

**Southeastern Chapter – Society of Nuclear Medicine and Molecular Imaging
CONSTITUTION & Bylaws
Revised 10-12-13**

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CONSTITUTION

ARTICLE 1. NAME

The name of this organization shall be the Southeastern Chapter of the Society of Nuclear Medicine and Molecular Imaging, hereafter referred to as the Chapter.

ARTICLE 2. ORGANIZATION

The Chapter shall be an autonomous scientific organization with its own officers, dues, and bylaws, and also shall be an integral Chapter of the Society of Nuclear Medicine and Molecular Imaging , hereinafter referred to as the Society.

ARTICLE 3. OBJECTIVES

The objective of this organization shall be to promote the discussion and communication of knowledge of nuclear phenomena as it applies to or is likely to apply to the better understanding and control of disease; and to stimulate and disseminate advances in the biological and medical applications of radioactive materials.

BYLAWS

ARTICLE 1. ORGANIZATION

Section 1.1. The Chapter shall be an autonomous scientific organization with its own officers, dues and bylaws, and also shall be an integral Chapter of the Society.

Section 1.2. Matters of primary concern to the Society shall be governed by the Constitution and Bylaws of the Society.

Section 1.3. Matters of primary concern to the Chapter shall be governed by the Constitution and Bylaws of the Chapter.

Section 1.4. Matters of concern to both the Chapter and the Society shall be governed by the appropriate Constitution and Bylaws as determined by the Officers and Council of the Chapter.

ARTICLE 2. MEMBERSHIP

Section 2.1

Categories of membership are established by the Society. Unless otherwise noted in these Bylaws, membership in the Chapter shall be divided into classes as provided for in the Bylaws of the Society and shall be open to all persons who, by virtue of residence or occupation in the territory embraced by the Chapter, or are otherwise eligible for membership in one of the categories described in the Bylaws of the Society, provided that they are found acceptable by the Society. A member shall be in good standing if he/she is a member in good standing of the Society of Nuclear Medicine and Molecular Imaging.

ARTICLE 3. OFFICERS AND COUNCIL

Section 3.1. The officers are President, President-Elect, Secretary, Treasurer, Historian, Counselors, and Administrative Director. A President-Elect shall be elected by the membership at each annual meeting to serve a one-year term, and to succeed to the office of President for the following year for a one-year term. The Secretary and Treasurer shall be elected on alternate years at the same meeting to serve two-year terms. These four officers may not serve consecutive terms in the same office. The Historian is an executive officer and shall be elected by the membership for any number of three year terms. Six Councilors shall be elected by the membership to three-year terms. Emeritus members with long-standing experience and dedication to Chapter activities may be appointed to Emeritus Counselor Status by the majority vote of the Council. Emeritus Counselors will serve a lifetime appointment, or until appointee requests termination of the appointment. The Administrative Director shall be appointed by majority vote of the Council, and shall serve for an indefinite period, subject to annual re- appointment by majority vote of the Council at the meeting held during the period of the Annual Meeting.

Section 3.2. The Council of the Chapter shall consist of the following, each being a member in good standing of the Chapter:

- (a) The Chapter's Officers;
- (b) The last four past Presidents, each serving for a term of four years after his presidency.
- (c) The Chairpersons of the standing committees (see Article 4);
- (d) Chapter members who are officers or voting members of the House of Delegates of the Society;
- (e) Six members of the Chapter elected by the membership for three year terms;
- (f) Editors of the Chapter Newsletter as appointed for 3 years;
- (g) The Chapter's representative on the Society's "Committee on Credentials and Membership".
- (h) The National Council delegate as appointed by the Technologist Section.
- (i) The President, President-Elect, Secretary and Treasurer of the Technologist Section
- (j) Technologist Section Finance Chair and Program Chair as non-voting members

Section 3.3. The Council shall meet at least twice annually to transact the business of the Chapter. One meeting shall be held at least ninety (90) days before the annual meeting; another shall be held during the period of the annual meeting.

Section 3.4. A quorum of the Council shall consist of six or more Council members, except where specific exceptions are stated in the Bylaws.

Section 3.5. Should vacancies in the elected offices occur, the order of succession should be as follows:

- (a) Should the office of the President become vacant, the President-Elect will immediately assume this office and reassign the duties of the President-Elect to one or more members of the Council. He shall serve the unexpired term of the President and the term he would normally have begun at the next annual meeting.
- (b) Should the office of the President-Elect become vacant, the President shall appoint an acting President-Elect from the membership of the Council to perform the duties of this office until the next annual meeting, at which meeting the membership shall elect, by secret ballot, a new President and a new President-Elect. The acting President-Elect shall be eligible for nomination to any office of the Chapter at that meeting.
- (c) Should the office of the Secretary become vacant, the President shall appoint an acting Secretary from the membership of the Council who shall assume the duties of this office until the next annual meeting.
- (d) Should the office of the Treasurer become vacant, the President shall appoint an acting Treasurer from the membership of the Council who shall assume the duties of this office until the next annual meeting.
- (e) Should the office of the Historian become vacant, the President shall appoint an acting Historian from the Full Membership of the Chapter who shall assume the duties of this office until the next annual meeting.
- (f) Unexpired terms of elected Council members shall be filled at the next annual meeting.

ARTICLE 4. COMMITTEES

Section 4.1. Nominating Committee

4.1.1. Membership: The members shall consist of the last six Past-Presidents of the Chapter who are still Chapter Members in good standing. The most recent Past-President shall serve as Chairperson. If a vacancy occurs due to death or disability of the Chairperson, the next most recent Past-President shall serve as Chairperson.

4.1.2. Functions: The functions of the Nominating Committee will include

- (a) The Committee shall solicit suggestions from the voting membership for nominations for all elective officers to be filled at the next annual meeting. The Committee shall prepare a slate of one or more nominees for each elective office and shall present this slate to the membership at the annual meeting. The Chairperson shall report to the Council at each regularly scheduled Council meeting. If the Council disapproval of actions taken by the Nominating Committee, this disapproval shall be noted in the minutes and disseminated to the membership by the Secretary.
- (b) The Committee shall also submit a list of candidates to be suggested for offices in the National and furnish these names to the Council for their selections at a regularly scheduled Council meeting.
- (c) The Nominating Committee will include in its consideration for nominations any member whose name is recommended by the petition of at least twenty-five (25) voting members at least forty-five (45) days prior to the interim meeting of the Council.

Section 4.2. Bylaws Committee

The President shall appoint a Chairperson of the Bylaws Committee, who shall then designate the members of this committee. The Committee shall maintain a study of the Bylaws and recommend to the Council changes or additions it feels necessary to the structure and content of the Bylaws.

Section 4.3. Finance Committee

The President shall appoint a Finance Committee of not less than three members. The Committee shall prepare an annual budget for presentation to the Council at the session held at least ninety (90) days prior to the annual meeting. It shall recommend dues and assessments to the Council. It may, with the Council's approval, engage the services of a qualified accountant to audit the Chapter's financial records and to prepare income tax returns. The Committee shall submit a written report to the Council at the next annual meeting.

Section 4.4. Program Committee

The President-Elect shall appoint a Program Committee Chairperson Designee who shall assume the position of Program Chairperson at the end of the next annual meeting. In the interim period, the designee shall serve as a member of the current Program Committee. The Chairperson shall designate the other members of the Committee. The Committee shall be responsible for the scientific and educational programs at the annual meeting.

Section 4.5 Local Arrangements Committee

The President-Elect shall appoint a Local Arrangements Committee Chairperson Designee who shall assume the position of Local Arrangements Chairperson at the end of the next annual meeting. In the interim period, the designee shall serve as a member of the current Local Arrangements Committee. The Chairperson shall designate the other members of this committee. The Committee shall be responsible for the Local Arrangements at the annual meeting.

Section 4.6 Committee for Technologist Affairs

This Committee shall consist of five members of the Chapter; two appointed by the President and three chosen by members of the Chapter who are technologists. If a Technologists' Section of the Chapter is formed under the provisions of Article 9, it may be designated by the Council to represent the Chapter's technologists in this matter. The two presidential appointees shall be Full Members of the Chapter and shall serve two year terms, one being replaced each year in alternation. The other three members may be of any membership category and shall serve three year terms, one being replaced each year in rotation. One of the five appointees will be designated Chairperson by the Chapter's technologists or by the Technologist Section if appropriate. The Committee will meet twice each year, preferably just before each Council meeting, and will concern itself with matters of special interest to technologists.

Section 4.7 Membership Committee

The President shall appoint a Chairperson of the Membership Committee who then shall designate the members of this Committee. The Committee shall be responsible for all matters relating to membership. It shall recommend for

approval by the Council, policies and procedures for processing and selection of candidates for election to membership that are in the best interest of the Chapter and of the Society.

Section 4.8. Ad Hoc Committees: The President will appoint ad hoc committees as needed.

ARTICLE 5. DUES AND ASSESSMENTS

Section 5.1. Changes in the dues of the Chapter shall be recommended by the Council and adopted by a simple majority vote of the membership at a business meeting of the Chapter.

Section 5.2. In the event of an emergency or extraordinary need, assessments may be levied upon approval of two-thirds of the entire Council of the Chapter.

Section 5.3. Dues are payable as of October 1.

ARTICLE 6. MEETINGS

Section 6.1. An annual meeting of the Chapter shall be called by the Council. The announcement of the time and place of the meeting shall be made to the membership at least sixty (60) days before the meeting date. The annual meeting shall include a Council meeting, a business meeting of the voting membership, a scientific program, and an installation of officers. Generally this meeting shall be held in the Fall of the year.

Section 6.2. Other meetings may be called by the President. No business may be transacted at a Chapter meeting unless there has been sixty (60) days prior notice of such a meeting.

Section 6.3. At a duly called business meeting, a quorum shall consist of the voting membership present.

ARTICLE 7. ELECTIONS

Section 7.1. At the annual meeting, the voting members of the Chapter shall vote on the nominees presented by the Nominating Committee and on members nominated from the floor.

Section 7.2. For each office, the nominee who receives the largest number of votes at the annual business meeting shall be elected to office. Voting shall be by secret ballot.

Section 7.3. In the case of a tie vote, the voting members of the Chapter present at the annual meeting shall vote a second time by secret ballot in an effort to break the tie. All nominees who are tied for the office shall remain on the ballot. In the event of a tie vote on a second ballot, the members of the Council present shall as a group cast one tie-breaking vote.

Section 7.4. All newly elected officers and Council members shall be installed at an appropriate time during the annual business meeting and shall serve from that time until the installation of their successors at a subsequent annual business meeting.

Section 7.5. Article 7. Elections. Section 7.5 The national Society allows each of its chapters to elect 2 members to its House of Delegates. The two members that are S.E. Chapter-elected shall be the Chapter President and the President of the Technologist Section or his or her designate. Designation shall be made at the fall business meeting of the Chapter.

ARTICLE 8. DUTIES OF OFFICERS AND COUNCIL

Section 8.1. President

The President shall preside at Chapter and Council meetings. The President or his delegates shall appoint auditors, tellers, and other persons authorized to conduct business. The President shall appoint Counselors. The President shall appoint Chairpersons of necessary committees as provided in Article 4 of the Bylaws. The President or his appointed delegate shall represent the Chapter at Society Meetings.

Section 8.2. President-Elect

In the absence of the President, the President-Elect shall preside at Chapter and Council meetings. He shall be responsible for the coordination of the Program and Local Arrangements Committees and shall appoint Chairperson Designees for these committees.

Section 8.3. Secretary

In the absence of the President and the President-Elect, the Secretary shall preside at Chapter and Council meetings, and shall prepare a report of actions taken at these meetings for dissemination to the Chapter membership by mail. He shall be responsible for the preservation of records, the compilation of membership rosters, the notification of meetings, the registration of annual meetings, and all functions ordinarily implied by this office. At the installation of officers, the retiring Secretary shall deliver all records to the incoming Secretary.

Section 8.4. Treasurer

The Treasurer shall be responsible for the receipt, custody, and disbursement of all funds and securities of the Chapter. He shall establish a bank account in the Chapter's name for the maintenance of Chapter funds and shall maintain records of the financial affairs of the Chapter. He shall act as fiscal consultant to the Finance Committee and to the Council. At each Council and annual meeting, the Treasurer will make a report in writing and orally of the monies received and expended together with a detailed statement of the financial condition of the Chapter. At the installation of officers, the retiring Treasurer shall deliver the financial records and accounts to the incoming Treasurer.

Section 8.5. Administrative Director

The Administrative Director is a full member, has all the privileges of the Chapter office except the right to vote upon matters pertaining directly to this office. The Administrative Director shall perform such duties as are specified by the Council. These normally will include but may not be limited to:

- (a) Maintain and furnish a Chapter office.
- (b) Maintain all administrative and business records of the Chapter.
- (c) Conduct the routine administrative and business affairs of the Chapter.
- (d) Collect dues, assessments, registration fees, exhibitor's fees, and other monies due to the Chapter.
- (e) Issue all vouchers for payment of bills on budget authorizations.
- (f) Assist the Finance Committee in the preparation of the annual budget.
- (g) Assist in auditing the Treasurer's accounts.
- (h) As an agent of the Council, shall provide all the necessary administrative and business services required to arrange for, and conduct, annual and special meetings of the Chapter and Council.
- (i) Maintain an active liaison with the administrative office of the Society.
- (j) Serve as continuing representative of the Chapter and as advisor to the President at meetings of the House of Delegates of the Society.
- (k) Serve as publisher of the proceedings of the annual meetings and other publications of the Chapter.
- (l) Handle the sale of Chapter publications.
- (m) Report to the Council at its regular sessions or whenever requested by the Council.

Subject to budgetary limitations established by the Council, the Administrative Director, as an agent of the Chapter, may contract for necessary secretarial, clerical, and printing services to be provided by independent firms, agencies, or self-employed individuals.

In the event of permanent or temporary absence or disability of the Administrative Director and upon instruction by the President, the above duties which are primarily secretarial in nature shall be carried out by the Secretary; duties which are primarily fiscal in nature shall be carried out by the Treasurer; all other duties shall be assigned by the President to an appropriate existing committee or to ad hoc committees.

Section 8.6. Counselor

The Counselor shall be available for advice and counsel to the President or Council.

Section 8.7. Council

The duties of the Council shall be to conduct the business of the Chapter. Also vested in the Council shall be the management, direction, and control of affairs, funds, and property of the Chapter, the determination of the relation and obligations for members to the Chapter and of members as such to each other, and of members of the Chapter to the Society. The Council shall recommend the time and place of Chapter meetings and call the annual meetings.

Section 8.8. Historian

The Historian will preserve appropriate documents and mementos of the Chapter and will accumulate historical data which, upon occasion, he will record in formal writing.

ARTICLE 9. CHAPTER SECTIONS AND RELATIONS WITH LOCAL GROUPS

Section 9.1. In the event that groups of technologist, physicians, scientists, and other individuals form local groups or

organizations within the geographical limits of the Chapter, and desire some affiliation with or recognition by the Chapter, the President shall appoint an ad hoc committee to prepare for the Council's approval, written policies and guidelines governing the relations of the Chapter with these local groups.

Section 9.2. Formally organized groups of wide geographical distribution whose bylaws are compatible with the bylaws of the Chapter as specified in Article 3 of the Chapter's Constitution, may apply for recognition by the Council as a Section of the Chapter. Policies and guidelines governing the relations of the Chapter to a Section of the Chapter will be written for the Council's approval by the ad hoc committee described in Section 9.1.

ARTICLE 10. CHAPTER NEWSLETTER

Section 10.1. The Council may authorize the publication, within limits established by the Council, of a Chapter Newsletter for mailing to all members of record. This Newsletter shall be an official publication of the Chapter, and, as such, may be used in lieu of separate mailings for all official notices, reports, and other matters required by these bylaws to be disseminated to the membership. It may also be used for the dissemination of information of general interest to the membership.

Section 10.2. The Administrative Director shall be responsible for the inclusion in the Newsletter of all official notices, reports, and other matters that are required by these bylaws to be disseminated to membership. The general content of the Newsletter shall be determined by the Editor in conformance with guidelines approved by the Council.

Section 10.3. The Editor of the Newsletter shall be appointed by the Council on the recommendation of the Nominating Committee for a three year term. Should the position of Editor become vacant, the President shall appoint an Acting Editor to Council as provided in Section 3.2.

Section 10.4. By mutual agreement by the Chapter and a Section or Sections of the Chapter (as Described in Article 9), a conjoint Newsletter may be published. An Associate Editor of the conjoint Newsletter may be appointed by each Section involved. The provisions of Section 3.2 do not apply to Associate Editors.

ARTICLE 11. DISCIPLINE

Section 11.1. The Council of the Chapter shall have authority to recommend suspension or expulsion of a member for causes.

Section 11.2. A member of the Chapter may be suspended or expelled if:

- (a) The member has conducted an investigation that imposes unnecessary suffering or injury upon any person;
- (b) The member has conducted an investigation that imposes unnecessary suffering upon animals;
- (c) The member has knowingly consented to the use of his name in unethical advertising;
- (d) The member has committed any other act contrary to established principles of the Chapter.

Section 11.3. Disciplinary procedures including those to be followed for suspension or expulsion of a member shall follow the principles of the latest edition of Robert's Rules of Order. The details of the procedures to be followed shall be made available to any member upon his request. The Council will present its recommendations for suspension or expulsion at the first business meeting session of a Chapter meeting in which a quorum for disciplinary action can be obtained. A quorum for disciplinary purpose shall consist of at least fifty (50) voting members at a regular meeting. Suspension shall require a majority vote, and expulsion a two-thirds vote of the quorum.

Section 11.4. Suspended members may be reinstated by a majority vote of the voting membership.

Section 11.5. Upon failure to pay two successive dues payment, a member shall be dropped from Chapter membership unless immediate payment of the delinquent dues is made. If such payment is not received, the member shall be dropped from the rolls at the first meeting of the Council which follows unless excused by the Council.

Section 11.6. The Council shall have the authority to suspend for due cause and after proper hearings any officer who is derelict in the performance of his duties. Following this action, Section 3.5 shall be applied.

ARTICLE 12. AMENDMENTS

Section 12.1. Any member may propose changes in the Bylaws to the officers or members of the Council. Such proposals must be submitted in writing. After study by the Bylaws Committee and endorsement by the Council members, the proposed changes shall be submitted to the membership for their study, consideration, and comment.

The proposed changes shall reach the membership at least thirty (30) days before a business meeting. A simple majority vote of the voting membership present at the meeting shall cause the proposed changes to become amendments.

ARTICLE 13. TERMINATION

Section 13.1. Should the Southeastern Chapter of the national Society be disbanded, or should it otherwise cease to exist, its official records, minutes, books, and other pertinent documents, and any real property and assets that the Chapter may possess, shall be delivered to the then current President of the national Society, or to an appropriate officer designated by the President, for filing, storage, or other disposition at the discretion of the National Society's House of Delegates.

Section 13.2. Monies and other financial assets remaining credited to the Chapter after settlements of all outstanding obligations shall be donated to one or more non-profit, tax-exempt organizations engaged, directly or indirectly, in some aspect of nuclear medicine. Such recipient organizations shall be selected, opportunity permitting by the Chapter's Council at a regular or special Council meeting. If feasible, the Council shall give careful consideration to the wishes of a majority of the Chapter's members. If such formal meeting of the Council shall not be feasible, the Chapter's then President or his successor (Article 3,

Section 3.5) shall be designate the recipients, being guided by whatever opinions the President may be able to obtain from other officers and Council members. An example of such recipient might be the National Society of Medical Research, but the choice need not be restricted to, nor even include, said Society. Following appropriate authorization, this transfer of financial assets shall preferably be carried out by the Chapter's Treasurer.

ARTICLE 13. PARLIAMENTARY AUTHORITY

Section 14.1. All questions of parliamentary procedure will be determined at all meetings of the Chapter or Council by the provisions of these Bylaws, by the Bylaws of the Society, and by the latest edition of Robert's Rule of Order. In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.