OPERATING PROCEDURES

for the

Cardiovascular Council

of

The Society of Nuclear Medicine and Molecular Imaging, Inc.
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OPERATING PROCEDURES
For The
Cardiovascular Council
of
THE SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING, INC.

I. MISSION:
The Cardiovascular Council is a group within The Society of Nuclear Medicine, Inc., hereafter referred to as the Society, dedicated to the interchange of scientific and medical ideas among Society members who have interest in cardiovascular imaging using radiopharmaceuticals. The overall mission of the Cardiovascular Council is to:
(a) provide a forum for members with similar interests
(b) provide expertise in the field of interest to the membership
(c) foster research and education in the field of interest
(d) provide outreach to other professionals and organizations
(e) nurture new membership into the Society
(f) serve as a resource to SNMMI Leadership

II. OBJECTIVES:
A. To establish and maintain an organization of members with an interest in cardiovascular imaging for the purpose of providing a forum and a mechanism, whereby information relating to cardiovascular imaging may be discussed and disseminated. The Council will distribute a newsletter to the membership at least twice a year. The Council will maintain an updated website under the auspices of the Society.

B. To provide a mechanism for the promotion and encouragement of basic cardiovascular scintigraphic research and development. The Council will provide a mechanism for rewarding young investigators, if appropriate, who excel in research or educational activities at the annual (summer) meeting.

C. To provide a source of information relating to cardiovascular imaging science affairs to the Society of Nuclear Medicine. The Council will offer assistance to the Scientific Program committee, recommending reviewers and other volunteers for various positions on the committee.

D. The Council will submit an annual business plan and budget, outlining its planned activities for the subsequent twelve months, to the Society’s Board of Directors.

III. MEMBERSHIP
Membership is limited to members of the Society as defined in Article V of the Bylaws of the Society. Membership in this Council may be attained by indicating the desire to join during the annual renewal of SNMMI membership or by filing application with the Secretary of the Council.

IV. DUES
Dues for membership in the Council will be determined by the Council’s Board of Directors. Dues are payable on October 1 of each year. Council leadership will be notified by the Society when council dues are delinquent. The rights and privileges of membership including voting,
holding of office, committee membership, and the participation in meetings are suspended during the period of delinquency. Rights and privileges will be reinstated upon payment of delinquent dues within the year.

V. OFFICERS

A. Officers:
The officers of the Council are the President, Vice President, Vice President-Elect, Secretary, and Treasurer.

B. Term:
The term of office of the President shall be one year and he/she cannot succeed him/herself; the President ascends to this office after serving as Vice President. The term of office of the Vice President shall be one year and he/she cannot succeed him/herself; the Vice President ascends to this office after serving as Vice President-Elect. The term of Vice President-Elect is for one year and he/she is elected to this office by the membership of the Council. The President then descends to Immediate Past President for a one-year term. The term of office of the Secretary shall be two years. The term of office of the Treasurer shall be two years. The first year of the Treasurer’s term shall coincide with the second year of the Secretary’s term. The term of an officer shall commence with the conclusion of the annual Business Meeting of the Council and terminate at the conclusion of the subsequent annual Business Meeting.

C. Vacancies:
In the event of a vacancy in the office of President, the Vice President shall assume the office of President for the unexpired term in addition to the elected term. In the event of a vacancy in the office of Vice President, the Vice President-Elect shall assume the office of Vice President for the unexpired term in addition to elected term. In the event of a vacancy in the office of Vice President-Elect, the position shall remain vacant until the next annual election. In the event of a vacancy in the offices of Secretary or Treasurer, the Council’s Board of Directors shall appoint an individual until the next annual election. The individual filing the vacancy for the Secretary or Treasurer will not be limited from holding a full term of that office if elected.

D. Removal:
Any person holding elective office under these Operating Procedures may be removed from office by a two-thirds affirmative vote of the full Council Board membership. The SNMMI Committee on Ethics Chair will be notified of any intent to file formal charges against an office. Formal charges will be made and circulated to all members of the Council Board and to the officer charged, at least thirty days before the meeting. The officer charged will have the right to personal appearance and defense before the Council Board at any regular or special meeting. The officer will also have the right to appeal the Council Board’s decision to the House of Delegates of the Society for final disposition.

E. Responsibilities:

1. President:
   Presides at meetings of the Council Board of Directors, the annual Business Meeting of the Council and any special meetings that may be called. He/she appoints members and chairpersons of all special committees with the advice of the Council Board of Directors. He/she is an ex-officio member of all committees. He/she represents the Council’s interest at meetings of the Society. He/She acts in an emergency situation without a
meeting of the Board with the consent of the majority of the Board of Directors. He/she is Chairperson of the Program Committee and presides at all programs of the Council. He/she is responsible for providing reports to the SNMMI management and/or the Society’s Board of Directors describing the activities of the Council. He/she is involved in the annual budgeting process of the Council.

2. **Vice President:**
   He/She will assume the presidency at the conclusion of the term of the President. He/she will fill the immediate functions of the President in case of temporary or permanent absence or disability. *(He/she is editorially responsible for the newsletter of the Council. He/she is Chairperson of the Communications Committee.)*

3. **Vice President-Elect:**
   He/She will assume the office of Vice President at the conclusion of the term of the current President. He/she will fill the immediate functions of the Vice President in case of temporary or permanent absence or disability.

4. **Secretary:**
   He/she is responsible for the keeping of minutes, notification of meetings and all functions ordinarily implied by his/her office. He/she serves as Secretary to the Board of Directors. He/she is responsible for drafting the annual business plan to be submitted to the Society.

5. **Treasurer:**
   He/she is responsible for the receipts, custody and disbursements of all funds and securities of the Council. He/she acts as fiscal consultant to the Council Board of Directors, makes reports in writing and orally of the monies received and expended, together with a detailed statement of the financial condition of the Council at each business meeting of the Council Board of Directors and of the Council. He/she is also Chairperson of the Finance Committee and estimates the finances in support of the Council’s annual business plan submitted to the Society.

**VI. BOARD OF DIRECTORS**

**A. Composition:**
The Council Board of Directors is composed of the following: twelve (12) elected non-officer Board members, the Officers of the Council, the Immediate Past-President, up to four (4) ex-officio non-voting past presidents, and one (1) SNMMI Board of Directors member appointed by the Society’s President to serve on the Council’s BOD. Any Council member elected to the Society of Nuclear Medicine House of Delegates or serving on the Board of Directors will be an “Ex-Officio” member of the Board without vote. Individuals representing other Councils, Committees of the Society, other organizations, or other Societies, may be nominated by their respective organizations to serve as liaisons to the Council, providing the Council Board approves the nomination. No commercial employees may serve as a voting member of the CVC Board of Directors. All approved liaison representatives will be invited to attend Board and Council meetings, but shall have no vote unless they are Board members.
B. Term:
The term of office of an elected non-officer Board member will be three years. Four Board members will be elected annually. The elected term of office of a Board member may not aggregate more than six consecutive years and does not include his/her tenure as an appointed member of the Board to fill a vacancy. His/her years as an officer shall not be counted in the aggregate of the years he/she may serve as an elected Board member.

C. Meetings of the Board
The annual meeting of the Board will be held in conjunction with the annual (summer) meeting of the SNMMI. An interim meeting of the Board shall be held to focus on detailed plans for carrying out the Council’s objectives. The costs of travel, accommodations and/or communications related to Board members attending the interim meeting shall be covered by the Council and/or the Society. Special meetings of the Board in the event of an emergency may be called by the President of the Council.

D. Quorum:
A quorum will consist of the majority of members on the Board of Directors.

E. Standing Rules:
The Board may adopt standing rules without previous notice, by two-thirds majority vote of those members in attendance at a business meeting. At any meeting these rules may be suspended by a two-thirds majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote.

F. Responsibilities of the Board of Directors:
The Board will determine the goals of the Council in accord with the Mission and Objectives of the Society as well as the Objectives of the Council; develop Council policy regarding professional issues affecting the Cardiovascular Council; elect a member or members from among the Council to serve as the Council’s representative on the Society’s House of Delegates; and review the financial status of the Council on an annual basis.

G. Vacancies:
The Board may fill any permanent vacancy on the Board by electing a member of the Council to complete the unexpired term. The Board will have the power to fill vacancies in any elective office for the period intervening until the next annual meeting.

G. Removal:
Any person holding elective office under these Operating Procedures may be removed from office by a two-thirds vote of the entire Council Board of Directors. Formal charges will be made and circulated to all members of the Board and to the officers charged, at least thirty days before the meeting. The officer charged will have the right to personal appearance and defense before the Board at any regular or special meeting. The officer will also have the right to appeal the Board’s decision to the Board of Directors of the Society of Nuclear Medicine for final disposition.

VII. MEETINGS OF THE COUNCIL
The Council membership will meet annually in conjunction with the annual meeting of the Society (i.e. annual Business Meeting), and at other times decided by the Council Board of Directors, or in accordance with these Operating Procedures. The presentation of scientific papers at the Annual Meeting of the Council will be by invitation of the Program Committee. A quorum is not required to conduct Business Meetings that are informational in nature. However, if motions regarding Council business are made and voted on at a meeting, a quorum of no less than ten percent (10%) of the members and two elected officers is required. If a quorum is not present, the motion(s) will be sent to the Council membership for a vote by e-mail ballot at the earliest possible date.

VIII. COMMITTEES

A. STANDING COMMITTEES

The Standing Committees are composed of members from the Council with the power to accomplish the functions specified in the Operating Procedures.

1. Composition:
The composition of a Standing Committee will be members of the Council, unless otherwise specified. Standing Committees consist of a minimum of three members from the Council including Chair, unless otherwise stated. The Chair of each Standing Committee selects members of the Standing Committee with approval of the Board of Directors. The President or his/her designee may be an “Ex-Officio” member of all committees, except the Nominating Committee.

2. Term:
The term of the office of the member is limited to two one years unless otherwise stated.

3. Chair:
The President is the Chair of the Program Committee. The Vice President is the Chair of the Communications Committee. The Vice President-Elect is the Chair of the Membership Committee. The Secretary is the Chair of the Business Plan Committee. The Treasurer is the Chair of the Finance Committee. The immediate Past-President is the Chair of the Nominating Committee.

4.1 Program Committee:
The Program Committee consists of the President and four members of the Council.

The duties of the Program Committee include:
(a) The selection and presentation of a Council’s scientific program(s) at the annual meeting
(b) Provide guidance and assistance to special committees involved in the annual program(s)
(c) Cooperate with the Communication Committee in regard to the publication and announcement of the program(s).

4.2 Communications Committee:
Under the aegis of the Society’s Publications Committee, the Communications Committee consists of the Vice President as Chair and four members of the council.

The duties of the Communications Committee include:
(a) The dissemination of at least two informational Newsletters each year, and a mailing of information and ballot for elections of Officers and Board Members.
(b) The dissemination of information regarding Council interests to Council members and to the Society
(c) Cooperation with the Society Program Committee in the publication of the annual program.
(d) Management of the Council’s list serve content.
(e) Management of the Council’s website content.

4.3 Business Plan Committee
The Business Plan Committee consists of the Secretary and at least two members of the Council.

The duties of the Business Plan Committee include:
(a) Updating/tracking the financial numbers and interests of the Council’s membership for projection of future needs
(b) Drafting the annual Business Plan for the Council’s President’s approval and subsequent submission to the Society.

4.4 Finance Committee
The Finance Committee consists of the Treasurer and four members of the Council.

The duties of the Finance Committee include:
(a) Determining the budgetary needs of the Council
(b) Preparing Council’s financial reports for distribution and presentation to Council Board of Directors
(c) Maintenance of the Council’s financial records

4.5 Nominating Committee:
The Nominating Committee consists of the immediate Past-President for the Council, who will serve as Chairperson and four Council members appointed by the President with approval of a majority of the Council Board of Directors. The Chair and members will serve for one year. The President is not a member.

The duties of the Nominating Committee include:
(a) The Nominating Committee will consider nominations for all offices of the Council.
(b) The Committee will formulate a slate of candidates, numbering at least two times the number of each position available, for the offices of Vice President-Elect, Secretary, Treasurer and Board of Directors. No commercial employees may serve as a voting member of the CVC Board of Directors. This slate is to be promptly circulated to the voting members for a mail ballot, not less than forty-five (45) days before the annual meeting, with the election to be completed under suitable supervision prior to the annual meeting of the Council. A place for write-in candidates will be provided for each position. Should a write-in candidate, on being notified of election to office refuse to serve, the individual with the next highest number of votes will be deemed elected. One person will be elected to each office by a majority vote of the members.
(c) The Nominating Committee will include in its consideration for nomination any member of the Council whose name is recommended by at least ten voting members
of the Council. The Nominating Committee will submit the slate of candidates to the Board of Directors for approval. The slate of candidates shall be approved by a majority vote of the Board of Directors.

4.6 Membership Committee
The Membership Committee consists of the Vice President-Elect and four members of the Council.

The duties of the Membership Committee include:
(a) Supervision of the Council’s membership roster
(b) Evaluation of benefits offered to members
(c) Recruitment of new members

B. SPECIAL COMMITTEES
Special committees may be authorized by the Board in accordance with procedures specified in “Standing Rules.” The number of members, functions and duration of existence of such committees will be determined by the Council Board. The members and Chair of these committees will be appointed annually by the President.

IX. REPRESENTATION TO THE HOUSE OF DELEGATES
Each Council’s Board shall elect Council members to serve as representatives to the House of Delegates for a term of two years. Each Council shall have two representatives. It is recommended that the terms of the two representatives be staggered so that a first-year and second-year representative are serving at any one time. Council delegates are limited to two consecutive terms as a representative to the HOD.

X. AMENDMENTS TO THE OPERATING PROCEDURES
Amendment of a Council’s Operating Procedures will require approval by the Council’s membership and by the Committee on Councils. The Council Board of Directors shall determine whether the Operating Procedures need amending. If deemed necessary, the amendment will be voted on by the membership. Membership vote may be by postal or e-mail ballot or by vote at the Annual Business Meeting. A majority vote of those members voting shall be required to adopt changes in the Operating Procedures. Proposed amendments for changes in the Operating Procedures shall be mailed to all members of the Council not less than thirty days prior to the Annual Business Meeting. The Operating Procedures of the Council must be in keeping with general principles of the Society of Nuclear Medicine’s Bylaws. Any proposed changes to the Council’s Operating Procedures that have been approved by the membership shall be sent to Committee of Councils for final approval. In an attempt to keep all Councils’ Operating Procedures uniform, the Committee of Councils may request any Council to adopt new changes in Operating Procedures which have been deemed appropriate for all Councils.

XI. PARLIAMENTARY AUTHORITY
All questions of parliamentary procedure will be determined at all meetings of the Council and the Board by provisions of the Operating Procedures and “Roberts’ Rules of Order” (newly revised). In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.

XII. DISSOLUTION OF THE [COUNCIL NAME]
In the event that the Cardiovascular Council ceases to exist, it is hereby resolved that all minutes, books and paper documents will become the property of the Society of Nuclear Medicine for their archival or disposal.
APPENDIX TO COUNCIL
OFFICIAL OPERATING PROCEDURES

SOCIETY OF NUCLEAR MEDICINE

STANDARD ADMINISTRATIVE PROCEDURES
FOR COUNCILS

MISSION

SNMMI recognizes the need for sub-specialty interests/expertise within the field of nuclear medicine. Councils provide the expertise, professional networking, and educational programs for nuclear medicine professionals in respective areas and serve as a resource for development and implementation of SNMMI policy.

Mission of Councils:
- Forum for members with like interests
- Expertise in field to the membership-at-large
- Foster research and education in their area of interest
- Serve as a resource to SNMMI Leadership
- Provide outreach to other professionals and organizations

MEMBERSHIP

Council membership is voluntary. Society members are eligible for Council Membership. Membership dues for each Council are determined by each Council over and above regular Society Membership Dues and collected with the annual dues billing process of the Society.

ORGANIZATION

The Society shall have four (4) organizational categories: Chapters, Centers, Councils, and the Technologist Section. Each organizational component is an integral part of the Society with representation in the House of Delegates. Councils are not legally separate entities from the Society, and must act in accord with Society policies and procedures.

OPERATING PROCEDURES

Councils adhere to Society Bylaws and policies, while operating under their own Operating Procedures and budget process approved by the Society’s Board of Directors. The Operating Procedures of each Council shall be approved by the Society’s Committee on Councils. These Operating Procedures must be consistent with the Bylaws and policies of the Society.

COMMITTEE ON COUNCILS
The House of Delegates has a standing Committee on Councils which serves as a component of the Society to coordinate in a comprehensive and cohesive manner all policies and programs of Councils with those of the Society.

The Presidents of each Council serve Ex Officio with voting privileges on the Committee. The Committee on Councils will hold a meeting prior to, and/or meet at the Midwinter Meeting and the Annual Meeting of the Society, as circumstances warrant, with reports to the House of Delegates after each Council meeting. The Associate Executive Director and the Manager will assist the Committee Chair in processing this report.

REPRESENTATION IN THE HOUSE OF DELEGATES

Each Council shall be entitled to two (2) Delegates to the House of Delegates, to be elected by the Council for a two (2)-year term. Council Delegates shall be limited to two (2) consecutive terms.

POLICY DETERMINING PROCESS

The Society’s Board of Directors is the policy-determining component of the Society, with the SNMMI Executive Committee entrusted with this responsibility between meetings of the Society’s Board. Policy issues which are of concern to one (1) or more Council should be in keeping with the policy of the Society and forwarded to the House of Delegates for review and ratification through the Committee on Councils Chair or the Council President, with the exception of manuscripts submitted to the JNM or the JNMT, as long as such manuscripts are simultaneously submitted to the Board of Directors.

Resolutions submitted to the House of Delegates by Councils or the Committee on Councils that have financial ramifications should be submitted first to the Committee on Finance for review.

CONTINUING EDUCATION PROGRAMS

Councils wishing to organize a program for the Mid-Winter Meeting of the Society must distribute information on their proposed program to the Committee on Councils prior to the committees meeting at the preceding year’s Mid-Winter Meeting. At that time, the Committee on Councils will decide the Councils that will organize the program of the next Mid-Winter Meeting.

At the June meeting, Council Presidents/representatives will meet with the Chair of Sub-Chairs of the Scientific Program Committee to provide input into the scientific program of the following meeting. The Councils will provide a list of potential sub-chairs and reviewers for use during the committee appointment process in appointing the Scientific Program Committee.

ANNUAL BUDGET PLANNING PROCESS

The Associate Executive Director is responsible for assisting the respective Council Treasurers, with the active assistance of the Manager, in processing the Council Budget in cooperation with the SNMMI Accounting Services Department, with notice and background material forwarded at the beginning of May each year.
The Council Treasurers are responsible for presenting a draft Council budget proposal for the forthcoming FY to the respective Council Board of Directors for review and approval at the respective Council Board Meetings held during the Annual Meeting of the Society.

Councils may keep up to $20,000 of excess revenue generated in any given Fiscal Year.

The Council Treasurers will submit a final Council budget to respective Council Executive Committees for their review and approval at the end of July each year.

Council Budgets are subsequently reviewed and approved by the Committee on Finance and the Board of Directors of the Society at the time the Society approves the budget for its forthcoming Fiscal Year [Fall Board Meeting].

Each Council is required to submit an annual business plan and budget to the Society’s Board of Directors in order to gain access to the resources of the Society. This business plan should include pertinent details of activities the Council plans to undertake during each fiscal year. A detailed budget must be included for financial support from the Society to be obtained. Councils should use the recommended business plan outline in the appendices to these procedures.

FINANCIAL REPORTING

The SNMMI Accounting Services Department processes quarterly Financial Statements of Activity for each Council which the Manager forwards to respective Council Treasurers and Presidents, once he/she and the Associate Executive Director have reviewed them.

Council Treasurers are responsible for reviewing Council Financial Statements of Activity with respective Council Presidents before any on-site Council Meeting, with questions which are issues of concern addressed to the Manager and/or the Associate Executive Director.

Council Treasurers are responsible for presenting a financial status report at each meeting of the Board of Directors for each respective Council.

AMENDMENTS TO COUNCIL OPERATING PROCEDURES

Each Council is responsible for maintaining its own Operating Procedures, which are in alignment with the Society Bylaws. Changes to a Council’s Operating Procedures shall be approved by the Committee of Councils. The Committee of Councils can request that a Council adopt changes to their Operating Procedures in order to remain in compliance with all other Councils.

The Manager is responsible for maintaining current and past editions of respective Council Operating Procedures in hard copy and on electronic file. Each file should include the current Council Operating Procedures, with a document date on each page indicating last date page was revised.

Any proposed changes and/or revisions to Council Operating Procedures should be approved by respective Council Board via telephone conference or electronic communication (e-mail or Web)
prior to the Midwinter Meeting of the Society so that they can, in turn, be forwarded to respective council Membership for review and approval in accord with requirements of respective Council Operating Procedures.

The respective Council Secretaries and the Associate Executive Director are responsible for processing any approved changes and/or additions to Council Operating Procedures, and forwarding those in a self-explanatory revision to the Manager for distribution to the Committee on Councils. The Committee on Councils will review and adopt or reject proposed changes. The outcome of Committee on Councils review will be forwarded in a written statement to the Council’s Board.

**ANNUAL ELECTION PROCESS**

The Manager is responsible for tracking terms of office for Council Officers and Board Members, informing the President and the Chairman of respective Council Nominating Committees of any pending vacancies at least four (4) weeks prior to Council Meetings held during the SNMMI Midwinter Meeting.

The Secretary for each Council with the active assistance of the Manager processes the annual election for each Council in the spring of each year, reporting to the Council Secretary, once the election results have been tabulated.

The Council Secretary is responsible for formally informing the respective Council Presidents of the results of Council elections immediately after receiving same.

**COUNCIL INTERNSHIP PROGRAM**

Each Council may have one intern serving a single two-year term, as a nonvoting member of its Board of Directors. Interns will be young professionals (physician, technologist, or scientist) in training, or in practice within 10 years of graduation.

A call for nominations will be issued at the SNMMI Midwinter Meeting, and sent to the Young Professionals Group, general membership of each Council, and Nuclear Medicine Residency Training Program Directors. Nominees may be self-nominated. Nominated individuals will send their curriculum vitae, statement of professional goals, and the name of the Council on which they would like to serve, to the Director of Leadership Services for distribution to the Councils. Interns will be selected by a simple majority vote of the Council’s Board of Directors no later than the meeting date of the SNMMI Annual Meeting.

The term of internship will be two years, beginning with the SNMMI Midwinter Meeting proceeding the intern election. Interns are expected to attend the business meetings at the Midwinter and Annual Meetings, and participate in conference calls of their Council. Interns will be assigned a mentor, who will be appointed by the president of the Council. Interns may be assigned a project supervised by their mentor. Interns may be nominated to serve on the Council Board of Directors and stand for election upon successful completion of their internship.

Orientation of new interns will be held at the Midwinter meeting. The Chairperson of the Committee on Councils and Centers will give an overview of the program and its goals. A staff
member from the Leadership Services Department at SNMMI will give an overview of SNMMI structure, governance, and operations. The president of each Council will then meet individually with each intern to review duties and responsibilities.

Financial support for the internship program will be provided by the Society of Nuclear Medicine in the form of reimbursement for travel expenses and meeting registration up to $1,500 per intern per year. The Council will include a budget for the internship program when submitting an annual Business Plan.

The internship program will be directed by the Committee on Councils and Chapters, who will report to the SNMMI Board of Directors twice a year. The Council will report on the intern’s accomplishments and goals twice a year to the Committee on Councils and Centers.

**ROSTER: COUNCIL OFFICERS & BOARD OF DIRECTORS**

At the Society’s annual meeting Council Boards will determine Council Officers, including a Secretary, as well as Council Board Members for the following year. These people will be placed on the roster.

The Manager maintains rosters [Name, Address, Telephone, FAX, Email Address, Position and Term of Office] of Council Officers and Board Members for each Council. The Manager also maintains a roster of all Council Presidents on the IMIS System, which is kept on file in the SNMMI rosters, and updated as needed.

Immediately after the Annual Meeting, the Manager is responsible for distributing copies of Council Rosters to Board Members of each respective Council, along with a roster of all Council Presidents. The latter should also be forwarded to each SNMMI Board Member. The Manager is responsible for maintaining permanent file copies of Council Rosters for each year referenced above in respective permanent Council files.
BOARD OF DIRECTOR MEETINGS

Council Boards of Directors meet generally prior to or during the Annual Meeting of the Society. Council Business Meetings are held during the Annual meeting of the Society.

An interim meeting of the Council’s Board of Directors shall be held to focus on detailed plans for carrying out the Council’s objectives.

The cost of travel, accommodations and/or communications related to Council’s Board members attending the interim meeting shall be covered by the Council and/or the Society.

The Manager is responsible for assisting Council Presidents in meeting arrangements and agenda preparation for each Council Board Meeting and each Council Business Meeting. The Manager will contact respective Council Presidents at least six (6) weeks in advance of any meeting using the memorandum format in the appendices to these procedures for this purpose.

The Manager is responsible for checking meeting arrangements and on-site requirements for each Council Meeting.

Council Secretaries are responsible for summary meeting minutes for each respective Council. Final drafts of meeting minutes should be submitted to the Manager in electronic file format for final review and editing, distribution and filing.

Proposed SNMMI Council Meeting Agenda- SNMMI Midwinter Meeting

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting of the (name)Council
4. Review of Council Financial Statements
5. Review of Annual Business Plan
6. Amendments to the Council Operating Procedures
7. Identification of vacancies on the Council Board of Directors  (Officers and Members)
8. Proposed/pending approved Council Policy Statements
9. Proposed/pending Council Continuing Education programs and activities
10. Council Report to be presented at the Midwinter Meeting of the House of Delegates
11. Unfinished Business
12. New Business

ADJOURNMENT
Proposed SNMMI Council Meeting Agenda- SNMMI Annual Meeting

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting of the Council
4. Review of Council Financial Statements
5. Review of initial draft of proposed Council Budget for the forthcoming FY
6. Review of Annual Business Plan
7. Operating Procedures Report
8. Election Report
10. Proposed/pending Council Continuing Education programs and activities
11. Council Report to be presented at the Annual Meeting of the House of Delegates
12. Unfinished Business
13. New Business

ADJOURNMENT

EDUCATIONAL PROGRAMS

Assigned Council Members are responsible for respective Council educational and professional program development and management in conjunction with the SNMMI Education Department, Marketing Department and the Meeting Services Department staff, predicated on program policies and schedules, approved Council Budget, etc.

NEWSLETTERS AND WEBSITE

Each Council is responsible for approving a work plan for any Council Newsletter prior to the beginning of each fiscal year, including identification of a Council Newsletter Editor/Manager, Review Protocol, Frequency, Budget, Editorial/Administrative/Management Services required, etc.

The Council Editor/Manager prepares the content for respective Council Newsletters.

The Associate Executive Director is responsible for reviewing final drafts before formatting and processing.

The Manager is responsible for distribution of newsletters (electronic and/or printed) to respective Council Membership

Each Council is also responsible for reviewing and maintaining information contained on its web pages on the SNMMI website. The Manager assists in this ongoing effort to effectively communicate the activities of each Council to its members, SNMMI members, and the public.
ARCHIVES

Council Secretaries and the Manager are responsible for maintaining separate files for each Council in at least the following areas:

1. Council Operating Guidelines
2. Rosters for Current and past Council Board of Directors and Officers
3. Council Meeting Agendas and Meeting Minutes Summaries
4. Election Results
5. Council Business Plans
6. Membership Dues and Reports
7. Current and past Newsletter
8. Current and past continuing education programs
9. Correspondence

SNMMI COUNCIL’S BUSINESS PLAN TEMPLATE

[See next two pages]
Society of Nuclear Medicine
Council Business Plan Template

1) Executive Summary
Overview of the Business Plan that briefly touches on the following (these issues are described in greater detail later in the plan):
   - Purpose of the Council
   - Current Status of the Council, i.e., financial status, membership status, etc.
   - Brief overview of current benefits of membership and Council activities
   - Council objectives during the next year
   - Financial requirements and funding plan for the next year

2) History and Position to Date
   a. Mission of the Council
      Why does the Council exist? What are the goals of the Council? What groups of individuals benefit from its existence?
   b. Council Leadership
      List the members, positions, and terms of office of the Council’s leadership.
   c. Council Membership Benefits
      List and describe any benefits that members of the Council currently receive. Attach any newsletters or other correspondence with the Council membership.
   d. Accomplishments
      Discuss any accomplishments the Council has made during the prior 12 months.
   e. Ongoing Projects
      List and describe any ongoing projects that the Council has undertaken or has sponsored and their financial impact (if applicable).
   f. Financial Condition and Membership Statistics
      Describe the current status of the financial resources of the Council, including projected and actual budgets for the prior 12 months (be sure to include SNMMI resources such as personnel and indirect costs). Also discuss the current make-up of the Council’s membership, i.e., Full, Technologists, Emeritus, etc, as well as any professional trends, i.e., scientists, academics, physicians, etc.

3) Short- and Long-Term Goals and Opportunities
   a. Goals Set Forth for the Current Year
      Describe any goals that the Council plans to work on during the current year. For each of the goals described, include the following:
      - Explanation of the goal and why it is being pursued
      - Isolate key decisions and issues that need immediate or short-term resolution
      - Steps for goal attainment
      - Costs associated with each project
      - Names of individuals or groups of individuals who will be undertaking these activities
b. **Long-Term Goals and Opportunities**

Describe any goals that the Council plans to work on in the future and identify any opportunities the Council wishes to explore. For each of the goals or opportunities described, include the following:

- *Explanation of the goal/opportunity and why it should be pursued*
- *Isolate issues needing long-term resolution*
- *State consequences of decision postponement*
- *Timeline for the project, i.e. when you plan to start and finish*
- *Estimated revenue/costs over the life of the project*
- *Names of individuals or groups of individuals who will be undertaking/exploring the project*

4) **Financial Plan/Budget**

a. **Summary of Financial Needs**

Provide a high-level financial summary that defines any assumptions associated with revenues and expenses over the next three years and how the goals described above fit into your financial plan.

b. **Resource Requirements**

List any resources that you require for your projects, both short- and long-term. Be sure to take the following into consideration:

- *Technology requirements*
- *Staff requirements*
- *Financial resource requirements*
- *Marketing requirements*
- *External requirements, i.e., resources that need to be purchased from vendors*

c. **Detailed Budget**

Compile all of the information presented thus far into a spreadsheet format (see attachment). This budget will summarize the total resources needed to accomplish all of the goals set forth.