

**BYLAWS**  
*OF THE*  
**Coccidioidomycosis Study Group**

Adopted by consensus at CSG-60 Business meeting  
April 9, 2016

**Article I. Mission and Objectives**

**Mission Statement:**

The Mission of the Coccidioidomycosis (Cocci) Study Group (the Group) is to promote the evaluation, prevention and treatment of Coccidioidomycosis.

The Objectives of the Cocci Study Group are

1. To encourage innovation and progress in the field of Cocci prevention and treatment;
2. To encourage scientific research in Cocci and its impact on humans and other animals;
3. To establish and promote medical and scientific educational programs regarding the disease;
4. To provide unbiased evidence-based information regarding the disease;
5. To establish a forum and structure within which academic and public health professionals in the U.S.A., Mexico and Canada are enabled to enhance communication.

**Article II. Elections**

**1. Board Members.** The officers consist of the President, Past President, Secretary, Treasurer, Chair of the Nominating Committee, Veterinarian, two members at large, the CSG Web Site Manager and the Program Director. Individuals elected for President will serve for 5 years and then serve as Past President for 2 years. The officers shall perform the duties prescribed by these Bylaws by the Parliamentary authority adopted by the Group.

**2. Nominations.** At the regular Annual Meeting, the Chair of the Nominating Committee will present a slate of officers to include at least one candidate per office when due: President, Secretary, Treasurer, a Veterinarian two Members at large, CSG web site Manager and the Program Director. This shall not preclude

nominations at the Annual meeting. The Board will appoint the Nominating Committee Chair to serve for five years.

**3. Elections and Terms of Office.** The officers shall be declared elected upon receiving a simple majority vote of those present at the Annual Meeting. A term of office will be five years except for Past President (Article II, Section 1.). There are no term limits with regard to the number of terms one may serve.

**4. Vacancies.** Should an office become vacant mid term, the Board of Directors shall appoint an officer to serve until the next election.

### **Article III. Meetings**

**1. Annual Meeting.** A regular meeting will be held annually each spring at a time and place selected by the Board, unless a special International Meeting date is decided. The Group shall nominate locations for the Annual Meeting two years ahead. The meetings shall be for the purpose of receiving reports and presentations, for electing officers, and for such other business that may arise. A quorum consists of those members present at the Annual Meeting. The regular meeting shall be known as the Annual Meeting.

**2. Notice of Meetings.** A notice stating the place, date and hour of any meeting shall be delivered by CSG Web Site Announcement not less than sixty (60) days before the date of such meeting. The purpose or purposes for which the meeting is called shall be stated in the notice.

**3. Voting.** A simple majority of those present and voting will decide all votes of the Group including Board and Board Committees when not stated otherwise in the Bylaws. Votes may be taken verbally, by a show of hands, by paper or by electronic ballot. Proxy votes are permitted at Board and committee meetings when the agenda of the meeting has been transmitted in advance of the committee meeting.

**4. Fees.** The Board members may vote to charge a nominal meeting registration fee not to exceed \$100.00 to fund the upcoming Annual Meeting and satellite meetings. Some meeting attendees will be exempt from this fee based on training status or other situation(s). The Board members will determine the specific exemption policies.

### **Article IV. Board of Directors**

**1. General Duties.** The Board of Directors shall have general supervision of the affairs of the Group, fix the place, date and hour of the meetings, make recommendations to the Group, and perform such other duties as specified by these Bylaws. The Board shall be subject to the orders of the Group, and none of its acts shall conflict with action taken by the Group.

**2. Specific functions.** The **President** shall chair the Board of Directors and be aware and responsible for meeting agendas and all of the important functions of the

Board/CSG. The **past President** shall serve an advisory role for the President. The **Secretary** shall maintain minutes for all of the Board meetings. The **Treasurer** shall chair the Finance Committee and fulfill the functions of Article V(a). The **Web Master** shall maintain the CSG web site, maintain the membership list with contact information, distribute announcements/schedules of activities/policies, and maintain a pdf of annual CSG meeting abstract proceedings. The Web Master may arrange for an assistant for these functions by annual election for a five year term. The **Program chair** shall recommend Program committee membership, organize the evaluation and selection of annual meeting presentation agendas (including satellite meetings and international conferences). The Program chair shall arrange to post the annual proceedings to the National Library of Medicine and to the Valley Fever Center for Excellence web site. **The Nomination committee chair** shall select candidates for elected office annually as needed and will assist the Board when mid-term Board member replacements need to be appointed.

**3. Meetings.** Unless otherwise directed by the membership, the Board of Directors shall meet in conjunction with the Annual Meeting of the members without other notice than Article III. Special meetings of the Board may be called by the President or by the written or oral request of Directors.

**4. Quorum.** Five (5) Directors shall constitute a quorum.

**5. Remuneration.** The Board of Directors shall serve each term without any remuneration.

#### **ARTICLE V. Committees**

1. **Board Committees.** The Board of Directors may designate and appoint one or more committees, each of which shall consist of at a minimum one Director. Such committees shall have and exercise the authority of the Board of Directors in the management of the Group. In addition to any other Board Committees, the Board of Directors will designate and appoint/approve the following **standing Board committees and their membership** within one month following the Annual Meeting: Finance, Membership, Program, and Nominating Committee Chair.

**(a) Finance Committee.** The Treasurer shall chair the Finance Committee. The President is an ex-officio member of the committee. Other members may be appointed annually as deemed necessary by the Board of Directors. The Committee's duties will include the development of an annual operating budget whose principal purpose is to finance the expenses of the Annual Meeting. This budget is to be underwritten by voluntary contributions and by Annual Meeting attendance fees as needed. The fiscal year will commence the first business day following the close of the Annual Meeting through the following Annual Meeting. The finance committee shall

have the authority to raise funds and maintain those funds in an institution/account decided by the Board. Expenditures shall be directed by Board policy or by Board decision. The Treasurer shall prepare a budget report for each Board meeting.

**(b) Program Committee.** The Program Director shall chair the Program Committee. All members of the Board of Directors are ex-officio members of the Program Committee. Program Committee members will be appointed annually as arranged by the Program Director. Members shall represent the broad areas of CSG participation – e.g. clinical, laboratory, veterinarian and epidemiologic. The Program Committee’s duties will be to plan the Annual Meeting Agenda including the satellite meetings and the International Conference when they occur.

**(c) Nominating Committee.** The responsibility of the Nominating Committee is to assemble a list of candidates as needed for elected positions of the Group. After consultation with members of the Group, the Nominating Committee Chair will appoint a committee of three members yearly.

**(d) Other Committees.** The Board of Directors as needed may designate other committees and/or Task Forces not having and exercising the authority of the Board of Directors in the management of the Group. The President of the Group shall appoint the chair and members upon the approval of the Board of Directors. The Board of Directors shall dissolve such Committees when their work is completed or when the best interests of the Group are served by such action.

## **ARTICLE VI. Parliamentary Authority**

The rules contained in the current edition of the Robert’s Rules of Order, Newly Revised, shall govern the Group and the Board of Directors in all cases to which they are applicable and when they are not in conflict with these Articles and any special rules of order the Group may adopt.

## **ARTICLE VII. Amendment of Bylaws**

These Bylaws may be amended by a two-thirds vote of the Group, provided that **the amendment has been submitted in writing to the membership or posted on the website at least thirty (30) days** prior to the date of the Annual Meeting.

## **ARTICLE VIII. Indemnification**

The Board of Directors of the Group may adopt resolutions to take appropriate actions to indemnify persons who shall serve as an officer or agent of the Group in a transaction to the extent the Group has granted the power to do so through the purchase of insurance for such purposes.