



OPERATING PROCEDURES

for the

Advanced Associate Council

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OPERATING PROCEDURES
for the
Advanced Associate Council
of
THE SOCIETY OF NUCLEAR MEDICINE AND MOLCULAR IMAGING, INC.

I. 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 SNMMI 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

The mission of the Advanced Associate Council is to:

- Aid those who are interested in developing a Nuclear Medicine Advanced Associate program at their facility.
- Support the practice and policy needs of the NMAA and other areas of technologist advanced practice.
- Aid with activities associated with nurturing and growing the NMAA, including effecting the necessary culture change to allow this designation to function properly.
- Provide a central source for monitoring practice and educational issues for NMAAs.
- Collect and analyze financial information related to NMAA practice.

II. OBJECTIVES:

- Establish and maintain an organization of members with an interest in the advancement of the NMAA.
- Distribute a newsletter to the membership at least twice a year.
- Maintain an updated website under the auspices of the society.
- Support the SNMMI/SNMMITS Government Regulations committees.
- Work with the SNMMI/SNMMITS Scientific Program committees to ensure CE activities are available at the SNMMI Annual Meeting and/or the SNMMI Mid-Winter Meeting.
- Be a source of information about the status of the NMAA profession.
- Develop a speaker's bureau for NMAA/advanced practice issues.
- Submit an annual business plan and budget outlining planned activities for the subsequent 12 months to the SNMMI Board of Directors.

III. 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.

Membership is open to all Society members in good standing, including physicians, scientists, technologists and other interested parties. Membership in this council/center may be attained by indicating the desire to join during the annual renewal of SNMMI or SNMMI-TS membership or by filing out an application with the Society at other times of the year.

IV. 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.

V. 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

VI. DUES

Dues for membership in the council/center will be determined by the council/center's Board of Directors. Dues are payable by October 1 of each year. 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.

VII. BOARD OF DIRECTORS

A. Composition

The AAC Board of Directors is composed of the following: the officers of the council, 6 elected non-officer board members, the immediate past-president and at least one SNMMI Board of Directors member appointed by the society's president. Half of the council's non-officer board members will be elected each year, resulting in a mixture of first-year and second-year board members. Any council member elected to the SNMMI House of Delegates or serving on the SNMMI 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. All approved liaison representatives will be invited to attend board and council meetings but shall have no vote unless they are board members.

B. Meeting of the Board

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 President. 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 general 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.

C. Quorum:

A quorum will consist of a simple majority of members on the Board of Directors.

D. 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.

VIII. OFFICERS**A. Officers:**

The officers of the council are the president, vice president, secretary/treasurer, and immediate past president

Eligibility:

Only individuals who are currently members of the council Board of Directors will be eligible to run for officer positions.

B. Term

The term of office of the president shall be two years 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 two years, and he/she cannot succeed him/herself. The term of office of the secretary/treasurer shall be two years. 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 President shall appoint an individual, with approval of the council/center Board of Directors, until the next annual election. In the event of a vacancy in the offices of Secretary/Treasurer, the council/center's Board of Directors shall appoint an individual until the next annual election. The individual filling 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 officer. Formal charges will be made and circulated to all members of the council board, and to the officer charged, at least 30 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 SNMMI's House of Delegates for final disposition.

E. Responsibilities:

1. President:

Presides at all 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 to any special committees. He/she is an ex-officio member of all committees. He/she represents the Council's interest at meetings of the Society and serves ex-officio with voting privileges on the Society's Committee on Councils and Centers. 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 responsible for providing reports to the SNMMI management and/or the Society's Board of Directors and House of Delegates 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 will be the chair of the Program Committee.

3. Secretary/Treasurer:

He/she is responsible for reviewing and finalizing of minutes (as drafted by SNMMI staff) and is editorially responsible for the Council newsletter. He/she is responsible for reviewing the quarterly Council/Center financial statements of activity prepared by the Society Council/Center Staff Liaison. He/she acts as fiscal consultant to the Council/Center Board of Directors and, reports on the financial condition of the Council/Center at each board and business meeting. SNMMI Staff Liaison will provide the Treasurer with the budget report. He/she is responsible for assisting the Council/Center President in drafting the annual business plan/budget to be submitted to the Society.

4. Immediate Past President:

He/she is responsible for chairing the Nominating/Awards Committee.

IX. BOARD MEMEBERS

A. Term

The term of office of an elected non-officer board member will be two years. The elected term of office of a board member may not aggregate more than four 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.

Eligibility: Council Board Members must be an active member of the council.

B. Responsibilities

The Board has general charge of the business affairs and the property of the Council; may make rules and regulations as it deems necessary for the management and well-being of the

Council and for carrying out its objectives; and may delegate to a Committee any of its functions and powers upon terms specified in a resolution to the effect; adopted by a two-thirds vote of the members in attendance at a business meeting. All of the aforementioned should be done in compliance with SNMMI Policies, Procedures and Bylaws.

C. Vacancies:

The Board may fill any permanent vacancy on the Board by electing a member of the Council to complete the unexpired term. If the Board is unable to fill vacancies for any reason, the President may appoint members to the Board until the next annual election.

D. Removal:

Any person holding elective office under these Operating Procedures may be removed from office by a two-thirds vote of the entire Council/Center 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.

X. 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

A standing committee will be composed of 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 years, unless otherwise stated, and may be renewed for one further term.

3. Committee Composition and Responsibilities

3.1 Program Committee

The AAC Program Committee consists of the vice president and at least two members of the council.

The duties of the Program Committee include

- (a) selection and presentation of the council's scientific program(s) at the SNMMI Annual Meeting;

- (b) provision of guidance and assistance to special committees involved in the SNMMI Annual Meeting program(s)

3.2 Nominating/ Awards Committee

The Nominating /Awards Committee consists of the Immediate Past-President of the Council, who will serve as Chairperson and at least three to four Council/Center members appointed by the Chairperson. The Chair and members will serve for one year. The President shall not serve as a member of this committee.

The duties of the Nominating/Awards Committee include:

- (a) Prepare an annual call for nominations to the Council membership
- (b) Consider nominations for all offices of the Council.
- (c) Formulate a slate of candidates for the offices of Vice President, Secretary, Treasurer and Board of Directors. The Committee will review all nominees and formulate a final slate of candidates. The Nominating Committee will submit the final slate of candidates to the Board of Directors for approval by a majority vote of the Board of Directors. This approved final slate is to be circulated to the voting members council members 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. An individual can only have their name once on a single ballot. Councils can run two elections in a given year; an individual not elected on one ballot can run again the same year on the second ballot.
- (d) In the event of a tie, the Nominating Committee must notify the Council/Center Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership.
- (e) Evaluate competitive applications and select recipients of ERF-funded and council awards for physicians, scientists, and students.

3.3 Internship Committee

The Internship Committee consists of the President of the Council, who will serve as Chairperson and at least two Council members appointed by the President with approval of a majority of the Council Board of Directors.

The duties of the Internship Committee include:

- (a) Review the slate of candidates for the Council Internship position and voting by majority to select the most appropriate individual.
- (b) Approve a member of the Council, selected by the Council President, to serve as mentor to the intern.

- (c) The mentor will prepare the semi-annual reports of goals and accomplishments for the President's approval and submission to the Society's Committee on

B. SPECIAL COMMITTEES

Special committees may be authorized by the Council/Centers President 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/Center President. The members and Chair of these committees will be appointed annually by the President.

XI. COMMITTEE ON COUNCILS AND CENTERS

The House of Delegates has a standing Committee on Councils and Centers which serves as a component of the Society to coordinate in a comprehensive and cohesive manner all policies and programs of Councils and Centers with those of the Society. The Presidents of each Council and Center serve Ex Officio with voting privileges on the Committee. The Committee on Councils and Centers 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.

XII. REPRESENTATION TO THE HOUSE OF DELEGATES

The Council shall have two representatives. The Council's President and Vice President or next officer in line for the Presidency shall serve as representatives to the House of Delegates. Council Delegates are limited by the terms of their Council/Center office as representatives to the HOD.

XII. AMENDMENTS TO THE OPERATING PROCEDURES

Amendment of a Council's Operating Procedures will require approval by the Council/Center's membership and the Committee on Councils and Centers. The Council Board of Directors shall determine whether the Operating Procedures need amending. 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 Annual Meeting of the Society so that they can, in turn, be forwarded to respective council Membership for review and approval in accordance with requirements of respective Council/Center Operating Procedures. The Operating Procedures of the Council/Center must be in keeping with general principles of the Society of Nuclear Medicine and Molecular Imaging's Bylaws. Any proposed changes to the Council's Operating Procedures must be approved by the Council/Center membership and the Council Board of Directors. The proposed changes shall be sent to Committee on Councils and Centers for review and approval and then to the SNMMI House of Delegates for final approval.

XIV. PARLIAMENTARY AUTHORITY

All questions of parliamentary procedure will be determined at all meetings of the Council/Center and the Board by provisions of the Operating Procedures and "Roberts' Rules of Order". In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.

XV. DISSOLUTION OF THE COUNCIL

In the event that the 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 and Molecular imaging for their archival or disposal.

APPENDIX

SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING STANDARD ADMINISTRATIVE PROCEDURES SNMMI Councils

Topics Include:

- Annual Budget Planning Process
- Council Operating Procedures
- Annual Election Process
- SNMMI Internship Program
- Roster, Council Board of Directors
- Council Board of Director Meetings
- Educational Programs
- Newsletters and Website
- Archives
- Business Plan Template

ANNUAL BUDGET PLANNING PROCESS

SNMMI Staff Liaison is responsible for assisting the respective Council, with the active assistance of the Manager, in processing the Council budget in cooperation with the SNMMI Finance Department, with notice and background material forwarded at the beginning of May each year.

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.

Council may keep up to \$20,000 of excess revenue generated in any given fiscal 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].

COUNCIL OPERATING PROCEDURES

The SNMMI Staff Liaison is responsible for maintaining current and past editions of the Council's Operating Procedures. Each file should include the current Council Operating Procedures, with a document date on each page indicating last date page was revised.

ANNUAL ELECTION PROCESS

The SNMMI staff liaison is responsible for tracking terms of office for Council Officers and Board Members, informing the President and the Chairman of the Council Nominating/Awards Committee of any pending vacancies at least four (4) weeks prior to Council Meetings held during the SNMMI Mid-Winter Meeting.

The Council Nominating/Awards Committee with the active assistance of the SNMMI Staff Liaison will process the annual election for the Council in the spring of each year. The SNMMI Staff Liaison is responsible for formally informing the Council President of the election results immediately after collating the results.

Election procedures:

- a. The staff liaison and the Nominating/Awards Committee will develop the call for nominations.
- b. SNMMI staff will distribute the call for nominations to Council membership; allowing adequate time for responses.
- c. The Nominating/Awards Committee will review all nominees and formulate a final slate of candidates. An individual can only have their name once on a single ballot.
- d. The Nominating/Awards Committee will submit the final slate of candidates to the Council's Board of Directors for approval by a majority vote of the Board of Directors.
- e. The Council can hold two elections in a given year; an individual not elected on one ballot can run again the same year on the second ballot.
- f. SNMMI staff will distribute the final slate to the voting Council members with the election to be completed under suitable supervision prior to the annual meeting of the Council.
- g. A place for write-in candidates will be provided for each position.
- h. One person will be elected to each office by a majority vote of the members voting.
- i. 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.
- j. In the event of a tie, the Nominating Committee must notify the Council Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership. The process will be established in consultation with the Nominating Committee.

SNMMI INTERNSHIP PROGRAM

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

Notices for open internship positions will be publicized through the SNMMI every two years in the fall and sent to the Young Professionals Group, the Board of Directors of each Council, and Nuclear Medicine Residency Training Program Directors. Individuals must apply for the Council Internship by submitting an application including their curriculum vitae and statement of professional goals. All applications will be submitted to the SNMMI Governance and Membership Department for distribution to the appropriate Council Board of Directors for their

review and selection of their new intern. Interns will be selected by a simple majority vote of the Council's Board of Directors by March of the year the Intern will start.

The term of internship will be two years which will begin at the conclusion of the SNMMI Annual meeting following the selection of the new intern. Interns are expected to attend the Board of Directors 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.

Incoming interns will participate in an orientation offered at the Annual meeting or via a webinar after the Annual meeting. The Chairperson of the Committee on Councils and Centers will give an overview of the program and its goals. A staff member from SNMMI's Governance and Membership Department 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 SNMMI in the form of reimbursement for travel expenses up to \$1,500 per intern per fiscal year. Interns who are considered "In-Training" members of the SNMMI will also receive complimentary registration to the SNMMI Mid-Winter and Annual meetings. 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 Centers, 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 Council and Center.

ROSTER, COUNCIL BOARD OF DIRECTORS

The SNMMI Staff Liaison will maintain current rosters of the Council's Officers and Board. The SNMMI Staff Liaison also maintains a current roster of all SNMMI Council Presidents.

After the Annual Meeting, the SNMMI Staff Liaison is responsible for distributing copies of the roster to Council Board Members, along with a roster of all Council Presidents. The latter should also be forwarded to each SNMMI Board Member. The SNMMI Staff Liaison is responsible for maintaining permanent file copies of Council rosters for each year in permanent files.

COUNCIL BOARD OF DIRECTOR MEETINGS

The SNMMI Staff Liaison is responsible for assisting the Council President in meeting arrangements and agenda preparation for each Council board and business meeting.

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

Final drafts of meeting minutes will be submitted by the SNMMI Staff Liaison to the Council Secretary for final review. The Council Secretary is responsible for reviewing and finalizing meeting minutes. The Staff liaison will ensure minutes are filed electronically and available for review.

SAMPLE 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
4. Review conflicts of interest
5. Review of Financial Statements
6. Review of Annual Business Plan
7. Amendments to the Operating Procedures
8. Identification of vacancies on the Board of Directors (Officers and Members)
9. Proposed/pending approved Policy Statements
10. Proposed/pending Continuing Education programs and activities
11. Report to be presented at the Midwinter Meeting of the House of Delegates
12. Unfinished Business
13. New Business
14. Adjournment

SAMPLE 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
4. Review conflicts of interest
5. Review of Financial Statements
6. Review of initial draft of proposed budget for the forthcoming FY
7. Review of Annual Business Plan
8. Operating Procedures Report
9. Election Report
10. Proposed/pending Policy Statements
11. Proposed/pending Continuing Education programs and activities
12. Report to be presented at the Annual Meeting of the House of Delegates
13. Unfinished Business
14. New Business
15. Adjournment

EDUCATIONAL PROGRAMS

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

NEWSLETTERS AND WEBSITE

The Council will maintain a newsletter and website.

The Council will have an editorial board for the newsletter, and work with SNMMI staff to publish the newsletter. The editorial board will be responsible for developing substantive content for the newsletter and SNMMI staff will supply administrative content. The editorial board is responsible for reviewing final drafts of the newsletter before distribution.

SNMMI staff is responsible for distribution of newsletters (electronic and/or printed) to Council Membership.

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

ARCHIVES

The SNMMI staff liaison maintains separate files for each Council in at least the following areas:

- Operating Guidelines
- Rosters for Current and past Board of Directors and Officers
- Meeting Agendas and Meeting Minutes Summaries
- Election Results
- Business Plans
- Membership Dues and Reports
- Current and past Newsletter
- Current and past continuing education programs
- Correspondence

BUSINESS PLAN TEMPLATE

1) **Executive Summary**

Overview of the Council to include what they stand for and areas they promote.

2) **Mission**

Explain why the Council exists

3) **Leadership**

List of officers and board members with their terms

4) **Current Status**

a. **Financial status**

Provide the Council's total revenue and expenses to date, including income from member dues and any carryover from the previous year. Revenue is generated through annual membership dues of (amount).

b. **Membership**

Provide current Council membership stats and history for the past few years.

c. **Member benefits**

List the benefits of membership

5) **Accomplishments for previous fiscal year (i.e. 2015-2016)**

List all Council activities from the current year

6) **Goals and Programs for the upcoming fiscal year (i.e. 2016-2017)**

List all Council plans for the coming year.