

CONSTITUTION

AND

BY-LAWS OF THE SCSNM

CONSTITUTION

ARTICLE I. **NAME**

The name of this organization shall be the South Carolina Society of Nuclear Medicine.

ARTICLE II. **OBJECTIVE**

The objective of the SCSNM is to promote continual education in the field of Nuclear Medicine Technology through meetings and other activities throughout the state of South Carolina under the auspices of the SCSNM.

ARTICLE III. **STRUCTURE**

The SCSNM will have officers, collect dues, and abide by By-Laws and policies and procedures. Guidelines shall include provisions for the termination of the Society.

BYLAWS

ARTICLE I.

The SCSNM shall be an autonomous non-profit scientific organization with its own officers, dues and by-laws.

ARTICLE II. **MEMBERSHIP**

Section 2.1 Membership and Qualifications:

Regular membership in the SCSNM will be granted to those who can provide evidence of education and/or experience in nuclear medicine technology satisfactory to the SCSNM Executive Council.

The members of the SCSNM shall fall into four categories:

- A. REGULAR MEMBERS:** Members in this category will pay dues, have voting privileges, and may hold executive office or serve on the Council of the SCSNM.
- B. AFFILIATE MEMBERS:** Affiliate membership is reserved for those individuals who are interested in the Nuclear Medicine profession, but who do not meet the qualifications for regular membership. Members in this category will pay dues, have no voting privileges, and may not hold executive office. Membership in this category shall include but not be limited to physicians and vendors.
- C. STUDENT MEMBERS:** Student members shall be persons enrolled in an approved Nuclear Medicine Training Program and/or approved Pharmacy Technician program and certified as a student by the Program Director for that

institution. Members in this category will pay dues, have no voting privileges, and may not hold executive office or serve on the council of the SCSNM.

- D. LIFE MEMBERS:** Life membership is reserved for those individuals who have distinguished themselves with contributions to scientific, educational, and professional endeavors of the Nuclear Medicine community. Criteria for Life Membership shall be determined by the Executive Council. Life Members shall pay no dues, shall receive all publications and have privileges and obligations of an Active Member.

Section 2.2 Applicants will submit an official application with dues to the Membership Committee. All qualified applicants shall be accepted as members. Applicants not accepted may appeal to the Executive Council.

Section 2.3 Membership will be renewed annually upon payment of dues.

ARTICLE III.

OFFICERS

Section 3.1 The officers of the SCSNM shall be as follows:

1. President
2. President-Elect
3. Treasurer
4. Secretary
5. Board of Directors
 - A. Chairman of the Board
 - B. Advisor
6. Executive Secretary

Section 3.2 **Term of Office**

A term of an elective officer is defined as the period between the installation of this officer at the annual meeting and the installation of a successor at the next annual meeting.

The President-Elect shall be elected annually by the membership having Full Member status. The treasurer and secretary shall be elected bi-annually on opposing years by the same.

Section 3.3 **Duties of Officers**

- A. President:** The President shall preside at all SCSNM Executive Council meetings. The President shall appoint auditors, tellers, a parliamentarian, and other persons necessary to conduct business. With Executive Committee consent the President

shall appoint all committee chairpersons unless otherwise provided in Bylaws. The President must be a member of the Southeastern Chapter of the Society of Nuclear Medicine throughout the term of office. The President shall have been a member of the SCSNM for a minimum of three (3) years. With the consent of the majority of the Executive Board, he/she may act in an emergency without a general meeting.

- B. President-Elect:** The President-Elect shall familiarize himself/herself with all activities of the SCSNM and shall make preparations necessary for his/her elevation to the office of President. The President-Elect shall serve one year and automatically move to the office of President at the installation of officers at the Annual Meeting. The President-Elect shall serve as Chairperson of the Education Committee. The President-Elect shall have been a member of the SCSNM for a minimum of two (2) years.
- C. Treasurer:** The Treasurer shall keep and preserve the records and receive and dispense funds. All records must be presented and distributed at the Annual Meeting for the entire membership and to the executive board at each called board meeting. The Treasurer shall be the Budget Committee Chairperson. The term of office will be two (2) years. The treasurer will prepare the books and present them for an outside audit by an accountant appointed by the Executive Council before the end of the SCSNM fiscal year. Results of this audit will be reported to the board as soon as available. The treasurer will be the head of the Membership Committee.
- D. Secretary:** The Secretary shall keep minutes of the Annual Meeting business sessions, other business sessions, and Executive Council meetings, preserve the records, notify the membership of meetings, distribute and receive ballots, and submit minutes within 15 days following an Executive Council meeting. The Secretary shall be the Editor of the Newsletter. The term of office will be (2) years.
- E. Board of Directors:** The Board of Directors shall consist of the past two Presidents of the SCSNM. The immediate past-president shall be called the Chairman of the Board, and the president previous to the immediate past president will be called the Advisor. The immediate past-president or Chairman of the Board shall be the Chairperson of the Nominating Committee. In the absence of the President, he/she will assume the duties of the President. The other past- president or advisor shall be the chairperson of the Scholarship Committee. Members of the Board of Directors shall serve in an advisory capacity with voting privileges on the Executive Council. Vacancies on the Board of Directors shall be filled by appointment of the Executive Council
- F. Executive Secretary:** The Executive Secretary shall be available to assist the Executive Council with duties when needed and shall attend Council meetings in an advisory capacity with no voting privileges on Executive Council except in the event of a tie vote. The Executive Secretary shall provide a permanent address for

correspondence. This is an appointed office, held until resignation is rendered or is asked to resign after a unanimous vote of all other Executive Council Officers.

Section 3.4 Vacancies

In the event a vacancy should occur in an elected office, the position may be temporarily filled by a majority vote of the members of the Executive Council.

In the event the office of President becomes vacant, the chairperson of the Board of Directors shall assume the duties of the President for the unexpired term. At the end of the term of office, the former President-Elect shall assume the duties as President for the term for which he/she was elected and a new President-Elect shall be elected.

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 new President and President-Elect shall be elected by the membership.

ARTICLE IV. EXECUTIVE COUNCIL

Section 4.1 Charge

The Executive Council shall have general charge of the business affairs and property of the SCSNM and shall make such rules and regulations as it shall deem necessary for the management and well being of the SCSNM. Matters dealing with the routine operation of the SCSNM and not specifically controlled by the By-Laws shall be the functions of the Executive Council. The Executive Council may appoint an Executor or Administrator to conduct such business as the Executive Council shall entrust to his/her management.

Section 4.2 Council Meetings

The Executive Council shall meet at least once each year. Business meetings may be called by the President or by a petition of a majority of the membership of the Executive Council. A quorum shall consist of a majority of the membership of the Executive Council.

ARTICLE V. COMMITTEES

Section 5.1 There shall be standing committees and ad hoc committees. The standing committees shall be as follows and shall consist of at least two persons.

- A. Membership Committee** – Chairperson shall be the Treasurer and will be responsible for records of all active members.
- B. Education Committee** – Chairperson shall be President-Elect and will be responsible for Educational seminars at the Annual Meeting and any other educational meetings as deemed by Executive Council.
- C. Nominating Committee** – Chairperson shall be immediate Past President and will be responsible for presenting a slate of officers at the Annual Meeting.

- D. **By-Laws Committee** – Chairperson appointed by the President and shall be responsible for all amendments and additions to the By-Laws. They must submit these proposals to the Secretary at least 31 days before the Annual Meeting so they can be distributed to the entire membership.
- E. **Budget Committee** - Chairperson shall be the current Treasurer. The immediate past treasurer shall serve as a standing member of the Budget Committee. This committee shall be responsible for presenting a written budget to the Executive Council at the first meeting following the Annual Meeting.
- F. **Annual Meeting Committee** – Chairperson appointed by the President and serves until a resignation is rendered or is asked to resign by the President. This committee shall be responsible for all accommodations and logistics for the Annual and Fall Meeting and will work in conjunction with the Education Committee.
- G. **Legislative Committee**– Chairperson shall be appointed by the Executive Council for a term to comply with the SCQRSA guidelines. Chairperson must be a full member of the Society of Nuclear Medicine Technologist Section and will be TAG representative. Chairperson will appoint co-chair and committee with approval of Executive Council. The chairperson is responsible for all legislative matters as they relate to the SCSNM and its membership. Responsibilities shall include attending all SCQRSA meetings, submitting reports to all Board meetings and reporting to the entire membership at each Annual Meeting and Fall Meeting.
- H. **Awards Committee** – Chairperson shall be the Advisor and will be responsible for presenting candidates for scholarships, Life Memberships, and Technologist of the Year, coordinate annual meeting exhibits/essays and present awards.

ARTICLE VI.

MEETINGS

- Section 6.1** The SCSNM shall hold an annual meeting which will consist of business meetings and scientific sessions.
- Section 6.2** Additional business meetings may be called by the President provided notification is submitted to all members of the SCSNM at least 30 days prior to such meetings.
- Section 6.3** An Annual Fall President’s Seminar shall be held and shall include educational seminars and a business meeting. Any business matters may be addressed at this meeting as it may at the Annual Meeting with the exception of the election of officers.
- Section 6.4** A quorum at business meetings of the SCSNM shall consist of the voting members present at the business meeting.

ARTICLE VII.**DUES**

- Section 7.1** Dues shall be established annually by a majority vote of Executive Council and shall be submitted to the membership of the SCSNM for approval by a simple majority vote of the voting members present at the business meeting of the Annual Meeting.
- Section 7.2** Dues are payable on November 1 of each year. Dues will be submitted annually with an updated application form for membership renewal.

ARTICLE VIII.**ELECTIONS**

- Section 8.1** Elections shall be held at the business meeting of the Annual Meeting.
- Section 8.2** One or more candidates for each elective office shall be offered by the Nominating Committee. Any Full Member may nominate another Full Member for elected office. The nominating member is required to submit a statement for the candidate who is being nominated that he/she is willing to serve if elected. A curriculum vitae of the candidate nominated should be submitted. (The slate of candidates for office will be introduced at the Annual Meeting by the Chairperson of the Nomination Committee and each candidate will have a brief biography given including prior offices and highlights from the curriculum vitae.)
- Section 8.3** The election will be conducted by secret ballot. Announcement of the results of the election and the installation of officers will be held at the last business meeting of the Annual Meeting.
- Section 8.4** The Slate of Officers and their curriculum vitas shall be sent to the Secretary prior to the Annual Meeting. Nominations made on the floor at the annual meeting must meet criteria of the office being nominated for and vetted before placing on the ballot as a write-in candidate.
- Section 8.5** The Secretary shall notify the membership thirty (30) days prior to the Annual Meeting of the slate of nominees for offices and any other proposals to be voted upon by the membership at the Annual Meeting. These notifications shall be posted to the SCSNM website and emailed to the membership.
- Section 8.6** For each office, the nominee who receives the majority of votes shall be elected to the office.

Section 8.7 In the case of a tie vote, the members of the Executive Council present shall as a group, cast one tie-breaking vote.

Section 8.8 All new officers shall be installed on the final day of the Annual Meeting and shall serve from that time until the installation of their successors at the next Annual Meeting. If a newly elected officer is absent for the installation, installation will be at the first Executive Council meeting following the Annual Meeting.

ARTICLE IX. **AFFILIATIONS**

Section 9.1 The SCSNM may enter into an affiliation with another organization by a majority vote of the Full Members.

Section 9.2 The SCSNM may sever an affiliation with an affiliate organization by a majority vote of the Full Members.

Section 9.3 The SCSNM shall be affiliated with the Technologist's Section, Society of Nuclear Medicine and further affiliated with the Technologist's Section, Southeastern Section, and Society of Nuclear Medicine. The President of the SCSNM shall serve as the State Delegate to the SECSNM.

Section 9.4 The SCSNM may not obligate any affiliate organization or represent them in any manner without their specific authorization nor may an affiliate organization obligate or represent the SCSNM without consent of a simple majority vote of the membership present at the business meeting of the Annual Meeting.

ARTICLE IX. **LOCAL GROUPS**

Section 10.1 To be duly recognized by the SCSNM as a local professional group, the following requirements must be met:

- A.** The objective and membership criteria must be in full accord with those of the SCSNM.
- B.** Provide elected officers.
- C.** Hold at least four meetings annually in their immediate locale.
- D.** Maintain a current membership roster on file with the SCSNM.
- E.** Submit reports of meetings to the Secretary of the SCSNM within 30 days following a meeting.

Section 10.2 Local professional groups shall be considered recognized by the SCSNM after a majority vote of the Executive Council.

ARTICLE XI. **SUSPENSION OF MEMBERSHIP**

Section 11.1 Executive Council shall have the authority of expulsion or suspension of any member who has committed an act contrary to the professional ethics of the SCSNM.

Section 11.2 Charges aimed at expulsion of a members shall be submitted to the Executive Council in writing by at least two members of the Executive Council. The Executive Council will investigate the charges and render a decision within 90 days. If, in the judgment of the Executive Council, the charges are valid, the member shall be advised of the charges and shall have the right to submit a written defense or appear in person or by means of an authorized representative, before a meeting of the Executive Council, of which the charged member has been notified at least 20 days in advance. If, in the opinion of the Executive Council, satisfactory defense has not been made, The Executive Council shall have the right to terminate membership. The nature of the expulsion and reasons thereof shall be maintained by the Secretary as permanent record.

ARTICLE XII. **PARLIAMENTARY PROCEDURES**

Section 12.1 All questions of parliamentary procedure shall be determined at all meetings by the newest edition of *Robert's Rules of Order* except those procedures specifically governed by provisions of these By-Laws.

Section 12.2 A Parliamentarian will be present at every business meeting and will be appointed by the President. The SCSNM will provide the latest edition of **Roberts Rules of Order** for use by the Parliamentarian. The Parliamentarian is not a voting member of Executive Council if in attendance unless that person serves in another voting capacity.

ARTICLE XIII. **BYLAWS**

Section 13.1 Any member may propose changes in the SCSNM By-Laws by submitting such proposals in writing to any officer.

Section 13.2 The proposed amendments shall be submitted to an Executive Council of the SCSNM for their review.

Section 13.3 Proposed By-Law changes shall be posted to the SCSNM website, SCSNM.org, at least 30 days prior to the Annual Meeting. A majority vote of the members present at the Annual meeting shall cause the proposed amendment to be accepted as changed.

Section 13.4 These changes shall be incorporated into the By-Laws of the SCSNM by the Chairperson of the By-Laws Committee and sent in final draft to the Secretary. The Secretary shall prepare the newly revised Constitution and By-Laws and have them reviewed by the President. The new document shall be dated and made available to the membership at all SCSNM functions the following year.

ARTICLE XIV.

RESOLUTIONS

Section 14.1 In the event that the SCSNM shall cease to exist, it is hereby resolved that all properties, monies, minutes, and records shall become property of the Technologist's Section, Southeastern Chapter Society of Nuclear Medicine.

