

BYLAWS OF THE TECHNOLOGIST SECTION OF THE SOCIETY OF NUCLEAR MEDICINE

Approved by the Trustees July 7, 1970
Revised June 13, 1973, June 12, 1974, June 18, 1975,
June 9, 1976, June 21, 1977, and June 28, 1978

ARTICLE I NAME

The name of this organization shall be the Technologist Section of the Society of Nuclear Medicine, hereinafter referred to as the Section.

ARTICLE II OBJECTIVES

The objectives of this organization shall be:

1. To encourage members of the Society of Nuclear Medicine, Inc., (hereinafter referred to as the Society) to join together in an association within the Society in order to serve as a means of establishing the identity and qualifications of technologist members of the Society and to promote the continued development and improvement of Nuclear Medicine Technology.
2. To assist in establishing approved standards of training and qualifications of those engaged in Nuclear Medicine Technology.

ARTICLE III MEMBERSHIP

Membership in the Section will be open to any member of the Society, regardless of category, who can provide evidence of training and/or experience in nuclear medicine technology satisfactory to the Membership Committee of the Section.

In making its judgments, the Committee will take into consideration the following evidence:

1. Satisfactory completion of and graduation from a formal training program in Nuclear Medicine Technology approved by the American Medical Association.
2. Certification or registration by a recognized registry of nuclear medicine or radioisotope technology.
3. Other types of experience gained in nuclear medicine technology or in a related field may be considered, provided the Committee feels the applicant possesses sufficient interest and experience to make a positive contribution to the aims and objectives of the Section.

Members of the Section are of two categories.

1. MEMBERS pay dues, receive the official publications of the Section, have the right to vote on all issues presented to the membership, and may serve on the National Council or as an officer of the Section, except for those whose primary affiliation is in commercial research, development, or sales, who may serve in an appointed capacity only.
2. FELLOWS shall be those members of the Section who have contributed significantly to the Section and who demonstrate outstanding ability in the field of nuclear medicine technology. Nominations to this category may only be made by a Fellow or by the Committee of Fellows. Nominations shall be made in writing with proper justification thereof to the Committee of Fellows.

Nominations shall be considered by the Committee and it is necessary for three-fourths acceptance for preliminary approval. Approved nominees shall submit an application and a thesis of an original work related to nuclear medicine technology, and shall fulfill all requirements of the point evaluation scale established by the Committee of Fellows. Upon completion of the requirements, a nominee shall be awarded Fellowship by the National Council after a two-thirds affirmative vote of all Fellow members.

Additionally, the Section shall maintain two categories of affiliation for individuals who need not be members of the Society. They are:

1. STUDENT AFFILIATES are persons enrolled in a training program in nuclear medicine technology and certified as students by the director of training for that institution. They pay application fees and dues as outlined elsewhere in the Bylaws, receive all publications of the Section, and may hold appointive office only.
2. DISTINGUISHED HONOREES are persons proposed for this distinction by the Membership Committee or National Council and they are accepted by a two-thirds vote of the National Council. They need not be members of the Section or the Society but should have distinguished themselves by their contribution to nuclear medicine or the Section. They do not pay dues, have the privilege of attending meetings without payment of fees, and will receive the *Journal of Nuclear Medicine Technology* without payment therefor.

Applications for membership:

1. Application for membership will be submitted to the Membership Committee. Applicants may become members by a majority vote of the Membership Committee. Alternately, applicants may be considered for membership upon recommendation to the National Council by a minority vote of the Membership Committee, with a subsequent approval of this recommendation by a majority vote of the National Council. Upon election to membership all persons will automatically become members of regional chapters. They may transfer their membership upon request. Because of the large geographical distribution of their members, regional chapters may designate subsections in any one state, metropolitan, or geographic area.

ARTICLE IV DUES

1. The National Council will establish annual dues and may establish application fees and assessments for members and student affiliates. Distinguished honorees will not be required to pay annual dues.
2. Unpaid dues become delinquent on March 1. The rights

and privileges of membership, including voting, the holding of office, and committee membership, are suspended during the period of delinquency. Rights and privileges will be reinstated upon payment of delinquent dues within the calendar year. After expiration of the calendar year, reinstatement can be accomplished only by reapplication for membership.

ARTICLE V

ADMINISTRATIVE ORGANIZATION

1. **ELECTED OFFICERS.** The elected officers of the Section shall be a President, President-Elect, Secretary, Historian, and Treasurer. The President-Elect shall succeed the President after a one-year term.
2. **NATIONAL COUNCIL.** The National Council is composed of the elected officers of the Section, the Chairperson of the Finance Committee, the Chairperson of the Publications Committee, the Editor of the *Journal of Nuclear Medicine Technology*, and one delegate or alternate delegate representing each regional chapter, who are elected or appointed by the members of the Section in that chapter.

Should there be an even number of Council members present at any meeting, the presiding officer shall abstain from voting. Eleven voting members are required to constitute a quorum, with not less than six regional chapters being represented. National officers from different regional chapters may be counted as representing their chapter for purposes of calling the quorum. A quorum must be present to take any action.

- a. The National Council will be responsible for the business affairs of the Section and all property and monies received for the operation of the Section, and may levy dues and fees as deemed necessary. It may make rules and regulations necessary for the management and well-being of the Section, and to carry out its objectives. It may delegate any of its responsibilities to the Executive Committee, a standing committee, or a special committee upon approval by a majority of the Council. Decisions of the Council shall be determined by affirmative vote of a majority of the voting members present, there being a quorum present.
- b. Terms of office of the chapter delegates to the Council shall be in accordance with chapter bylaws. If the chapter delegate resigns, or is removed, the vacancy must be filled by the chapter concerned according to its bylaws.
- c. Contracts, signatures, acceptance of gifts and bequests, and matters dealing with the routine business operations of the Section and not specifically controlled by these bylaws are functions of the Council, or its designees.
- d. Meetings of the Council. The Annual Meeting of the Council will be held prior to the Annual Meeting of the Society. An interim meeting of the Council shall be held prior to the Annual Meeting of the Section. Special meetings of the Council may be called by the President, with approval of a majority of the Executive Committee, or by petition of 11 members of the Council with the approval of a majority of the Executive Committee. Notice of the special meeting must be sent to each member of the Council 30 days prior to the date of the proposed meeting.

3. **TERM OF OFFICE.** The term of office for elected officers shall be one year except that the term of office of the Treasurer will be two years. The term will commence and end with the Annual Meeting of the Society.

ARTICLE VI

DUTIES OF OFFICERS

The duties of the officers are as follows:

1. **PRESIDENT:** The President of the Section presides at meetings of the Executive Committee, National Council, the Section, and any special meetings that may be called. He or she is an ex officio member of all committees except the Nominating Committee. He or she authorizes and may initiate expenditures by the Treasurer. He or she may establish special committees to function in areas of concern to the Section. He or she prepares the agenda for the meetings. In conducting the meetings, *Robert's Rules of Order (Newly Revised)* will be followed.
2. **PRESIDENT-ELECT:** Acts for the President in the case of his temporary or permanent absence or disability. He or she further functions as the primary delegate of the President in selected matters of the Section, and serves as Chairperson of the Membership Committee.
3. **SECRETARY:** Is responsible for recording the minutes of the meeting. Additional functions may be assigned by the President.
4. **TREASURER:** Advises the Finance Committee in the preparation of the budget, handles the monetary affairs, and maintains proper accounts under the authorization and direction of the National Council. He or she may spend money as authorized by the President, the Executive Committee, or the National Council.
5. **HISTORIAN:** Is responsible for maintenance of the archives of the Section as they accumulate.
6. Should the office of President-Elect become vacant prior to the election of new officers, this office shall remain vacant until the next election, and a President and President-Elect shall be elected by the membership.
7. Should the office of Secretary-Historian or Treasurer become vacant prior to the election of new officers, the President shall make a temporary appointment to fill this office until the next election.

ARTICLE VII

NOMINATIONS AND ELECTIONS

Officers will be elected on an annual basis by mail ballot prior to the Annual Meeting of the Society.

1. Chapter delegates to the National Council shall provide in writing to the Chairperson of the Nominating Committee names for nomination to elective office 90 days prior to the Annual Meeting (Winter) of the Section. The Committee will include in its consideration for nomination additional members of the Section whose names are recommended in a petition signed by at least ten members of the Section. A current curriculum vitae shall be furnished on each nominee.
2. The nominees chosen by the Nominating Committee shall be forwarded to the membership at least 60 days prior to the Annual Meeting of the Society.
3. Ballots shall be returned to the Secretary at least 30 days prior to the Annual Meeting of the Society. Ballots postmarked later than 30 days prior to the Annual

- Meeting of the Society will not be counted.
4. The ballot shall contain:
 - a. For the offices of President-Elect, Secretary, Historian, and Treasurer, there shall be two names listed for each office. Space will be provided for one write-in candidate for each office.
 - b. For the Nominating Committee, there shall be six names listed. Space will be provided for four write-in candidates.
 - c. For the Membership Committee, there shall be three names listed. Space will be provided for two write-in candidates.
 - d. For the Finance Committee, there shall be two names listed with space for one write-in candidate.
 5. The tabulation of the mail ballots shall be conducted by a committee appointed by the President of the Section.
 6. For each office, the nominee who receives the largest number of votes by mail ballot shall be elected to office.
 7. For the Nominating Committee, the four nominees receiving the largest number of votes by mail ballot shall be elected and shall serve for one year.
 8. For the Membership Committee, the two nominees receiving the largest number of votes by mail ballot shall be elected and shall serve for one year.
 9. For the Finance Committee, the nominee receiving the greatest number of votes by mail ballot shall be elected and shall serve for three years.
 10. In the event of a tie vote, the members present at the Annual Meeting of the Society shall break the tie.
 11. To be elected, each write-in candidate must indicate willingness to accept office not later than one day after tabulation of ballots.
 12. Results of the election shall be made known at the Annual Meeting of the Society. The term of office shall be one year commencing and ending with the Annual Meeting of the Society.

ARTICLE VIII COMMITTEES AND COUNCILS

All committees will meet at least once annually with one meeting occurring during the Annual Meeting of the Society.

1. STANDING COMMITTEES are:

- a. **EXECUTIVE COMMITTEE:** President, President-Elect, Secretary, Historian, Treasurer, and Chairpersons of the Finance, Publications, and Scientific Program Committees are members. The functions are to facilitate the business of the Section and to administer the policies and directives of the Section, to act as an advisory body to the President, and to keep a record of the minutes of this Committee.
- b. **NOMINATING COMMITTEE:** The Chairperson of this Committee will be the immediate past President of the Section. Four additional members will be elected annually by mail vote. The Committee will act in accordance with the duties set forth in Article VII.
- c. **MEMBERSHIP COMMITTEE:** The Chairperson of this Committee will be the President-Elect of the Section. Two additional members will be elected annually by mail vote. This Committee will review all applications for membership in the Section and certify as to the eligibility of the candidates. Applications will be acted upon in accordance with Article III.
- d. **SCIENTIFIC AND TEACHING SESSIONS COM-**

MITTEE: Consists of a Chairperson and members appointed by the President of the Section. The Committee organizes the technologists' scientific program and teaching sessions at the annual meetings of the Section and Society. It will select papers from the membership and contact prospective guest speakers.

- e. **CONTINUING EDUCATION COMMITTEE:** The Chairperson and members of this Committee are appointed by the President of the Section, and may serve successive terms at the pleasure of the President. The Committee will concern itself with all phases of educational activities of the Section and make recommendations concerning educational matters to the President and National Council when required.
- f. **PUBLICATIONS COMMITTEE:** The President-Elect of the Section is an ad hoc member of the Publications Committee with the prime responsibility of working with the National Office in obtaining national news. The President shall appoint the Chairperson of the Publications Committee to serve for a term of one year. The Chairperson of the Publications Committee shall submit to the President the names of two persons he or she recommends to serve as committee members. Their term of office shall be three years. The Publications Committee will have direct management control and editorial review of all publications of the Section. The Publications Committee shall submit to the National Council delegates, for approval, the names of any individuals they recommend to serve as Editor of the *Journal of Nuclear Medicine Technology*. Duration of the office of Editor of the *Journal of Nuclear Medicine Technology* shall be three years subject to review annually by the National Council. The Editor may serve two terms to a maximum of six years. The Editor may be removed from office upon the recommendation of the Publications Committee and approval by a simple majority of the National Council delegates, a quorum being present. The Editor of the *Journal of Nuclear Medicine Technology* shall be selected and appointed at the Annual Meeting of the Society. The Editor's term of office shall officially begin January 1, following his selection and appointment. He or she will serve as the eighth member of the Publications Committee. The Editor shall select Associate Editors for approval by the Publications Committee. The term of Associate Editor shall be for one year in duration and Associate Editors may be reappointed for one successive term. Associate Editors shall not be members of the Publications Committee.
- g. **FINANCE COMMITTEE:** The membership of the Finance Committee consists of the elected officers of the Section, the immediate past Treasurer, the Chairperson of the Publications Committee, and three elected members, each serving three-year terms so arranged that one term expires each year. Members may be reelected. The Chairperson of the committee will be appointed by the President of the Section from among the elected members, to serve a one-year term.
The functions of the committee are: To report to the National Council at each regularly scheduled meeting of the Council regarding the assets, liabilities, and financial affairs of the Section; to make recommenda-

tions concerning fiscal policy to the Council; to review and make recommendations concerning proposed expenditures for the next succeeding year; to prepare and submit the proposed budget for the Section for the following budget year to the Council for approval prior to the Annual Meeting of the Society.

- h. **COMMITTEE OF FELLOWS:** The membership of this committee shall consist of four Fellows. The President shall appoint one member annually to serve a four-year term. The Chairperson shall be chosen by mutual consent. This committee shall meet annually to evaluate nominees, and to review the requirements of the point evaluation scale for Fellows and adjust as necessary. Until such time as there are four Fellows, the President shall fill vacancies on the Committee from the membership of the Council of Past Presidents.
- i. **BYLAWS COMMITTEE:** The Chairperson and members of this committee are appointed by the President of the Section. The functions of the committee are: To recommend to the National Council any changes in the Bylaws which they deem necessary, and to present to the National Council any changes proposed by the membership as outlined in Article X.
- j. **GOVERNMENT RELATIONS COMMITTEE:** The Chairperson and membership of the Committee are appointed by the President of the Section with approval of the Executive Committee. The Committee will consist of six members. Term of office will be two years, so arranged that three members will be appointed each year. The Chairperson shall be appointed by the President of the Section to serve a one-year term. The function of the Committee is to concern itself with any matter pertaining to legislation or regulations which would affect Nuclear Medicine Technologists. The Committee will advise the President, National Council, and Executive Committee on these matters.
2. **SPECIAL COMMITTEES.** The President of the Section may appoint chairpersons and members of special committees when deemed necessary.
3. **COUNCIL OF PAST PRESIDENTS.** The Council of Past Presidents consists of all past Presidents who become members of this Council upon termination of their term of office as President. Each immediate past President serves as Chairperson for the ensuing year. The function of the council is deliberative and advisory. The Council is concerned with the long-range development of the Section; with broad and continuing policies; directional trends; with unity of effort in the multiple interests of the Section; and with measures that will increase the effectiveness and excellence of the Section. It has no voting power outside itself and its judgements will not be mandatory upon the Section. It reports annually to the National Council and, at its discretion, to any and all branches of the Section.

ARTICLE IX MEETINGS

The Section will meet annually and in conjunction with the Annual Meeting of the Society of Nuclear Medicine, and at

such other times as deemed necessary by the National Council, in accordance with these Bylaws. A Business Meeting will be held at the Annual Meeting and at the Annual Meeting of the Society, provided notice of the meeting has been published in the *Journal of Nuclear Medicine Technology* at least thirty (30) days prior to the meeting. At the Business Meetings, any member of the Section shall have the right to bring up from the floor any topic of concern under "New business." New business presented shall then be referred to the National Council and/or the Executive Committee for action. That action shall then be reported at the next Business Meeting of the Technologist Section.

ARTICLE X AMENDMENTS

1. Any person having membership privileges in the Section may initiate a proposal for amendment to the Bylaws. Such a proposal shall be submitted to the President and Chairperson of the Bylaws Committee in writing. The proposal shall state the desired change, the rationale for the change, and shall include a petition signed by twenty-five (25) members in good standing indicating their concurrence. After validation of the petition, the Chairperson of the Bylaws Committee shall present the proposal to the National Council at the Annual Meeting of the Section.
2. Proposed changes originating within the Bylaws Committee shall be presented to the National Council at the Annual Meeting of the Section.
3. The National Council shall review all proposals and submit them to the membership in the form of a mail ballot at least sixty (60) days prior to the Annual Meeting of the Society. The ballot must be returned to the Secretary at least thirty (30) days prior to the Annual Meeting of the Society. Ballots postmarked later than thirty (30) days prior to the Annual Meeting of the Society will not be counted.
4. The ballot shall contain: The proposed amendment, the author's name, the rationale for the amendment, and a statement outlining the National Council's stand on the proposal.
5. The Bylaws of the Section may be amended by a two-thirds affirmative vote of the returned ballots.
6. The Bylaws shall be consistent with the Bylaws of the Society.

ARTICLE XI PARLIAMENTARY AUTHORITY

All questions of parliamentary procedure will be determined at all meetings of the Section, National Council, and of the Executive Committee by provisions of these Bylaws and *Robert's Rules of Order (Newly Revised)*. In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.

ARTICLE XII TERMINATION OF THE SECTION

Should the Section cease to exist, all minutes, documents and money become the property of the Society of Nuclear Medicine, Inc.

STANDING RULES OF THE TECHNOLOGIST SECTION OF THE SOCIETY OF NUCLEAR MEDICINE

Approved by the National Council at the Fourth Annual Winter Meeting in Las Vegas, Nevada, January 26, 1977, and approved by the general membership at the Section Business Meeting in Chicago, Illinois, on June 21, 1977.

1. For each U.S. geographic chapter, a chapter designate may serve as an alternate National Council Delegate to speak on chapter affairs at Council Meetings when the official chapter-elected National Council Delegate is not in attendance.
2. For chapters that extend into Canadian areas, a Canadian chosen by the chapter may serve as an alternate National Council Delegate to speak on Canadian affairs at Council Meetings.
3. The duties and responsibilities of National Council Delegates will be reviewed and revised annually by the currently acting Council.
4. It will be the responsibility of each outgoing National Council Delegate to provide his incoming replacement with a complete job description outlining his duties and responsibilities and to turn over his files to his replacement within 30 days of the expiration of his term of office.
5. Two printed forms will be distributed to all National Council Delegates approximately two months prior to a Council Meeting; one is for recording written information regarding chapter affairs, the other for recording written recommendation from their chapters which are to be presented to the Council for appropriate action. These forms are to be received by the National Office of the Section by a specified date and placed on file in the Council's Agenda Books for that meeting.
6. Two printed forms will be distributed to all Standing and Special Committee Chairpersons approximately two months prior to a Council Meeting for recording written information regarding committee affairs and for recording written recommendations from their committees which are to be presented to the Council for appropriate action. These forms are to be received by the National Office of the Section by a specified date and placed on file in the Council's Agenda Books for that meeting.
7. A printed Motion Form will be available to the membership for their written motions at the time of the Section's Business Meetings.
8. The National Council, by majority vote, will determine at least two years in advance the date and the city in which the Section's Winter Meeting will be held. Delegates are encouraged to have their chapters submit proposals on sites in their regions for possible selection by the National Council.
9. When the President-Elect of the Section assumes office at the time of the June Business Meeting, he will announce the Scientific Program Chairperson he has selected to serve during his term as President. The Scientific Program Chairperson-Elect will serve on the Scientific Program Committee for the year prior to becoming Scientific Program Chairperson. After serving as Scientific Program Chairperson, this individual will be retained on the Scientific Program Committee for an additional year as the immediate past Scientific Program Chairperson.
10. Certificates of Appreciation may be authorized by the President and be presented to recipients at the June Business Meeting.
11. An appropriate gavel and plaque will be given to the outgoing President at the June Business Meeting.
12. The President shall appoint an appropriate Parliamentarian to serve as his advisor and consultant on procedural matters.
13. Each National Council Delegate will give a written report at each meeting of the National Council and may orally report a brief summary.
14. Each National Council Delegate shall provide the National Office of the Section with the names and addresses of newly elected officers immediately after regional chapter elections to allow for accurate record keeping.
15. Each National Council Delegate shall encourage his or her constituency to provide Chapter News for publication in the *Journal of Nuclear Medicine Technology*.
16. The official journal of the Section, the *Journal of Nuclear Medicine Technology*, shall be published quarterly (March, June, September, December) and be distributed to the membership. The journal shall be available to interested parties through nonmember subscriptions.
17. Current Society of Nuclear Medicine Technologist Section literature shall be available from the National Office of the Section at no charge to the membership:
 - Nuclear medicine technology pamphlets
 - Technologist Section pamphlets
 - "How to Prepare a Scientific Exhibit"
 - "So You're Going to Run a Meeting"
 - "If You Plan to Present a Paper"
18. The National Council and Executive Committee will use a printed chronologically numbered Motion and Amendment Summary Form for all decision items. Tabulation of voting on items presented will be the responsibility of the Section's Secretary-Historian.

19. The seating arrangement for National Council Meetings shall be in the shape of the letter "I". The formation is as follows: at the far right end shall sit the Section's Executive Committee, Executive Director, and Parliamentarian; at the far left end shall sit the Finance Committee Chairperson, Publications Committee Chairperson, and Editor of the *Journal of Nuclear Medicine Technology*. Along the midsection of the "I" shall sit the 16 National

Council Delegates, 8 Delegates flanking either side of the table. Seats will be available in the rear of the room for auditors.

20. The Past Presidents Council is charged with the ongoing obligation to prepare annually and update an historical record of nuclear medicine technology and the Technologist Section.