

# Washington State Radiological Society Chapter Bylaws

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# Washington State Radiological Society Chapter Bylaws

## Article I – Name

The name of this organization shall be the Washington State Radiological Society, a chapter of the American College of Radiology, hereinafter referred to as the "Chapter."

## Article II – Purposes

The purposes of the Chapter shall be those of the American College of Radiology, hereinafter sometimes referred to as the "College", to advance the science of radiology, improve radiologic service to the patient, study the socioeconomic aspects of the practice of radiology, and encourage improved and continuing education for radiologists, radiation oncologists and professionals in allied professional fields.

The Chapter shall also represent radiology and the interest of its members with state interdisciplinary councils, payor committees, the state policy makers and agencies.

## Article III – Affiliation

The Chapter will be an affiliate of the American College of Radiology.

## Article IV – Membership

### Section 1 – Classes of Membership

Membership in this organization shall be of six classes: (1) Member, (2) Associate Member, (3) Member in Training, (4) Allied Health (5) Retired or Inactive Member, and (6) Affiliate Member. All members in each membership category must be members of the American College of Radiology.

The Chapter does not discriminate on the basis of race, religion, gender, age, national origin or sexual orientation in granting or terminating membership or in regard to any of the benefits of membership.

### Section 2 – Qualification and Admission of Members

Physicians who have been certified in a radiological discipline, including nuclear medicine, by the American Board of Radiology, the American Osteopathic Board of Radiology, the American Board of Nuclear Medicine, the Royal College of Physicians and Surgeons of Canada or the College des medecins du Quebec are eligible to be Members of the Chapter.

Medical physicists who are certified or considered the equivalent of certified by the American Board of Radiology (ABR) are eligible to be Members of the Chapter.

A Member shall have the right to be appointed to committees, and to hold elective office.

### Section 3 – Qualification and Admission of Associate Members

Physicians who are engaged in the practice of radiology, including nuclear medicine, and who have completed an approved residency program in radiology and are otherwise eligible for membership in the Chapter, but who have not been certified by the American Board of Radiology, the American Osteopathic Board of Radiology, the American Board of Nuclear Medicine, the Royal College of

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Physicians and Surgeons of Canada or the College des medecins du Quebec are eligible to be Associate Members of the Chapter.

Medical physicists who are engaged in the practice of medical physics and are otherwise eligible for membership in the Chapter but who are not certified or considered the equivalent of certified by the American Board of Radiology (ABR) are eligible to be Associate Members of the Chapter.

An Associate Member shall have the right to be appointed to committees but shall not have the right to hold elective office.

## Section 4 – Qualification and Admission of Members in Training

Members in Training shall be those physicians who are in approved radiology residencies or fellowships, medical students registered in a formal educational program at an LCME or AOA approved medical school, and medical physicists who are registered in a formal educational program in medical physics. Member in Training status shall normally terminate within six (6) months following completion of the period of training. Those individuals who go directly from an approved residency to a fellowship program or from a medical educational program to an approved radiology residency program may continue as members in training until completion of their training. Within six months after completion of training, the Member in Training will automatically become a member of the Chapter in the appropriate class of membership, unless he or she affirmatively declines membership.

A Member in Training shall have the right to be appointed to committees, but shall not have the right to hold elective office.

## Section 5 – Qualification and Admission of Allied Health Members

Non-physician medical professionals, such as MRI scientists and radiologist assistants, whose special qualifications are deemed valuable to the Chapter and who are approved for membership to the ACR, are eligible to be Allied Health members of the Chapter. Radiologist assistants must be certified by the ARRT as a Registered Radiologist Assistant.

An Allied Health Member shall have the right to be appointed to committees, but shall not have the right to hold elective office.

## Section 6 – Qualification and Admission of Retired and Inactive Members

Members who are approved for the status of Retired Member or Retired Fellow of the ACR may be a Retired Member of the Chapter.

Retired Members shall have the right to be appointed to committees and to serve in elected office within the Chapter during the first six (6) years following his/her retirement. Retired Members shall have the right to vote during the first six (6) years following his/her retirement.

Temporarily Inactive Members shall be those from the above memberships who, for reasons acceptable to the Chapter's Executive Committee, are temporarily unable to continue their practice. Temporarily

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Inactive Members shall not have the right to vote. Temporarily Inactive Members shall have the right to be appointed to committees.

Inactive Members shall also be those Members and Fellows of the Council of Affiliated Regional Radiation Oncology Societies (CARROS) Chapter of the American College of Radiology who, by their own choice, elect not to participate in the activities of the Chapter. They shall be liable for the payment of Chapter dues, adjusted for the deduction of CARROS dues, and shall be counted for Councilor allocation purposes, but shall not be able to vote, hold serve in elected office or be appointed to committees.

## Section 7 – Qualification and Admission of Affiliate Members

Affiliate Members shall be a member in one of the above membership categories who maintains active membership in another Chapter that is not in the state where his/her principal practice is conducted, but chooses to have membership in this Chapter.

Affiliate Members shall pay dues to both Chapters, have the right to vote, have the right to be appointed to committees and have the right to hold elected office.

## Section 8 – Membership Dues

Admission to membership and continuation of membership shall be contingent upon payment of dues to the Chapter and the American College of Radiology as may then be in force.

# Article V-Board of Directors

## Section 1-Board of Directors

The Board of Directors (“Board”) shall be comprised of the Executive Committee (the President, Vice President, Secretary, Treasurer, and the Immediate Past President) as well as standing committee chairs, Resident and Fellow Section (RFS) Liaison Officer, ACR Councilors, ACR Alternate Councilors, the Young Physician Alternate Councilor, and the President of the Washington Chapter of the RFS. The President shall serve as the Board chair. The Board shall carry on the business of the Chapter and report its activities to the membership at each annual meeting. Meetings of the Board may be conducted by telephonic and/or electronic means.

## Section 2 – Attendance

Members of the Board are expected to make every effort to attend Board meetings in person or by telephonic or electronic means. Any member of the Board who misses at least one-half (1/2) of Board meetings in a calendar year or does not attend in person any Board meetings in a calendar year shall be notified electronically or by mail of pending removal from the Board and shall have thirty (30) days to respond in writing. The member shall be removed from the Board (and from his or her position as an officer, committee chair, Councilor, or Alternate Councilor) at its next meeting unless two-thirds (2/3) of Board members present vote against removal.

## Section 3 – Quorum

A quorum of the Board shall consist of one-third (1/3) of Board members.

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## Section 4 – Proxy Voting

Members of the Board may assign their voting rights to another member of the Board for the duration of one (1) meeting of the Board. Assignment of proxy voting rights shall be established by presenting to the President written, signed documentation or an electronic or facsimile statement specifying the Board member to whom voting is assigned and the date of the meeting for which voting rights pertain.

## Section 5 – Participation

All Board members must also serve as a chair or a member of at least one Chapter committee.

# Article VI – Officers and Executive Committee

## Section 1 – Officers and Executive Committee

The officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, and Immediate Past President. The offices of Secretary and Treasurer may be combined. The officers shall comprise the Executive Committee. All Chapter officers shall be members of the American College of Radiology. The President shall chair the Executive Committee. The Executive Committee is empowered to carry on the business of the Chapter, as appropriate and as necessary, between meetings of the Board. The Executive Committee will inform the Board of any activities performed between meetings either by electronic or postal mail, and/or at the next meeting of the Board. Meetings of the Executive Committee may be conducted in person or by telephonic and/or electronic means.

## Section 2 – Duties of the President

The President shall be the presiding officer of the Chapter and shall perform all the duties that custom and parliamentary practice associate with the office of the President. He or she shall act as chair of the Executive Committee and Board.

## Section 3 – Duties of the Vice President

The Vice President shall be a member of the Executive Committee. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President and, when so acting, shall have all the powers of and be subject to all of the restrictions of the President.

## Section 4 – Duties of the Secretary

The Secretary shall be a member of the Executive Committee. The Secretary shall record and preserve the minutes of the business meetings of the Chapter, the Executive Committee and the Board. The Secretary shall notify the members and the American College of Radiology of election outcomes.

## Section 5 – Duties of the Treasurer

The Treasurer shall be a member of the Executive Committee. The Treasurer shall receive all monies due the Chapter and shall disburse such monies. The Treasurer shall make a report of the funds and membership of the Chapter at each Executive Committee and annual meeting.

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## Section 6 – Duties of the Immediate Past President

The Immediate Past President shall be a member of the Executive Committee. In the absence of the President and vice President, the Immediate Past President shall perform the duties of the President and, when so acting, shall have all the powers of and be subject to all the restrictions of the President.

## Section 7 – Duties of Resident/Fellow Section (RFS) Liaison

Recognizing that the members-in-training of the chapter are the future of our profession and participation in activities and functions of the chapter may provide meaningful experiences, knowledge and leadership training, the President may appoint a RFS Liaison for a two (2) year term. The RFS Liaison must be an active Member of the chapter. There are no limitations on the practice setting of the RFS Liaison. The RFS Liaison will advocate for the productive involvement of members-in-training in Chapter activities and affairs. Duties include, but are not limited to, communication and outreach, advocacy, and mentorship. The RFS Liaison must also serve as a chair or a member of at least one Chapter committee.

## Section 8 – Election

To be eligible for election or re-election as an officer, the individual must be a Member, Retired Member, or Affiliate Member as specified in Article IV, Sections 3, 7, and 8.

No later than thirty (30) days prior to the annual meeting of the Chapter, the Chapter Nomination Committee shall send by electronic or postal a single slate of officer nominees for membership approval. At the annual meeting additional nominations shall be accepted from the floor and election shall be by a voice vote of members present. A majority of votes cast for the slate or individual nominees shall be declared elected.

## Section 9 – Terms

The terms of the President, Vice President, Secretary, Treasurer, and past President shall be two (2) years, or until their successors are elected and qualified.

## Section 10 – Vacancies

Vacancies occurring in any office shall be filled by action of the Board or the Executive Committee with the approval of the Board, which shall vote in person or by telephonic and/or electronic means. The officer thus chosen shall serve for the unexpired portion of the term of the officer whose office is being filled.

## Article VII – Standing Committees

The standing committees of the Chapter are:

- Awards and Honors Committee
- Budget and finance Committee
- Communications Committee
- Fellowship/Nominations Committee
- Government relations Committee

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- Payor relations Committee
- Program Committee
- Political Action Committee

Terms of service on a Chapter committee shall be three (3) years unless specified otherwise elsewhere in these by laws.

## Section 1 – Awards and Honors Committee

The Awards and Honors Committee shall be comprised of the President and two-four past Presidents. The President shall serve as the chair and shall appoint the members of the committee. It may periodically recommend a Gold Medal, to a chosen recipient or recipients at the time of the annual meeting of the WSRS.

Nominations should be submitted to the chair of the committee. The following criteria and procedures shall apply:

- 1.1. The award shall be for outstanding service to radiology and radiologists of Washington, or for meritorious scientific achievement that reflects credit upon radiology in Washington.
- 1.2. The award is not obligatory each year.
- 1.3. The recipient shall have been a member of the WSRS for at least five years.
- 1.4. A nominee shall be member in good standing with the ACR.
- 1.5. Nominations shall be presented to the Chair at least three months prior to the date of any duly selected interim meeting or the date of the annual business meeting. The Board may nominate suitable candidates for such award on its own.
- 1.6. Approval of a nominee shall require a two-thirds vote of the Board.
- 1.7. The award should not be made posthumously, except when the recipient has died following his or her selection.

## Section 2 – Budget and Finance Committee

The President may appoint a Budget and Finance Committee to assist the Treasurer in the preparation of an annual budget to be presented to the Executive Committee and Board, and to assist the Board in its oversight responsibilities relating to fiscal management. The Treasurer shall serve as chair of the committee.

## Section 3 – Communications Committee

The President shall appoint a Communications Committee to identify and execute strategies for communicating with Chapter members and the public. The President shall appoint the chair of the committee.

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## Section 4 – Fellowship Nominations Committee

The Fellowship Nominations Committee shall consist of three members appointed by the President and approved by the Board. When possible, committee members should be Fellows of the American College of Radiology. The committee shall annually review the membership of the Chapter for the purpose of nominating members to fellowship in the ACR, and prepare an election single slate of nominees for officers, Councilors, and Alternate Councilors for membership approval at the annual meeting of the Chapter.

## Section 5 – Government Relations Committee

The President shall appoint a Government Relations Committee to anticipate and review proposed legislation that affects the practice of radiology in the state. The committee shall report findings and recommendations for action to the Board. The President shall appoint the chair of the committee.

## Section 6 – Payor Relations Committee

The President shall appoint a Payor Relations Committee. This committee may consist of, but is not limited to diagnostic radiology, radiation oncology, and nuclear medicine CAC and Managed Care ACR Network representatives. This committee shall have the responsibility of monitoring reimbursement issues and providing input and testimony as appropriate to various bodies concerned with reimbursement issues as they affect radiology in the state of Washington. The President shall appoint the chair of the committee.

## Section 7 – Program Committee

The President shall appoint a Program Committee to develop Chapter educational programs. The committee will present program proposals for Board approval. The President shall appoint the chair of the committee.

## Section 8 – Political Action Committee (PAC)

The President shall appoint a Political Action Committee comprised of active Chapter members. The committee shall be composed of a chair, the Treasurer, and three (3) members, preferably from the Government Relations Committee, for a total of five (5) members. The chair and Treasurer shall be appointed by the current WSRS President and serve for two (2) year terms. The three (3) remaining members shall be appointed by the President to serve staggered three (3) year terms.

This committee shall manage the funding, administrative operations, and disbursement of funds related to the WSRS Political Action Committee. The committee shall provide regular reports of its activities and finances to the Executive Committee and Board, and shall be overseen and approved by the Board.

## Section 9 – Additional Committees / Liaison Appointments

The President may appoint additional committees, ad hoc or otherwise, to carry out the purpose and goals of the Chapter. Such committees may include, but are not limited to, bylaws and membership. In addition the President may appoint Chapter Liaisons to represent the Chapter on various interdisciplinary councils and commissions as required.

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## **Article VIII – Councilors and Alternate Councilors of the American College of Radiology**

### **Section 1**

The Chapter shall elect Councilors to the Council of the American College of Radiology in such numbers and on the terms authorized by the Bylaws of the College and the rules and regulations of the ACR Council.

### **Section 2 – Election of Councilors and Alternate Councilors**

Election of Councilors shall be by voice vote at the appropriate annual meeting of the Chapter, and the nominee for each vacancy who shall receive a majority of the votes cast shall be declared elected. For each Councilor so elected, the Chapter shall elect, by the same procedure, an Alternate Councilor. Councilors and Alternate Councilors must be members or fellows of the College.

Councilors, Alternate Councilors, and the Young Physician Alternate Councilor shall serve on the Board of Directors of the Chapter.

### **Section 3 – Term of Office**

The term of office of a Councilor or Alternate Councilor shall be prescribed by the current Bylaws of the American College of Radiology.

### **Section 4 – Duties of a Councilor**

The Councilor's primary duty is to serve as a representative from the Chapter in the Council - the legislative body - of the American College of Radiology. The duties of Councilors shall include attending and participating actively in the meetings of the Chapter and of the College, familiarizing themselves with activities and problems at the local and national level, acting as liaison between the Chapter and the College and interpreting each to the other, contributing to both groups' ideas, guidance and advice, and stimulating preparation of resolutions of the Chapter for presentation to the Council. As members of the Chapter Board, Councilors shall adhere to attendance and participation requirements as stated in Article V, Sections 2 and 5.

### **Section 5 – Duties of an Alternate Councilor**

Alternate Councilors shall aid the Councilors in the performance of their duties and may accompany the Councilors to meetings of the Chapter and of the College. The Alternate Councilor shall act for the Councilor in the Councilor's absence or in the event of the Councilor's inability to act. As members of the Chapter Board, Councilors shall adhere to attendance and participation requirements as stated in Article V, Sections 2 and 5.

## **Article IX – Resident and Fellow Section**

Members in training may organize as a Resident and Fellow Section (“RFS”) governed by its own constitution and bylaws. The mission and bylaws of the section shall be consistent with those of the

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Chapter and the American College of Radiology. The President of the RFS shall be a voting member of the Board of the Chapter.

## Article X – Meetings

### Section 1 – Annual Meeting

The annual meeting of the Chapter shall be held once a year at such place as shall be selected by the Program Committee. Notice of the exact time and place of such meeting shall be sent by electronic or postal mail to the members of the Chapter no fewer than thirty (30) days prior to such date. Additional regular meetings may be scheduled by the Executive Committee or the Board, and notice of the date, time and place thereof shall be sent by electronic or postal mail to the members of the Chapter no fewer than fifteen (15) days prior to any such scheduled meeting.

### Section 2 – Special Meetings

Special meetings of the Chapter shall be called: (a) by the President when deemed necessary by the Executive Committee or the Board; (b) at the request of the American College of Radiology; or (c) by petition of one third of the voting members in good standing or by ten (10) such members, whichever is less. Notice stating the date, time, place and purpose of the meeting shall be sent by electronic or postal mail to each member at least fifteen (15) days prior to the meeting. At a special meeting, no business may be transacted except that for which such special meeting was called.

### Section 3 – Quorum

A quorum shall consist of ten (10) or more voting members of the Chapter.

## Article XI – Indemnification

The Chapter shall have the power to indemnify any of its officers, members, committee chairs and employees and agents against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with activities undertaken at the Chapter's request if such person acted in good faith and in a manner the person reasonably believed to be in the best interest of the Chapter to the extent such indemnification is permitted by law. The individual will be indemnified for expenses, including attorney's fees, reasonably incurred in any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that the individual acted on behalf of the Chapter.

Indemnification can be made only as to a specific case, upon a determination that indemnification is proper in the circumstances, and must be authorized by a majority vote of a quorum of the Board, members who are not parties to the proceeding, or by a majority vote of a quorum of voting members who are not parties to the proceeding.

The Chapter shall have the power to purchase and maintain insurance on behalf of any agent of the Chapter against any liability asserted against or incurred by the agent in such capacity or arising out of

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the agent's status or such capacity, whether or not the Chapter would have the power to indemnify the agent against liability under the provisions of applicable state statutes.

## Article XII – Code of Ethics

The Code of Ethics of the American College of Radiology, as published in the College's most recent bylaws, is hereby expressly adopted as the ethics of the Chapter.

### Section 1 – Principles of Ethics

The Chapter shall abide by the Principles of Ethics of the American College of Radiology.

### Section 2 – Rules of Ethics

The Chapter shall abide by the Rules of Ethics of the American College of Radiology.

### Section 3 – Disciplinary Procedures for Violation of Rules of Ethics

A Member of the Chapter may be censured, suspended or expelled for due cause pursuant to the Principles of Ethics, Rules of Ethics and disciplinary procedures set forth in these bylaws. Disciplinary proceedings shall be confidential. The levels of disciplinary action shall be defined as follows:

**Censure:** A censure shall be a written reprimand to the member from the Secretary of the Chapter, with no loss of benefits of membership. Such censure shall be made a part of the membership file of the member.

**Suspension:** A suspension shall cause the member to lose the benefits of membership for a specific period of time as determined by the ACR Ethics Committee, after which the individual may be fully reinstated upon review by the ACR Ethics Committee. Suspension shall be for such term as the ACR Ethics Committee determines is necessary to ensure modification of behavior.

**Expulsion:** Expulsion shall cause the member to be removed from the rolls of the Chapter. An expelled member shall not be entitled to any of the benefits of membership. The ACR shall not accept a reapplication for membership from an expelled member until a prescribed period, as the ACR Ethics Committee shall determine, has elapsed from the date the individual was notified of the Committee's action.

**Grounds for Disciplinary Action:** A member of the Chapter may be disciplined for any one or more violations of the Rules of Ethics of the American College of Radiology. Additionally, a member may be disciplined for:

- Limitations or restriction of any right associated with the practice of medicine by any state or Canadian province, including the revocation, suspension, and restriction of a medical license or the voluntary surrender of a license while under investigation.
- Conviction of any felony.
- Conviction of scientific fraud (see ACR Rules of Ethics, Section 2, Number 10)

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## **Disciplinary Process:**

A complaint that a member of the Chapter has violated the Rules of Ethics may be filed in writing to the President of the Chapter. The Board or an appointed committee thereof shall investigate the merits of the charges. If it is determined that the charges have merit, and require future investigation, the complaint shall be promptly reported to the Ethics of the American College of Radiology by the Secretary of the Chapter.

The ACR Ethics Committee shall investigate and dispose of ethics matters in accordance with such procedures as specified in the ACR bylaws, and rules or regulations.

## **Article XIII – Amendments**

### **Section 1**

Amendments to these bylaws should be presented by electronic or postal mail or in person, to the Board. If the Board of votes in favor of the proposed amendments, they shall be presented to the general membership for a vote by electronic or postal mail or in person. If the vote is held by electronic or postal mail, at least thirty (30) days shall be allowed for a vote, and a majority of favorable votes shall be required to approve the proposed amendments

### **Section 2**

Any amendment so adopted shall not be contrary to requirements for Chapter status in the American College of Radiology and shall be immediately forwarded to the College for its records.

## **Article XIV – Rules of Order**

In the absence of any provision in these bylaws, all meetings of the Chapter shall be governed by the parliamentary rules and usages contained in the current edition of Sturgis' "Standard Code of Parliamentary Procedure.

## **Article XV – Dissolution**

In the event of dissolution or final liquidation of the Chapter, all of its assets remaining after payment of its obligation shall have been made or provided for, shall be distributed according to applicable law to and among such corporation, foundation or other organizations organized and operated exclusively for scientific and educational purposes consistent with those of the Chapter as shall be designated by the Board.

With the adoption of these bylaws, all previous bylaws are repealed.

Date Adopted June 1, 2013