

# AMERICAN SOCIETY OF HEAD AND NECK RADIOLOGY BYLAWS

*(Last Amended at the October 8, 2010 Annual Business Meeting in Houston, Texas)*

## **1.0 Name**

The name of this corporation shall be the American Society of Head and Neck Radiology.

## **2.0 Purposes**

- 2.1 To advance knowledge in the field of head and neck imaging.
- 2.2 To stimulate interest in the field of head and neck imaging.
- 2.3 To promote research in the field of head and neck imaging.
- 2.4 To improve methods of teaching head and neck radiologic diagnosis.
- 2.5 To provide meetings for the presentation of papers and the dissemination of knowledge.
- 2.6 To foster the continuing development of head and neck imaging as an art and a science.

## **3.0 Membership**

Membership is open to any qualified individual of high professional reputation who has made significant contributions to head and neck radiology and/or who devotes a significant portion of his/her time to the study of diseases of the head and neck area and/or is actively participating in a full-time, accredited, radiology training program.

Membership shall be in the following categories: Active, Associate, Honorary, Emeritus, In-Training and Affiliate.

### **3.1 Qualifications**

- 3.11 Active - A physician who practices radiology in North or South America and who is certified in general radiology by the American or Canadian Boards of Radiology, or a comparable certifying organization.
- 3.12 Associate - A physician who practices radiology in a country other than one located in North or South America and who is certified in general radiology by an organization comparable to the American or Canadian Boards of Radiology.
- 3.13 Honorary - A physician or scientist of distinguished reputation who has made significant contributions to the field of head and neck radiology and who is not certified in radiology.
- 3.14 Emeritus - A candidate for Emeritus Membership shall be an Active, Associate, or Honorary member who has reached the age of 65 years or who has retired from active practice.
- 3.15 In-Training - A physician who has an interest in the head and neck area and is currently participating in a full-time, accredited, training program.
- 3.16 Affiliate- A non-physician radiology professional such as an Oral/Maxillofacial Radiologist, MRI Scientist or other Allied Health Professional whose special

qualifications are deemed valuable to the ASHNR and are approved for membership by the Membership Committee are eligible to be Affiliate members of the Society.

### **3.2 Privileges**

- 3.21 Active Members shall be entitled 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.
- 3.22 Associate and Honorary Members shall be entitled to all the privileges of active members, except they shall not be entitled to vote, nor to hold office on the Executive Committee.
- 3.23 Emeritus Members shall retain the rights and privileges to which they were formerly entitled. They shall be exempt from dues.
- 3.24 In-Training members shall be entitled to all the privileges of active members, except they shall not be entitled to vote, nor to hold office on Standing Committees.
- 3.25 Affiliate members shall be eligible to vote upon acceptance into the Society and have all of the privileges and responsibilities of Active members but cannot hold committee membership until after 3 years, will be not be eligible to serve on the Rules, Membership or Executive Committees, nor chair the Education Committee.

### **3.3 Application**

- 3.31 An application for Active or Associate membership shall be in writing. The application will require one sponsor who is an Active member of the Society and who is familiar with the applicant's current professional activities. If the applicant is a member of ASNR or of an ASNR-managed specialty/regional society that applicant is exempt from this requirement. Applications for In-Training membership require a letter from the training program director.
- 3.32 The names of candidates for consideration as Honorary members may be submitted in writing to the Executive Committee by any member of the Society.
- 3.33 The names of all Active, Associate, and Honorary applicants shall be distributed by the Secretary to all voting members at least thirty (30) days prior to the Annual Meeting.
- 3.34 Objections to any Active, Associate, and Honorary member application by a member must be communicated to a member of the Executive Committee who will promptly pass these objections on to the entire Executive Committee.
- 3.35 Applicants will be accepted as members once the headquarters office has processed the application, and received prorated membership dues (required with the application). Questions/concerns regarding an applicant's eligibility for membership that cannot be resolved by headquarters staff would be forwarded to the Membership Committee for resolution.
- 3.36 An application for Emeritus Membership shall be in writing to the Secretary, who shall submit it to the Executive Committee for action. It must state the grounds for qualification as described in section 3.14 of these Bylaws.
- 3.37 An application for Affiliate membership shall be in writing. The application will require one sponsor who is an *Active* members of the Society and who is familiar with the applicant's current professional activities. The ASHNR will consider for membership non-

physician radiologists who have a professional (e.g. dental) degree, have completed a recognized post-graduate radiology program and have achieved certification from the acknowledged institution. Applications will be reviewed by the Membership Committee.

### **3.4 Term of Membership**

3.41 Active, Associate, or Honorary Membership status shall become effective once the headquarters office has processed the application, and received prorated membership dues (required with the application). Questions/concerns regarding an applicant's eligibility for membership that cannot be resolved by headquarters staff would be forwarded to the Membership Committee for resolution.

3.42 Emeritus Membership status shall become effective upon approval of the Executive Committee as described in section 3.37 of these Bylaws and will remain an effective until written request for discontinuation of Emeritus membership is received by the \*Secretary.

**\*NOTE: Secretary is charged with maintaining membership roster for the Society per section 4.241 of these by-laws.**

3.43 In-training Membership status shall become effective once the headquarters office has processed the application. Questions/concerns regarding an applicant's eligibility for membership that cannot be resolved by headquarters staff would be forwarded to the Membership Committee for resolution.

3.44 Affiliate membership shall become effective following the Membership Committee's review and approval of the application and other documents such as degrees and certifications.

## **4.0 Officers**

4.1 The officers of this Society shall be a President, a President-Elect, a Vice-President, a Secretary, a Treasurer, an Immediate Past-President, a Chairman of the Rules Committee, a Member-at-Large and an ACR Councilor. They shall comprise the membership of the Executive Committee.

4.2 Duties and Term of Office

### **4.21 President**

4.211 Duties - The President shall preside at all meetings of the Society and perform such other duties as pertain to the office. He/she will serve as Chairman of the Executive Committee, an ASHNR representative to the ACR Inter-Society Conference, and a member of all Society committees.

4.212 Term - The President shall begin his/her term of office at the close of the Annual Meeting at which he/she was elected President and will continue to serve until the close of the next Annual Meeting at which time a successor will be elected. The President shall not be eligible for re-election as President.

### **4.22 President-Elect**

4.221 Duties - The President-elect shall be responsible for the scientific and social programs for the next Annual Meeting. He/she shall have the authority to appoint a local committee for organizing the social program. He/she shall also serve as an ASHNR representative to the ACR Inter-Society Conference. In case the President shall be unable to perform his/her duties, the President-elect shall act as President during such period of incapacity.

4.222 Term - The term of office of the President- Elect shall begin at the close of the Annual Meeting at which he/she was elected and continue to the close of the next Annual Meeting at which time a successor will be elected. The President-Elect shall not be eligible for re-election as President-Elect.

**4.23 Vice-President**

4.231 Duties - The Vice-President shall preside at such meetings as designated by the President. He/She shall assist in the preparation of the Scientific Sessions and serve as the Chairman of the Membership Committee.

4.232 Term - The term of office of Vice-President shall begin at the close of the Annual Meeting at which he/she was elected Vice-President and continue to the close of the next Annual Meeting at which time a successor will be elected.

**4.24 Secretary**

4.241 Duties - The Secretary shall maintain a roster of membership and a record of all proceedings and transactions of this Society. He/She shall send notices of all meetings to all members and shall notify in writing all committee members immediately upon their appointment and all new members immediately upon their election at the Annual Meeting.

4.242 He/She shall conduct the correspondence of the Society and perform all duties pertaining to the office of Secretary.

4.243 He/She shall receive and send notices thirty (30) days prior to the Annual Meeting of the following: the names of proposed new members in accordance with the provisions of section 3.33 of these Bylaws, mail ballots to all voting members in accordance with the provisions of section 6.6 of these Bylaws, and send notices of proposed amendments and/or assessments in accordance with the provisions of sections 8.5 and 9.1 of these Bylaws.

4.244 He/She shall receive and send notices thirty (30) days prior to the time of the proposed Annual Meeting in accordance with section 6.5 of these Bylaws or sixty (60) days prior to the Annual Meeting in accordance with the provisions of section 6.6 of these Bylaws of the Nominating Committee's recommendations of the Executive Committee.

4.245 He/She shall receive from the Membership Committee and submit to the Executive Committee applications for membership in this Society, and shall send notice of such application to the voting members of this Society in accordance with the provisions of Section 3.33 of these Bylaws.

4.246 Term - The term of office of the Secretary shall begin at the close of the Annual Meeting at which he/she was elected and continue until the close of the following Annual Meeting at which time a successor will be elected. The Secretary shall be eligible for re-election for up to a total of three (3) consecutive terms.

**4.25 Treasurer**

4.251 Duties - The Treasurer shall be custodian of the funds and securities belonging or accruing to this Society from dues, bequests, or other sources and shall keep full and accurate accounts of receipts and disbursements belonging to this Society. He/She shall deposit all monies and other valuable effects in the name and to the

credit of this Society in such deposits as may be designated from time to time by the Executive Committee.

4.252 Term - The term of office of the Treasurer shall begin at the close of the Annual Meeting at which he/she was elected and shall continue until the close of the following Annual Meeting at which time a successor will be elected. The Treasurer shall be eligible for re-election for up to a total of three (3) consecutive terms.

#### **4.26 Immediate Past-President**

4.261 Duties – The Immediate Past-President will serve on committees and participate in assignments designated by the President. He/She will serve as the Chairman of the Nominating Committee.

4.262 Term - The term of office of the Immediate Past-President shall begin at the close of the Annual Meeting at which he/she was elected and shall continue until the close of the next Annual Meeting at which time a successor will be elected.

#### **4.27 Chairman of the Rules Committee**

4.271 Duties - The Chairman of the Rules Committee will participate in assignments designated by the President and chair the Rules Committee.

4.272 Term - The term of office of the Chairman of the Rules Committee shall begin at the close of the Annual Meeting at which he/she was elected and shall continue until the close of the next Annual Meeting at which time a successor will be elected.

#### **4.28 Member-at-Large**

4.281 Duties - The Member-at-Large will serve on committees and participate in assignments designated by the President.

4.282 Term - The term of office of the Member-at-Large shall begin at the close of the Annual Meeting at which he/she was elected and shall continue until the close of the next Annual Meeting at which time a successor will be elected.

#### **4.29 ACR Councilor**

4.291 Duties - The ACR Councilor shall represent the interests of the ASHNR on the ACR Council, and shall inform and educate the ASHNR on issues confronting the ACR.

4.292 Term- The ASHNR ACR Councilor shall serve for a three-year term, and may be re-elected for one additional term (maximum of six years).

#### **4.3 Vacancies**

4.31 A vacancy in any of the foregoing offices because of death, resignation, disqualification or otherwise, shall be filled by the Executive Committee for the un-expired portion of the term.

### **5.0 Executive Committee**

5.1 The governing board of this Society shall be the Executive Committee.

- 5.2 The Executive Committee shall consist of the President, the President-Elect, the Vice-President, the Secretary, the Treasurer, the Immediate Past-President, the Chairman of the Rules Committee, a Member-at-Large, and the ACR Councilor. The Chairman of the Education Committee shall be members of the Committee ex-officio.
- 5.3 The duties of the Executive Committee shall be to:
- 5.31 Have charge of and manage the affairs of this Society.
  - 5.32 Make appointments to special committees as needed.
  - 5.33 Pass upon all applications for membership into this Society.
  - 5.34 Recommend to the members at the Annual Meeting the time and place of the meetings to come as described in section 6.0 of these Bylaws.
- 5.4 Meetings of the Executive Committee
- 5.41 Regular meeting(s) of the Executive Committee may be held at such time(s) or place(s) as the Executive Committee may from time to time fix.
  - 5.42 The Executive Committee has the authority to act in the best interest of the constituency in carrying out the duties of section 5.31 of these Bylaws.
  - 5.43 A quorum of the Executive Committee will be defined as the presence of at least four (4) members of the Executive Committee one of which is either the Secretary or the Treasurer.

## **6.0 Meeting of Members**

- 6.1 The Annual Meeting of the membership shall be held once each calendar year in the spring or fall. The Executive Committee shall present their recommendations for the meeting locations to the membership at the Annual Meeting.
- 6.2 Special Meetings - Special meetings may be called at the discretion of the President, by the Executive Committee, or by petition of three-fourths (3/4) of the Active Membership.
- 6.3 The membership present at an Annual Meeting shall constitute a quorum.
- 6.4 Members shall not have the right to vote by proxy at either the Annual Meeting or at Special Meetings.
- 6.5 The Secretary will mail to the membership a list of the recommendations of the Nominating Committee for elections to the Executive Committee thirty (30) days before the Annual Meeting.
- 6.6 In the event that an Annual Meeting is not held, the business of the Society may be approved by a majority of written ballots.
- 6.61 The Secretary will mail a list of the recommendations of the Nominating Committee for election to the Executive Committee and solicit a call for nominations from the membership (to be phoned into the Secretary) sixty (60) days before the election.
  - 6.62 Written ballots will be mailed to all active members by the Secretary thirty (30) days before the election.

## **7.0 Nominations and Elections**

7.1 At the Annual Meeting, the Nominating Committee shall present a list of nominees for the various offices of this Society. Nothing in these Bylaws shall prevent, or be construed as preventing, nominations from the floor. The list of nominees will be:

7.11 President

7.12 President-Elect

7.13 Vice-President

7.14 Secretary

7.15 Treasurer

7.16 Immediate Past-President

7.17 Chairman of the Rules Committee

7.18 Member-at-Large

7.19 ACR Councilor

7.2 Election to office shall be by a majority vote of the members present and voting at the Annual Meeting.

## **8.0 Dues**

8.1 Active and Associate Members - The annual dues shall be established by vote of the Executive Committee and shall be consistent with the needs of the Society.

8.2 Dues of the members will be payable upon receipt of notification from the Treasurer in January of each year and these dues shall be for the calendar year.

8.3 A member whose dues remain unpaid for six (6) months after the initial mailings of the dues shall be so notified by the Treasurer by registered letter. A member whose dues remain unpaid for nine (9) months after the initial mailing may be dropped from the Society at the discretion of the Executive Committee.

8.4 Emeritus Member - Shall be exempt from the payment of dues.

8.5 No assessment, other than dues, may be made unless approved by a vote of three-fourths (3/4) of the members present at a meeting of the membership, provided that a notice of such proposed assessment has been mailed to the active membership at least thirty (30) days prior to the meeting.

## **9.0 Amendments**

9.1 Notice of a proposed amendment shall be furnished by the Secretary to all members of the Society entitled to vote at least thirty (30) days prior to the Annual Meeting. An affirmative vote of three-fourths (3/4) of those present at the Annual Meeting is needed for amending these By-Laws.

## **10.0 Standing Committees of the Society**

The following shall be Standing Committees of the Society: The Rules Committee, the Membership Committee, the Nominating Committee, the Publications Committee, the Education Committee, the Gold Medal Awards Committee and the Research Committee.

- 10.1 The Rules Committee shall consist of four members, one of whom shall be the Chairman. The Chairman shall be nominated by the Nominating Committee and elected by the membership. The other three members of the Rules Committee shall be appointed by the President. The Chairman's vote will prevail to break a tie vote.
- 10.12 Duties - The Rules Committee will review the By-Laws of the Society, advise the President of proposed changes in the By-Laws, and accept assignments regarding the rules of the Society from the President.
- 10.13a Term – The term of office of the Chairman of the Rules Committee shall be for a duration of one year, shall begin at the close of the Annual Meeting at which he/she was elected, and continue until the close of the next Annual Meeting.
- 10.13b Term - The term of office for members of the Rules Committee (other than the Chairman) shall begin at the close of the Annual Meeting at which they were appointed and continue until the close of the next Annual Meeting. Each member (other than the Chairman) may be re-appointed to serve a total of two consecutive terms on the Committee.
- 10.2 The Membership Committee - The Membership Committee shall consist of four members, three of whom shall be appointed by the President. The Chairman of the Membership Committee shall be the Vice-President. The Chairman's vote will prevail to break a tie vote.
- 10.21 Duties - The Membership Committee shall review all applications and nominations for membership in the Society and promptly report its recommendations to the Executive Committee. The Committee shall not discriminate on the basis of race, color, creed, religion, age, sex, national origin, or physical handicap.
- 10.22 Term - The term of the office of each member of the Membership Committee shall begin at the close of the Annual Meeting at which he/she was appointed and shall continue until the close of the next Annual Meeting. Each member other than the Chairman can be re-appointed to serve a total of two terms on the Committee.
- 10.3 The Nominating Committee - The Nominating Committee shall consist of four members, three of whom shall be appointed by the President. The Chairman of the Nominating Committee shall be the Immediate Past-President. The Chairman's vote will prevail to break a tie vote.
- 10.31 Duties - The Nominating Committee shall propose each year a new slate of officers to the Executive Committee in accordance with articles 5 and 6 of these By-Laws. The proposals shall be given to the Executive Committee at least 60 days prior to the next Annual Meeting.
- 10.32 Term - The term of office of each member of the Nominating Committee shall begin at the close of the Annual Meeting at which he/she was appointed and shall continue until the close of the next Annual Meeting. Each member other than the Chairman can be re-appointed to serve a total of three terms on the Committee.
- 10.4 The Publications Committee - The Publications Committee shall consist of seven members:
- 1) The Chairman shall be appointed by the President. The Chairman's vote will prevail to break a tie vote;
  - 2) The ASHNR Editor of the Journal who will serve as an ex-officio member;
  - 3) The Chairman of the Publications Committee of the American Society of Neuroradiology; and

4) Four additional members, appointed by the President.

10.41 Duties - The Publications Committee shall be responsible for all issues relating to the official Journal. The Publications Committee shall conduct a search and recommend to the Executive Committee an Editor of the Head and Neck section of the American Journal of Neuroradiology when a vacancy exists. The Chairman of the Committee shall act as the liaison between the Publications Committee and the Executive Committee

10.42a Term - The term of office for the Chairman of the Publications Committee shall begin at the close of the Annual Meeting at which he/she was appointed and shall continue for five years until the close of the Annual Meeting. The Chairman may be reappointed for a total of two consecutive terms (maximum of 10 years).

10.42b Term - The term of office for the members of the Publications Committee, other than the Chairman, the ASHNR Editor of the Journal and the Chairman of the Publications Committee of the American Society of Neuroradiology shall be one year in duration beginning at the close of the Annual Meeting at which they were appointed and continue until the close of the next Annual Meeting. Members of the Committee may be reappointed for a total of three consecutive one-year terms. Only three of these four members, however, may be reappointed from one year to the next.

10.5 The Education Committee - The Education Committee shall consist of at least five members: The Chairperson, appointed by the President, and at least four additional members, also appointed by the President. At least one member of the committee must be a member of the Executive Committee.

10.51 Duties - The Education Committee shall be responsible for the medical and socio-economic education of the ASHNR members and other professionals who participate in the educational activities of the Society. At the direction of the Executive Committee, the Education Committee shall plan and propose projects to further the educational mission of the Society.

10.5a Term - The term of office for the Chairperson of the Education Committee shall begin at the close of the Annual Meeting at which he/she was appointed and continue for one year until the close of the next Annual Meeting. The Chairperson may be reappointed for a total of four more consecutive terms (maximum of 5 years).

10.5b The term of each member of the Education Committee, other than the Chairman, shall begin at the close of the Annual Meeting at which he/she was appointed and continue until the close of the next Annual Meeting. Members may be reappointed for a total of three consecutive one-year terms. At least one member, however, must be replaced each year.

10.6 Gold Medal Awards Committee – The Gold Medal Awards Committee shall consist of four members: The Chairman shall be the Past President. Three additional members shall be appointed by the President.

10.61 Duties – The Gold Medal Awards Committee shall propose, each year, a recipient for the Gold Medal to the Executive Committee at least 60 days prior to the Annual Meeting.

10.62 Terms – The term of office for each member of the Gold Medal Awards Committee shall begin at the conclusion of the Annual Meeting at which he/she

was elected and continue until the close of the next Annual Meeting. Members, other than the Chairman, may be appointed for a total of three consecutive one-year terms. However, at least one member, in addition to the Chairman, must be replaced each year.

10.7 Research Committee- The number of members of the Research Committee will be up to the discretion of the President. The Chairman shall be appointed by the President.

10.71 Duties- The Research Committee shall address research support, direction, profile and endeavors of the Society.

10.72 Terms- The term of office of each member of the Research Committee shall begin at the close of the Annual Meeting at which he/she was appointed and shall continue until the close of the next Annual Meeting.

## **11.0 Additional Positions and Appointments**

### **11.1 ACR Alternate Councilors**

11.1a The ASHNR Alternate ACR Councilor shall be nominated by the President and approved by the Executive Committee for a one-year term with no limitations on term renewal. The alternate ACR Councilor shall act only in the absence of the councilor.

## **12.0 The Fiscal Year**

The fiscal year of the Society shall begin on January 1 of each year and close on December 31.

## **13.0 Dissolution**

In the event of dissolution or final liquidation of the Society, all of its assets remaining after payment of its obligations shall have been made or provided for, shall be distributed to and among such corporations, organizations, and foundations organized and operating exclusively for scientific and educational purposes consistent with those of the Society as shall be designated by the Executive Committee.