

## Pediatric Urology Fellowship Program Directors Committee

By Laws – Drafted May 31, 2018

### Article 1 – Purpose

#### 1.1 Purpose

The purpose of the Pediatric Urology Fellowship Program Directors Committee (PUFPDC) is to support excellence in accredited Pediatric Urology fellowship training in the United States and Canada.

#### 1.2 Goals and Objectives

- To promote excellence and high standards in clinical training, education and research training for Pediatric Urology Fellows
- To ensure a fair and honest selection process through the Match
- To monitor compliance in accordance with ACGME and ABU regulations

### Article II – Committee Officers

#### 2.1 Vice Chair

The Vice Chair will be elected by written ballot every 2 years by the members of the Fellowship Program Directors Committee at the spring SPU/AUA meeting. Once elected, the successful candidate will start the term at the Fall Congress meeting. The term of this office is for 2 years and is not renewable. In the event that the Vice-Chair cannot complete the term, the position will remain vacant until the next scheduled meeting and an election will occur to fill the remaining portion of the term.

#### 2.2 Chair

The term of the office of Chair is for 2 years and cannot be renewed. The Chair will create the agenda to be discussed at the meetings of the Committee and to coordinate the activities of the Committee.

The Chair is expected to prepare and present a report to the SPU Executive Council that meets at both the SPU/AUA meeting and the Fall Congress. The Vice-Chair may present the report in the event that the Chair cannot be present.

After completion of the 2-year term, the Chair will step down and the Vice Chair will ascend to the position of Chair of the Committee without vote. In the event that the Vice-Chair cannot or desires not wish to become Chair, a new Chair will be selected after a written ballot. In the event that the Chair cannot complete the term, the Vice-Chair would ascend to Chair and a new Vice-Chair elected to complete that term.

### Article III – Committee Membership

#### 3.1 Members

The membership will consist of the Fellowship Directors of each of the ACGME-accredited programs. Termination of membership occurs simultaneously with resignation as a fellowship programs director or closure of the program.

### 3.2 Duties

- Each member is expected to attend each meeting.
- If a member cannot attend a meeting, then it is expected that a surrogate will attend to represent the Program; wherever possible, the surrogate should be the associate program director or the Division head of the program
- Members are expected to be actively involved in the discussion and decision making of the committee, and to fulfill their obligations when assigned to or volunteered to participate in activities of the Committee
- If there is a vote needed each program has only one vote

### Article III – Committee Meetings

- The Committee will meet two times a year at the AUA and the SPU Fall Congress meetings
- Two thirds of members are needed for Quorum
- To amend the By Laws two thirds of the members need to agree to the change for it to be approved
- The meeting should only be attended by Program Directors. Attendance by other faculty should be discouraged. In the event that a Program is transitioning to a new Program Director, then the out-going and in-coming Program Directors can attend.
- A representative from the RRC should give a standing report – Whilst the ACGME/RRC has oversight over the clinical year
- A representative of the Pediatric Urology Advisory Council should give a standing report – Whilst PUAC has oversight over the research year