITTEE
STANDARD OPERATING PROCEDURE

Created August 2016 (Jannette Dufour, Jean Fourcroy Sophie La Salle, Sally Nyquist Sally
Perreault Darney, Gail Prins, Susan Rothman, Donna Vogel)

This SOP should be read in conjunction with the Uniform Committee Structure and
Practices SOP. This SOP prevails if there are any discrepancies.

Women in Andrology Mission Statement
The field of Andrology can best advance by optimizing contributions from all its members. The
Women in Andrology (WIA) of the American Society of Andrology recognizes that women are
often underrepresented in science and medicine at all levels, especially leadership positions. The
WIA was formed to promote women’s contributions to and representation in the activities of the
American Society of Andrology, specifically, and the field of Andrology in general.

To do this, the WIA will:
1. Support women members of the ASA in achieving their career goals through networking and
mentoring;
2. Consistently work toward recognition of women’s accomplishments in the field of Andrology;
3. Work within the framework of the ASA and within the Executive Council of the ASA.

Chairperson
Responsibilities of Chairperson
1. Schedule the WIA luncheon in consultation with the Program Committee.
2. Preside at the WIA luncheon.
3. Introduce the WIA lecture speaker (i.e. Chairs the WIA Lecture session of the meeting).
4. Provide information to the ASA business office for the program, the luncheon, and the website.
   For example, when the registration materials are put on the web, a brief note inviting all women
   registering for the ASA meeting to the luncheon, and summarizing the program, would be in order.

Vice-Chairperson
Responsibilities of Vice-Chairperson
1. During her mandate as Vice-Chair, she serves on the Program Committee and assists in
   selection of the WIA Lecture speaker.
2. Solicit recommendations for speakers from WIA members by email after the meeting.
3. Survey members about ASA committees and roles where they would like to serve; distribute the
   results and CV’s to ASA leadership to facilitate inclusion of women members by Committee
   Chairs and Nominating Committee.

WIA Annual Luncheon

88
All female attendees of the ASA Annual Meeting are welcome and encouraged to attend the WIA Luncheon. Activities at the luncheon usually include:

1. Introductions of special guests (e.g. the Women in Andrology Lecturer who should be offered a free ticket to the WIA luncheon).
2. Announcements of and congratulations for awards/honors, promotions, new jobs, major grants.
3. An informal program may be organized if time permits. This is usually on a career development topic, rather than a scientific program.
4. Election of the Vice-Chair for the following year. This woman will be WIA Chair in two years.