

## ASER Bylaws – October 2021

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### **1.0 Name**

- 1.1 The name of this corporation shall be the American Society of Emergency Radiology.

### **2.0 Purposes**

- 2.1 To facilitate, advance, and improve the imaging aspects of emergent patient care.
- 2.2 To establish and promote emergency radiology as a distinct radiology subspecialty and as an area of special interest in other diagnostic imaging subspecialties.
- 2.3 To develop educational curricula in emergency radiology for medical students, residents, fellows, and practicing radiologists.
- 2.4 To provide continuing education and, through an annual scientific meeting, a forum for presentation of scientific information related to emergency radiology.

- 2.5 To promote research in emergency radiology by clinical and basic science investigators, including residents and other trainees.
- 2.6 To act as the resource body on emergency radiology for those interested in emergent patient care.
- 2.7 To foster the development of emergency radiology as a distinct subspecialty in other nations and/or regions of the world.
- 2.8 To develop and recommend standards of care in emergency radiology.
- 2.9 To publish a scientific journal for dissemination of emergency radiological, clinical, educational, and research information worldwide.

### **3.0 Membership**

- 3.0.1 Membership shall be in the following categories: Founding, Charter, Fellow, Active, International Corresponding, Associate, Member-in-Training, Inactive, and Emeritus.
- 3.1 Active Member
  - 3.1.1 Shall be a practicing radiologist with an interest in emergency radiology, whose credentials are acceptable to the Membership Committee.
- 3.2 International Corresponding Member
  - 3.2.1 Shall be a practicing radiologist with an interest in emergency radiology whose credentials are acceptable to the Membership Committee and whose primary residence is from a low, lower-middle, or upper-middle income country as defined by the World Bank.
- 3.3 Associate Member

3.3.1 Shall be scientists, imaging technologists, physician assistants in radiology, practice assistants in radiology, or non-radiologist physicians with an interest in emergency radiology, whose credentials are acceptable to the Membership Committee.

### 3.4 Member-in-Training

3.4.1 Physicians in training (residents, fellows, or medical students) who have an interest in emergency radiology.

### 3.5 Inactive

3.5.1 A member who has significantly decreased his/her time in the active practice of radiology. Inactive status will be recommended by the Membership Committee, upon receipt of appropriate justification for status change. Inactive members shall be removed from the list of Active members and can be reinstated upon evidence of qualification.

### 3.6 Emeritus

Shall be any Active member or Fellow in good standing who has been a member of the Society for a minimum of ten years and, by reason of age or physical disability, has retired from the active practice of radiology.

3.7 Change in membership status. Requests for changes in membership status shall be made in writing to the Membership Committee Chair.

### 3.8 Special Qualifications:

These shall include Founding members, Charter members, and Fellows.

3.8.1 Founding membership shall be limited to those eight radiologists who founded the Society. They include, in alphabetical order, Gordon C. Carson, John H. Harris, Jr.,

Alan Klein, Jack P. Lawson, James J. McCort, Stuart E. Mirvis, Charles F. Mueller, and Robert A. Novelline.

### 3.8.2 Charter members

Charter members shall be those radiologists who, in addition to the Founding members, include John V. Crues, William A. Finger, Denise G. K. Gray, Phyllis J. Kornguth, Nash Lawrason, Henry Lerner, James T. Rhea, Salvatore J. Sclafani, Barbara N. Weissman, and Gertraud Wollschlaeger.

### 3.8.3 Fellow

An Active member whose primary professional interest is in the field of emergency radiology, or who has made significant contributions to emergency radiology, and whose credentials are acceptable to the Honorary Awards Committee.

### 3.8.4 Honorary Fellow Member

This membership category was retired in 2012.

## 3.9 Privileges

3.9.1 Active members in good standing shall have the right to propose candidates for nomination, to vote, to hold elected and appointed office, and to serve on all committees. Active members shall pay full dues. Active members on active military duty may receive a military discount on dues, as determined by the Executive Committee.

3.9.2 Fellow members in good standing shall be entitled to all the privileges of Active members, including the right to propose candidates for nomination, to vote, to hold elected and appointed office, and to serve on all committees. They may attend and participate in the scientific meetings and other functions of the Society. Fellows are required to pay full dues. Fellows on active military duty may receive a military discount on dues, as determined by the Executive Committee.

- 3.9.3 Associate members shall have the right to be appointed to committees (except the Nominating Committee), but shall not have the right to vote, hold elected office, or be a member of the Executive Committee. Associate members shall pay full society dues. Associate members on active military duty may receive a military discount on dues, as determined by the Executive Committee.
- 3.9.4 Members-in-Training shall be entitled to all the privileges of Active members, except they shall not be entitled to propose candidates for nomination, vote, or hold elected office. They may be appointed to committees of the Society, except the Nominating and Honorary Awards Committees. Dues for Members-in-Training shall be no more than 50% of member dues, and may be less, as determined by the Executive Committee.
- 3.9.5 International Corresponding members shall be entitled to all of the same privileges as an active member except they cannot vote and cannot serve on committees. Membership dues will be at a discounted rate, as determined by the Executive Committee.
- 3.9.6 Inactive members retain membership in the Society but may not propose candidates for nomination, vote, hold elected or appointed office or positions, or serve on committees. They are exempt from dues. Reversion to prior status must be applied for through the Membership Committee.
- 3.9.7 Emeritus members shall have all the rights of membership, except the right to vote or hold elected office. Emeritus members are exempt from membership dues and annual meeting registration fee.

#### **4.0 Applications for Membership**

- 4.1 Applications for membership (Active, International Corresponding, Associate and Member-in-Training) shall be made in writing or electronically to the Membership Committee on a form provided by the Society.

4.2 The Membership Committee shall review new applications on at least a quarterly basis. This review will lead to a decision to either accept or present the candidate to the Executive Committee for further discussion. The applicant will receive written or electronic notice of the action by the Membership Committee.

4.3 The Membership Committee shall report on the status of applications to the Executive Committee at the Annual Meeting or other duly called Executive Committee meeting.

## **5.0 Officers and Executive Committee**

5.1 The officers of the Society shall be a President, a First Vice President and President-Elect, a Second Vice President, a Secretary, and a Treasurer.

5.2 The Executive Committee will be comprised as stipulated in section 6.1.1.

5.2.1 The immediate Past President, ACR Councilor, ACR Alternate Councilor, and the chair of the Annual Meeting Program Committee shall serve as non-voting ex-officio members of the Executive Committee and are not officers of the Society.

5.2.2 Directors-at-large are fully privileged Executive Committee members but are not officers of the Society.

5.3 Duties and Term of Office

5.3.1 President

5.3.1.1 Duties

5.3.1.1.1 The President shall preside at the Annual Business Meeting, serve as chair of and preside at Executive Committee meetings, and shall be an ex-officio member of all standing and ad hoc committees of the Society, except the Nominating Committee. In addition, but not limited to the following, the President shall: make all committee chair appointments, as provided in the bylaws, and will provide final approval, in consultation with the President- elect and Second Vice President, on committee

member appointments proposed by the respective committee chair; represent the Society in all societal-related matters; be the official spokesperson of the Society; receive and review all committee reports prior to stated society meetings; be authorized to spend society funds, for society-related activities, in amounts not to exceed \$500.00 for an individual item and not to exceed \$2,500.00 per year; and oversee audits in conjunction with the treasurer. All actions taken by the President that exceed the authority granted to the President by these bylaws are subject to ratification by the Executive Committee at its next stated meeting.

#### 5.3.1.2 Term of Office

5.3.1.2.1 The administrative term of office of the President shall be for one (1) year, commencing at the close of the outgoing President's final Executive Committee meeting, typically the day preceding the opening of the Annual Meeting, or the first day of the Annual Meeting, whichever occurs first. The outgoing President will then preside over the activities of the subsequent Annual Meeting corresponding to their presidential term, without administering the activities of the Society itself.

#### 5.3.2 First Vice President/President-Elect

5.3.2.1 The First Vice President/President-Elect shall assume the responsibilities of the President and act on behalf of the President in the President's absence, or if the President is unable to discharge his/her duties and responsibilities.

5.3.2.2 The term of the First Vice President/President-Elect shall be for one (1) year. The First Vice President/President-Elect shall assume the office of President automatically at the conclusion of his or her predecessor's term.

#### 5.3.3 Second Vice President

5.3.3.1 The Second Vice President shall function as President, in the event that both the President and the First Vice President are unable to do so.

5.3.3.2 The term of office of the Second Vice President shall be for one (1) year.

5.3.3.3 The Second Vice President shall evaluate cities and meeting locations for future annual meetings. The Second Vice President's recommendation will be made to the Executive Committee for approval. If the Second Vice President is unable to meet these responsibilities, the First Vice President will fulfill this role, at the discretion of the President.

#### 5.3.4 Secretary

5.3.4.1 The Secretary shall prepare the report of the Executive Committee meetings, including the Annual Business Meeting and significant committee reports. In addition, the Secretary shall prepare a newsletter to the membership containing: (1) highlights of the Annual Meeting for mailing in a timely manner following the meeting, (2) items arising from the Executive Committee meetings for discussion and action, and (3) items arising for discussion and action from the Annual Business Meeting, e.g. proposed changes to the bylaws, names, and short descriptions of nominees for elected positions.

5.3.4.2 The term of office for the Secretary shall be for one (1) year. The Secretary shall be eligible to serve for three (3) consecutive one-year terms of office.

#### 5.3.5 Treasurer

5.3.5.1 The Treasurer shall present a statement of the Society's finances to the Executive Committee and to the general membership at the Annual Business Meeting.

5.3.5.2 The term of office for the Treasurer shall be for one (1) year. The treasurer shall be eligible to serve for three (3) consecutive one-year terms of office.

5.3.5.3 The Treasurer shall also supervise periodic audits. A certified public accountant or accounting firm shall also supervise periodic audits. The results of the audit shall be presented to the membership at the Annual Business Meeting.

#### 5.3.6 ACR Councilor and Alternate Councilor to the American College of Radiology



- 5.3.6.1 The bylaws of the American College of Radiology (ACR) provide for the ASER to have one (1) Councilor and one (1) Alternate Councilor.
- 5.3.6.2 The Election of the Councilor and Alternate Councilor
  - 5.3.6.2.1 Election of the Councilor and Alternate Councilor shall be by the membership, as prescribed in bylaws section 5.4.1. The Nominating Committee shall submit a slate of up to three (3) nominees for Councilor and up to three (3) for Alternate Councilor selected from eligible ASER membership.
- 5.3.6.3 Term of Office
  - 5.3.6.3.1 The term of office of a Councilor shall be three (3) years. Councilors shall be eligible to succeed themselves for one (1) additional three-year term but shall not be eligible for re- election for additional terms until a lapse of not less than one (1) year. The term of office of an Alternate Councilor shall be one (1) year. Alternate Councilors shall be eligible to succeed themselves.
- 5.3.6.4 Duties of Councilor
  - 5.3.6.4.1 The duties of the Councilor shall include attending and actively participating in the ASER meetings, acting as liaison between ASER and the College, as well as stimulating preparation of resolutions from ASER for presentation at the ACR Council. The Councilor shall be a non-voting ex-officio member of the Executive Committee.
- 5.3.6.5 Duties of Alternate Councilor
  - 5.3.6.5.1 The Alternate Councilor shall aid the Councilor in the performance of his or her duties and accompany the Councilor to meetings of the ASER and ACR. The Alternate Councilor shall act for the Councilor in the Councilor's absence, or in the

event of the Councilor's inability to act. The Alternate Councilor shall be a non-voting ex-officio member of the Executive Committee.

#### 5.3.7 Director-at-Large

5.3.7.1 The Society will maintain four (4) Director-at-Large positions, elected by the membership from a list of nominees prepared by the Nominating Committee. In any given year, zero (0) to four (4) Directors-at-Large may be elected, depending upon the number of vacant positions. The list of possible candidates for each vacant position shall consist of at least one and no more than three (3) candidates.

5.3.7.2 Each Director-at-Large shall be elected for a one (1) year term and can be reappointed up to three (3) consecutive years. Thereafter, he/she shall not be eligible for re-election to additional terms until a lapse of not less than one (1) year.

5.3.7.3 Each Director-at-Large shall represent the general membership at Executive Committee meetings and vote on their behalf. Directors-at-Large may be appointed to additional standing or ad hoc committees of the Society.

#### 5.4 Elections, Vacancies and Removals

5.4.1 A vacancy in any of the foregoing offices that constitute the Executive Committee due to completion of term shall be filled through electronic balloting of all Society members with voting privileges, and not less than 30 days prior to the Annual Meeting. Candidates for each vacancy will be selected by the Nominating Committee as prescribed elsewhere in the bylaws (section 6.1.1). Newly elected officers and other Executive Committee members will be installed at the Executive Committee meeting that immediately precedes the Society's Annual Meeting, and they will be introduced to the general membership at the Annual Business Meeting.

5.4.2 A vacancy in any of the foregoing offices because of resignation, removal or disqualification, or death shall be filled by appointment by the Executive Committee for either the unexpired portion of the term or until the position is filled at the next annual election, whichever occurs first.

5.4.3 Any elected officer may be removed from office by a three-fourths vote of the entire Executive Committee or by a three-fourths vote of the Active members at a special meeting called for that purpose by the Executive Committee, provided that the entire membership has received notice of such proposed removal at least 30 days in advance of such meeting.

## **6.0 Committees**

6.0.1 The following shall be the standing committees of the Society: Executive, Membership, Bylaws, Annual Meeting, Nominating, Honorary Awards, Editorial Board, Resident Education, Fellowship Education, Core Curriculum, Research, Strategic Planning, Maintenance of Certification, Grant Selection, Corporate Support, Website and Social Media.

6.1.1 Executive Committee

6.1.1.1 The Executive Committee shall be composed of the President, First Vice President/President-Elect, Second Vice-President, Secretary, Treasurer, and four (4) Directors-at-Large. The Immediate Past President, ACR Councilor, ACR Alternate Councilor, and the chair of the Annual Meeting Program Committee shall be non-voting ex-officio members of the Executive Committee.

6.1.1.2 The Executive Committee shall conduct the business of the Society between the annual meetings, establish policy for the Society, implement all actions approved by the membership at the Annual Business Meeting, have all responsibility for the Society, and discharge any other responsibilities, as may be described in these bylaws. The quorum for the transaction of business or any specified item of business by the Executive Committee shall be a majority, five (5), of the nine (9) voting members. Unless otherwise provided in these bylaws, the vote of a majority of the voting members present at the time of vote shall be the act of the Executive Committee. Each eligible voting member of the Executive Committee shall have one (1) vote.

- 6.1.1.3 At its discretion, the Executive Committee may periodically award one (1) or two (2) Gold Medals in recognition of distinguished and exemplary service to the American Society of Emergency Radiology and/or the specialty that it represents.
- 6.1.1.4 At its discretion, the Executive Committee may bestow upon an ASER Gold Medalist the Winged Caduceus Award, in recognition of exemplary career-long service to the Society and the field of emergency radiology. To be eligible for this award, the candidate must be an ASER Gold Medalist, have provided many continuous years of service to the Society beyond expected term of service on the Executive Committee, and demonstrated verifiable achievements in advancing the Society's mission both nationally and internationally. Since the Winged Caduceus is reserved for those who have exhibited exemplary service over many years, it is anticipated that the Executive Committee will award it infrequently, perhaps once or twice per decade.
- 6.1.1.5 All actions taken by the Executive Committee that exceed the authority granted to the Executive Committee by the provisions of the bylaws are subject to the ratification by the membership at the Annual Business Meeting.
- 6.1.2 The Membership Committee shall review applications in accordance with Article 4.0 of these bylaws and present its recommendations to the Executive Committee prior to its annual meetings, or at any other duly called Executive Committee meeting. The Membership Committee shall consist of the Chair and at least four (4) and a maximum of eight (8) other members. Committee members will be drawn from the Society membership at large with representation by at least one member from International (i.e., outside United States of America), Community or Teleradiology practice, and Military practices, respectively, when possible. The Membership Committee Chair and eligible members shall be appointed or re-appointed annually by the President. The Chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.
- 6.1.3 The Bylaws Committee shall review the bylaws annually for accuracy and completeness, and any proposed amendment submitted by a member. The Bylaws Committee shall edit, prepare, and submit amendments deemed appropriate to the

Executive Committee for approval and then to the membership at large for vote. The Bylaws Committee shall consist of a chair and three (3) eligible members, one of whom may be the immediate past chair. The Bylaws Committee Chair and eligible members shall be appointed or re-appointed annually by the President. The Chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

6.1.4 The Annual Meeting Program Committee shall consist of members in good standing, as appointed by the President. The President shall designate the chair from the appointed members. The term of office of all members shall be for one (1) year. A member may serve three (3) consecutive one-year terms.

6.1.4.1 The Annual Meeting Program Committee shall make recommendations to the Executive Committee regarding the character and scope of the annual meeting of the Society; determine the format of each annual meeting; prepare the annual meeting program; at its members' discretion, and with the concurrence of the President, invite guest speakers; and be responsible for CME of the annual meeting.

6.1.4.2 The Scientific Subcommittee of the Annual Meeting Program Committee shall receive and accept or reject proposed papers and/or exhibits for presentation at the Scientific Meeting. Scientific presentations may be presented by members or non-members of the Society. The Scientific Subcommittee shall be responsible for judging the competition among papers and exhibits for awards and prizes sponsored by the Society. The Scientific Subcommittee shall consist of a Chair and eligible members, one of whom may be the immediate past chair. The Scientific Subcommittee shall be appointed or re-appointed annually by the President and may recruit additional members to serve, subject to the approval of the President. The Chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

6.1.4.3 The Case of the Day Subcommittee of the Annual Meeting Program Committee shall receive and accept or reject proposed Cases of the Day for presentation at the Scientific Meeting. The Case of the Day Subcommittee shall consist of the Chair

and a minimum of one (1) and maximum of four (4) eligible members who shall be appointed or re-appointed annually by the President, after review of the proposed roster by the Annual Meeting Program Committee Chair and the Society President. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

6.1.5 The Nominating Committee shall prepare a slate of nominees for the President, First Vice President/President-Elect, Second Vice President, Secretary, Treasurer, the Councilor and Alternate Councilor of the ACR, as well as a list of up to three candidates for each of the four Director at Large positions, to be voted on by the general membership. The Nominating Committee shall consist of the Immediate Past President, President, First Vice President/President-Elect, and two (2) Active or Fellow members at large. The terms of the Nominating Committee Chair and members at large shall be for one (1) year only.

6.1.6 The Honorary Awards Committee, after reviewing potential candidates, shall recommend Active members for advancement to Fellow in the Society. The Honorary Awards Committee shall consist of one (1) Gold Medalist and four (4) Fellows. The Honorary Awards Committee Chair and four additional eligible members shall be appointed or re-appointed annually by the President. The Chair and three eligible members may serve three (3) consecutive one-year terms in their respective roles.

6.1.6.1 An Active member in good standing of the Society may be elected a Fellow by the Executive Committee. Such election shall be based on one or more of the following criteria: the accomplishment of significant translational or clinical research or educational activities in the field of emergency radiology, or superior service to the Society. Members eligible for selection shall have an outstanding reputation among colleagues. Members shall not be eligible for nomination for Fellow until they have completed seven (7) years as an Active member of the Society. Members eligible for election to Fellow shall be nominated by two (2) Fellows, at least one of whom is not associated with the nominee in practice. All nominations shall be signed by two (2) Fellows of the Society who shall supply supporting letters. The Honorary Awards Committee shall present its recommendations concerning any candidate for

Fellowship in the Society to the Executive Committee. The awarding of Fellowship shall be by 2/3 majority vote of voting Executive Committee members.

- 6.1.6.2 The Honorary Awards Committee will suggest nomination(s) for the Gold Medal Award to the Executive Committee.
- 6.1.7 The Editorial Board shall consist of the Editor-in-Chief of *Emergency Radiology*, who is appointed by the Executive Committee, and at least three (3) additional members to be appointed by the Editor-in-Chief, who are not subject to the Executive Committee approval. The Editor-in-Chief and all editorial board members should be members-in-good standing. The Editor-in-Chief appointment has no term limit, is annually renewable, and shall be reviewed on an annual basis by the Executive Committee. The Executive Committee directs the Editor-in-Chief to establish an Editorial Board to assist and advise him/her with the creation of *Emergency Radiology*. The President and First Vice President/President-Elect of the Society shall meet with the Editorial Board and representative of the publisher during the Annual Meeting. The Editor-in-Chief shall present a "State of the Journal" report to the Executive Committee and the membership at the Annual Business Meeting of the Society.
- 6.1.8 The Resident Education Committee shall develop and promote guidelines for residency training related to emergency radiology. The Resident Education Committee shall consist of a chair and at least three (3) additional members, one of whom may be the immediate past chair. The Resident Education Committee Chair and eligible members shall be appointed or re-appointed annually by the President. The Chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.
- 6.1.9 The Fellowship Education Committee shall develop and promote guidelines for fellowship training in emergency radiology. The Fellow Education Committee shall consist of a chair and at least three (3) additional members, one of whom may be the immediate past chair.

The Fellowship Education Committee Chair and eligible members shall be appointed or re-appointed annually by the President. The Chair and eligible members may serve up to

three (3) consecutive one-year terms in their respective roles.

- 6.1.10 The Core Curriculum Committee shall develop and maintain a curriculum, based on clinical topics essential for the practice of emergency radiology, which can be referenced by both trainees and established practitioners.

The Core Curriculum Committee shall consist of a chair and at least three (3) additional members, one of whom may be the immediate past chair. The Core Curriculum Committee Chair and eligible members shall be appointed or re-appointed annually by the President. The Chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

- 6.1.11 The Research Committee shall foster research by ASER members and facilitate multicenter trials among ASER members. The Research Committee shall consist of a chair and additional members, one of whom may be the immediate past chair. The Research Committee Chair and eligible members shall be appointed or re-appointed annually by the President. The Chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

- 6.1.12 The Strategic Planning Committee shall periodically review the strategic position of the Society and plan future goals and initiatives. The Strategic Planning Committee shall consist of the President, who shall serve as chair, and a number of eligible members, who shall be appointed or re-appointed annually by the President. The members may serve up to five (5) consecutive one-year terms in their respective roles.

- 6.1.13 The Maintenance of Certification Committee (MOC) shall be an advocate for the availability of certification and testing materials relevant to emergency radiologists. The MOC Committee shall consist of a chair and at least (3) three other eligible members, who shall be appointed or re-appointed annually by the President. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

- 6.1.14 The Grant Selection Committee shall review applications submitted for competition for the Society's annual grant program prior to the specified deadline, select a grant



recipient, and send notification letters to the recipient and other applicants. The Grant Committee is also responsible for ensuring that award recipients adhere to award requirements. The Grant Committee shall consist of a chair and at least four (4) voting members, who shall be appointed or re-appointed annually by the President. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles. Additional, non-voting members of the Grant Committee include the chairs of the Resident Education, Fellow Education, and Research Committees.

- 6.1.15 The Corporate Support Committee shall broaden the Society's relationships with industry and engender its support for both the Society's activities and the growth of emergency radiology, in general. The Corporate Support Committee may also target and create relationships with other professional societies for the purpose of developing mutually beneficial joint initiatives. The Corporate Support Committee shall consist of a chair and at least six (6) voting members who shall be appointed or re-appointed annually by the President. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.
- 6.1.16 The ASER Social Media Committee shall be the primary steward of the society's social media platforms. The committee shall use social media to disseminate communications, updates, and educational material to the society members and the general public. The ASER Social Media Committee shall consist of a chair and 6 to 10 members who shall be appointed or re-appointed annually by the President. The chair will also be a member of the Annual Meeting Program Committee to assist in coordinating social media marketing for the Annual Meeting. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.
- 6.1.17 The ASER Website Committee shall communicate information about the Society, current and planned activities, as well as provide educational material, to the Society's members and general public through the Society's website. Its activities shall also include periodic review and update of both the format and content of the Society's website and educational platform. The ASER Website Committee shall consist of a chair and 5 to 8 members who shall be appointed or re-appointed annually by the

President. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles.

6.1.18 The Executive Committee may empanel an ad hoc committee to complete a specific task or address an important issue to the Society. A given ad hoc committee shall work for a period of one to three (1-3) years. Each committee will consist of a chair and at least four (4) additional members, who shall be appointed or re-appointed annually by the President. The chair and eligible members may serve up to three (3) consecutive one-year terms in their respective roles. To meet the needs of the Society, the Executive Committee may elevate an ad hoc committee to a standing committee or may dissolve an ad hoc committee altogether.

6.2 The President may create an ad hoc task group to address society needs without Executive Committee approval but must notify the Executive Committee when an ad hoc task group is formed. The chair(s) of the ad hoc task group will be appointed by the President; ad hoc task group chairs may select group members which are approved by the President. The task group's scope should be focused and limited, with expected time to completion of 1 year or less. If at the end of one year, it is determined that the task group needs additional time to complete its goal, an additional 6 months of time may be granted with Executive Committee approval. After this added time, if it is determined that it would benefit the society for the task group to remain, it should be elevated to ad hoc committee or full committee status by a vote of the Executive Committee.

## **7.0 Meetings**

7.1 The Society shall meet annually and such meetings shall consist of business, educational, and scientific sessions.

7.2 The quorum for the Business Meeting shall consist of twenty percent (20%) of the members of the Society eligible to vote, as specified in Section 3.8 of these bylaws of the Society, who are registered and attending the Annual Meeting.

## **8.0 Procedures**

- 8.1 The fiscal year of the Society shall coincide with the calendar year.
- 8.2 All meetings of the Society, including the Annual Meeting, shall be governed by the current edition of Sturgis Rules of Order.
- 8.3 Order of business:
- a. Call to order
  - b. Approval of minutes
  - c. Secretary's report
  - d. Treasurer's report
  - e. Committee reports, other than Nominating Committee, including election of new members/fellows
  - f. Old business
  - g. New business
  - h. Report of Nominating Committee, including introduction of newly elected and installed officers, Directors-at-Large, ACR Councilor, and Alternate Councilor
  - i. Adjournment

**9.0 Dues and Fees**

- 9.1 The dues of the Society shall be due and payable on January 1. Dues so paid shall cover the fiscal year beginning on that date. The dues shall be set annually by the Executive Committee, upon recommendation of the Treasurer.

**10.0 Amendments**

- 10.1 These bylaws may be amended through electronic balloting of all Society members with voting privileges not less than 30 days prior to the Annual Meeting. These bylaws may be also be amended at any Annual Business Meeting of the Society by two-thirds of the members present; notice of the proposed amendment changes shall be circulated with the agenda for the meeting at which the vote is to be taken.

**11.0 Dissolution**

11.1 In the event of dissolution of the Society, all real assets and money shall be donated to The American College of Radiology, the Radiological Society of North America, and The American Roentgen Ray Society, in equal portions. Alternatively, another scientific organization can be chosen successor, as deemed appropriate by the Executive Committee with the approval of the membership.