

## **RADIOLOGY ALLIANCE FOR HEALTH SERVICES RESEARCH**

### **RULES OF OPERATION**

#### **ARTICLE I – NAME**

The name of this association is the Radiology Alliance for Health Services Research, hereinafter known as the Alliance or RAHSR. RAHSR is a Section of the Association of University Radiologists, hereafter known as AUR.

#### **ARTICLE II – PURPOSE**

The purposes of the organization will be:

- A. To encourage excellence in radiology health services research at a local, national and international level.
- B. To promote health services research as an essential component of the radiology resident curriculum.
- C. To stimulate an interest in health services research as an academic career.

#### **ARTICLE III – MEMBERSHIP**

##### **Section I: Membership and Privileges**

- A. Active Member: All individuals eligible for Full or Associate AUR membership and interested in radiology health services research are eligible for active membership in the Alliance.
- B. Emeritus Member: Retired individuals involved in radiology health services research, when they are retired or appointed to emeritus status, may become emeritus members of the Alliance upon application to the Membership Committee Chair. RAHSR members appointed to emeritus status in the AUR become emeritus members of the Alliance. Emeritus members will retain all of the rights and privileges of regular membership, except that they will not pay dues, hold office, or vote. Emeritus members will continue to hold that honorary status regardless of their academic or professional activities.
- C. Member-in-training: Medical students, radiology residents and fellows, doctoral students and post-doctoral fellows involved in radiology health services research may join as members-in-training. Members-in-training may attend the annual business meeting and may serve on committees but will not be eligible to vote. Members-in-training have free membership of the Alliance. Members-in-training will retain their members-in-training status until the conclusion of their residency or fellowship training or for the first two years of faculty status, whichever is applicable. At that time, members-in-training will be eligible for full membership under Section A. Members-in-training status will be maintained while the nominee is considered for full membership status.

## **Section II: Election to Membership**

- A. To be eligible for nomination for membership, the nominee must have shown, in the opinion of the Membership Committee, promise or accomplishment in the academic pursuits stated in the purposes of the Alliance.
- B. The Membership Committee will review the nominations for membership and will present its recommendations at the meetings of the Executive Committee. Any individual who meets the criteria for membership and pays the membership dues automatically becomes a member of the Alliance.
- C. Active members have voting privileges. Active members may serve on committees and as officers of the Alliance.

## **Section III: Termination of Membership**

Upon a finding by the Alliance that a member no longer satisfies membership requirements, membership shall automatically be terminated. Membership may also be terminated by a majority vote of the Executive Committee. Any active member in the Alliance who is no longer a member of the AUR or whose RAHSR are not paid within six months of the due date will be dropped from the membership roster.

# **ARTICLE IV: ELECTION AND TENURE OF OFFICERS**

## **Section I: Officers, Election of Officers and Succession to the Presidency**

The officers of the Alliance are: President, President-Elect, Secretary-Treasurer, and Immediate Past President.

The officers of the Alliance will be elected by a vote of the majority of the active members present and voting at the annual meeting. Alternatively, the officers may be elected by electronic ballot, with officers elected by a majority of the active members voting. The President-Elect will automatically succeed to the presidency. At that time, the Secretary-Treasurer will automatically become the President-Elect. Only in cases where an officer is unable to fulfill the responsibility of an office will additional officers be elected.

## **Section II: Election of Directors**

There are two Directors of the Alliance with staggered two-year terms. The Directors will be elected by a vote of the majority of the active members present and voting at the annual meeting. Alternatively, the Directors may be elected by electronic ballot, with Directors elected by a majority of the active members voting. A Director may serve up to two consecutive terms. Only in cases where a Director is unable to fulfill the responsibility of an office will additional Directors be elected.

### **Section III: Deputy Editor, “Academic Radiology,” for RAHSR**

There is a Deputy Editor, “Academic Radiology” of the Alliance with a single three-year term. The Deputy Editor will serve as an official liaison between the Alliance and the Journal. The Deputy Editor will be elected by a vote of the majority of the active members present and voting at the annual meeting. Alternatively, the officers may be elected by electronic ballot, with officers elected by a majority of the active members voting. Only in cases where Deputy Editor is unable to fulfill the responsibility of an office will a replacement Deputy Editor be elected.

### **Section IV: Terms of Office**

An officer of the Alliance shall be elected for a term of one year. A Director of the Alliance shall be elected for a term of two years. Each officer or director shall hold his or her office until a successor shall be duly elected and shall have qualified, or until his or her death, resignation, or removal from office. Given the rules of succession and the terms of directors and officers, a new Secretary-Treasurer and a new Director will be elected each year.

### **Section V: Removal from Office**

Any officer or director may be removed from office by a two-thirds majority vote of the remaining members of the Executive Committee whenever, in its judgment, the best interests of the Alliance would be served by such a removal, but the removal shall be without prejudice to the contract rights, if any, of the person so removed.

### **Section VI: Election to Vacancies and Creation of Offices**

A vacancy in any office may be filled or new offices created and filled by majority decision of the Executive Committee. An officer elected to fill a vacancy will serve for the unexpired term of his or her predecessor, and an officer elected to fill a new office will serve until the adjournment of the next annual meeting of the Executive Committee and until his or her successor will have been duly elected and qualified, or until his or her death, resignation, or removal.

## **ARTICLE V – DUTIES OF OFFICE**

### **Section I: President**

It shall be the duty of the President to call and preside at all meetings of the Alliance and to perform all duties customarily incident to the office of president and such other duties as may be prescribed from time to time by the Executive Committee. The President or designate shall be the spokesperson of the Alliance upon public issues within the area of interest of the Alliance. The President or designate will appoint committees and representatives of the Alliance. The President will be a member ex officio of all committees and has the right but not the obligation to participate in the deliberations of any committee.

## **Section II: President-Elect**

In the absence of the President, the President-Elect shall preside and carry out all the duties of the President. The President-Elect shall serve as Chair of the Awards Committee.

## **Section III: Secretary-Treasurer**

It shall be the duty of the Secretary-Treasurer to keep a record of the proceedings of the meetings and to preserve all books, papers and articles belonging to the Alliance. The Secretary-Treasurer will maintain a current address list of the members of the Alliance, will send out notices of the meetings, will report unfinished business of previous meetings as the Alliance may direct, will supervise the fiscal affairs of the Alliance, and will present the annual financial report and budget for the next fiscal year.

The Secretary-Treasurer will be the principal accounting and financial officer of the Association and will be responsible for the maintenance of adequate books of account for the Alliance.

The Secretary-Treasurer will supervise and be responsible for the custody of all funds and securities of the Alliance and for their receipt and disbursement, and will deposit all funds and securities of the Alliance in such banks, trust companies or other depositories as will be selected in accordance with the provisions of Article IX of the Alliance. When required by the Executive Committee, the Secretary-Treasurer will give a bond for the faithful discharge of the duties of that office in such a sum and with such surety as the Executive Committee will determine. With the approval of the Executive Committee, the cost of any such bond or surety may be paid from the funds of the Alliance.

## **ARTICLE VI: SUBSECTIONS**

Subsections with a particular focus can be created in accordance with the purposes of the Alliance (Article II) and with the approval of the Executive Committee and the membership of the Alliance.

## **ARTICLE VII: COMMITTEES**

The Alliance will have the following standing committees whose members will be chosen by the President. Unless otherwise provided by the Executive Committee, the President will appoint the members of a committee, subject to the approval of the Executive Committee. Unless otherwise specified, the term for all committee appointments (including committee chairs) is two years, not renewable. For the purposes of continuity, the incoming President may wish to reappoint some current committee chairs for one further term. If a person is appointed to a committee or other position with the Alliance and is unable or unwilling to serve, the President may appoint another general member to serve until the next annual meeting. Each committee will consist of the chair and at least two other active members, each subject to the approval of the Executive Committee. The chair of each committee will report to the Executive Committee, at its meetings and to the general membership at the annual meeting.

## **Section I: Executive Committee**

The Executive Committee will consist of the President, the President-Elect, the Secretary-Treasurer, the Directors of the Alliance, the immediate past Program Committee Chair and all Committee Chairs. A Trainee Liaison may also be appointed by the President to serve a one-year term as a non-voting ex officio member representing the interests of trainee members of the Alliance. The Executive Committee is empowered to conduct the business of the Alliance between meetings.

## **Section II: Rules Committee**

The Rules Committee or President will prepare amendments of the Rules of Operation or changes in Rules of Operation and Regulations for presentation to the Executive Committee. Upon approval, they will be presented to the membership at the annual meeting for approval. The chair of the Rules Committee will serve as Parliamentarian during the annual business meeting of the Alliance.

## **Section III: Membership Committee**

The chair of the Membership Committee will be the Secretary-Treasurer. The Membership Committee will review all new membership applications and submit its recommendations to the Executive Committee at the interim and annual meetings of the Alliance or to the Executive Committee by electronic mail. The Membership Committee will encourage and facilitate the recruitment of new members.

## **Section IV: Program Committee**

The chair and associate chair of the Program Committee will be responsible for the development and implementation of all aspects of the annual RAHSR Program. The Program Committee will be under the counsel of the President of the Alliance and the President of the AUR. The Program Committee may, at its discretion, invite papers for presentation at the annual meeting from anyone, whether a member or not.

## **Section V: Finance Committee**

The chair of the Finance Committee will be the Secretary-Treasurer. The Account Executive of the Alliance will be a non-voting, ex-officio member of the committee. The Finance Committee will establish continuity in the supervision and monitoring of all fiscal activities of the Alliance including review of the annual budget as well as the operational budget for each annual meeting. The committee will advise and make recommendations to the officers and the Executive Committee, and, through them, to the membership, in matters concerning the fiscal status of the Alliance.

## **Section VI: Nominating Committee**

The chair of the Nominating Committee will be the immediate Past President of the Alliance. The function of this committee is to nominate the candidate for Secretary-Treasurer and Director each year. The chair of the Nominating Committee will present the nominees for election at the

annual business meeting of the Alliance. Alternatively, the chair of the Nominating Committee may present nominees for election electronically.

### **Section VII: Awards Committee**

The Awards Committee will determine the nature and the recipients of any and all awards and honors established in the name of the Alliance. For example, the chair of the Awards Committee may serve as a principal liaison to the recipients of the GE-Radiology Research Academic Fellowship (GERRAF) program.

### **Section VIII: Ad Hoc Committees**

The President may appoint such ad hoc committees as are necessary to conduct the business of the Alliance. Ad hoc committees will serve until the next business meeting of the Alliance following their appointment.

### **Section IX: Liaison Committee**

The purpose of the Liaison Committee will be to facilitate programming between ACER (Alliance of Clinician-Educators in Radiology), AMSER (Alliance of Medical Student Educators in Radiology), A3CR2 (American Alliance of Academic Chief Residents in Radiology), APDR (Association of Program Directors in Radiology), ESR (European Society of Radiology), GERRAF (GE-Radiology Research Academic Fellowship), RRA (Radiology Research Alliance), SCARD (Society of Chairs of Academic Radiology Departments) and SNM (Society of Nuclear Medicine). The Liaison Committee Chair will also serve as the Research co-Track Chair for a term of three years.

## **ARTICLE VIII: ANNUAL MEETING OF MEMBERS**

### **Section I:**

There will be at least one meeting of the membership each year in conjunction with the meeting of the AUR. All members will be notified of the date and place of the annual meeting at least **one month** in advance. The Executive Committee may provide by resolution at the time of the annual meeting or by electronic mail the time and place for holding of additional regular meetings. In addition to convening at the annual meeting, the Executive Committee will hold a mid-year interim meeting.

### **Section II: Special Meetings**

Special meetings of the Alliance may be called at the discretion of the Executive Committee at a time and place to be designated by the President. Notice of a special meeting, together with a statement of the business to be transacted at such a meeting, shall be sent to each voting member of the Alliance via electronic mail. No business other than that specified in the notice of the special meeting shall be transacted.

## **ARTICLE IX: AMENDMENTS**

The Rules of Operation may be altered and amended or repealed and new rules of operation and regulations may be adopted by a majority vote of those active members in good standing present in a meeting at which a quorum is present provided that written notice of the proposed change or changes shall have been included in a notice of the meeting sent to all active members in good standing at least fifteen (15) days prior to the meeting by regular mail or electronic mail. Changes also may be adopted by a majority vote of members in good standing by electronic mail when changes are needed between meetings.

For purpose of this Article IX (Amendments), a quorum for conducting business at the annual meeting and for the election of officers shall be 10 or determined as the members present at the appointed time and place of the meeting.

## **ARTICLE X: DUES**

The annual dues shall be such as the Executive Committee may fix. Annual dues will be charged and will be payable to the Secretary-treasurer by July first of each year. They shall be considered past due three months after due date, and the benefits of membership shall be suspended by the Executive Committee at its meeting held in conjunction with its mid-year meeting as specified in Article IX, Section I. The suspended member will have the right to reapply for membership upon payment of dues in arrears. The membership committee will process this applicant as a new applicant.

## **ARTICLE XI: CONTRACT, CHECKS, DEPOSITS AND GIFTS**

### **Section I: Contracts**

The Executive Committee may authorize any officer or officers or agent or agents of the Alliance, in addition to the officers so authorized by these Rules of Operation and Regulations of the Alliance and the Rules of Operation and Regulations of the AUR, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Alliance, and such authority may be general or confined to specific instances.

### **Section II: Checks, Drafts, Etc.**

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the Alliance shall be signed by such officer or officers or agent or agents of the Alliance in such manner as shall from time to time be determined by resolution of the Executive Committee. In the absence of such determination by the Executive Committee, such instruments shall be signed by the Secretary-Treasurer and countersigned by the President or President-elect of the Alliance. For amounts less than five hundred dollars, such instruments may be signed by the Secretary-Treasurer only.

### **Section III: Deposits**

All funds of the Alliance shall be deposited from time to time to the credit of the Alliance in such banks, trust companies, or other depositories as the Executive Committee may select.

#### **Section IV: Gifts**

Any officer or the President may accept gifts on behalf of the Alliance any unrestricted or unconditional contribution gift, bequest, or devise for the general purposes or of any special purpose of the Alliance. Any restricted or conditional contribution, gift, bequest, or devise may be accepted only by the Executive Committee on behalf of the Alliance.



## **Radiology Alliance for Health Services Research**

### **Regulations**

1.

The latest edition of parliamentary laws of Sturgis' *Standard Code of Parliamentary Procedure* governing deliberative bodies will govern the meetings of the Alliance.

2.

Whenever any notice is required to be given under applicable law, the Articles of Incorporation of the AUR, or these Rules of Operation, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

3.

The Executive Committee will determine the annual dues, and the Executive Committee of the AUR will determine the fiscal year. Dues for members who join mid-year will not be prorated. For new members, subscriptions to the official journal of the AUR will begin in January after the election to membership. Emeritus members are relieved of paying dues but will not receive the official journal of the AUR, "Academic Radiology." Members-in-training will pay reduced annual dues as fixed by Executive Committee.

4.

The Alliance is a section of the AUR, which is incorporated as a non-profit, tax-exempt organization under Section 501(c)(6) of the Internal Revenue Code. Notwithstanding the foregoing or any other provision of the Articles of Incorporation of the AUR, the corporation of the AUR including its Section, the Alliance, shall not at any time engage in regular business of a kind ordinarily carried on for profit, nor shall any part of its net earnings inure to the benefit of any member or individual, nor shall it perform particular services for any member or individual, nor shall it engage in any transaction which would cause it to be denied the status of an organization exempt from taxation under the Internal Revenue Code of the United States, as amended from time to time. As defined in the Regulations of the AUR Rules of Operation, AUR will have and exercise all other powers and authority now or hereafter also conferred upon non-profit, tax-exempt organization under the laws of the state of Illinois. No substantial part of the activities of the AUR shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Alliance shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

5.

To the full extent specifically authorized by, and in accordance with the procedure prescribed in, Section 108.75 of the Illinois General Not-for-Profit Corporation Act (or the corresponding provisions of any future statute applicable to corporations organized under that Act), the corporation of the AUR including its Section, the Alliance shall indemnify any and all of its members, employees, agents and other authorized representatives for expenses and other amounts paid in connection with legal proceedings (whether threatened, pending or completed)

in which any such persons become involved by reason of their serving in any such capacity for the corporation.

6.

In the event of the dissolution of the corporation of the AUR, the Executive Committee of the AUR shall, after paying or making provision for the payment of all of the liabilities of the AUR, distribute all of the assets remaining exclusively for the purposes of the Alliance in such manner, or to one or more organizations organized and operated for one or more of the purposes contained in the Articles of Incorporation of the AUR or to such charitable, educational, or scientific organizations as shall at the time qualify as an exempt organization(s) under Section 501(c)(6) or Section 501(c)(3) of the Internal Revenue Code of the United States, as amended from time to time or corresponding provisions of any future United States Internal Revenue law, as the Executive Committee of the AUR shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the AUR is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are operated exclusively for such purposes.

7.

Upon specific authorization by the Executive Committee, the AUR may purchase and maintain insurance on behalf of any or all officers, committee members, employees, agents, or other authorized representatives of the AUR against any liability asserted against any such person and incurred in any such capacity, or arising out of the status of serving in any such capacity, whether or not the AUR would have the power to indemnify them against such liability under the provisions of the Rules of Operation of the AUR.