

# **OPERATING PROCEDURES**

*For the*

**PET Center of Excellence**

*of*

The Society of Nuclear Medicine and Molecular Imaging Inc.

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# **OPERATING PROCEDURES for the PET Center of Excellence**

of  
THE SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING, INC.

## **MISSION**

SNMMI's PET Center of Excellence is an organizational component within The Society of Nuclear Medicine and Molecular Imaging and Molecular Imaging dedicated to all aspects of the development and utilization of PET and PET/CT in the detection and management of disease. Two primary focuses of the Center are educational programs and practical issues directly related to PET.

## **OBJECTIVES**

The PET Center is a group within The Society of Nuclear Medicine and Molecular Imaging, Inc., hereafter referred to as the Society, and organized to provide professional networking and educational programs for nuclear medicine professionals in PET and PET/CT, including clinical practice and procedure guidelines, as well as reimbursement serving as a resource for development and implementation of Society policy.

## **ORGANIZATIONS**

Centers adhere to Society bylaws and policies, while operating under their own Operating Procedures and budget process, approved by the Board of Directors. Centers will manage SNMMI programs and activities related to their subspecialty or sub disciplinary areas of interest.

## **MEMBERSHIP**

Membership is limited to members of the Society as defined in Article V of the Bylaws of the Society. Membership in this Center 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 Center.

## **DUES**

The Center's Board of Directors will determine dues for membership in the Center. Dues are payable on October 1 of each year. Center leadership will be notified by the Society when 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.

## **OFFICERS**

### **A. Officers**

The officers of the Center are the President, Vice President, Secretary/Treasurer. Officers are elected from the Membership of the Center.

**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 Center 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 offices of Secretary/Treasurer, the Center's Board of Directors shall appoint an individual until the next annual election. The individual filling the vacancy for the Secretary/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 Center Board membership

**E. Responsibilities:****1. President:**

He/She presides at meetings of the Center Board of Directors, the annual Business Meeting of the Center and any special meetings that may be called. He/she appoints members and chairpersons of all special committees with the advice of the Center Board of Directors. He/she is an ex-officio member of all committees. He/she represents the Center'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 responsible for providing reports and annual business plan to the SNMMI management and/or the Society's Board of Directors describing the activities of the Center. He/she is involved in the annual budgeting process of the Center.

**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. The Vice President will serve as chair of the Scientific Program Committee.

**3. Secretary/Treasurer**

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.

He/she is responsible for the receipts, custody and disbursements of all funds and securities of the Center. He/she acts as fiscal consultant to the Center 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 Center at each business meeting of the Center Board of Directors and of the Center. He/she is also Chairperson of the Finance

Committee and estimates the finances in support of the Secretary's annual business plan submitted to the Society.

#### **4. Immediate Past-President**

Committee chairs of the Center will serve as ex-officio, non-voting members of the PET Center of Excellence Board of Directors.

### **BOARD OF DIRECTORS**

#### **A. Composition**

The PET Center of Excellence Board of Directors will consist of twelve members, three appointed by the SNMMI President from the membership of the SNMMI Board of Directors and nine elected by the membership of the PET Center. Each member will serve three-year terms, with one being appointed and three being elected each year. Committee chairs of the Center will serve as ex-officio, non-voting members of the PET Center of Excellence Board of Directors.

#### **B. Term**

No member of the PET Center of Excellence will serve more than six consecutive years on the Center's Board of Directors. If a member serves on the Center's Board of Directors for six consecutive years, he/she must wait three years before becoming eligible to serve again.

#### **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 Center's objectives. The costs of travel, accommodations and/or communications related to Board members attending the interim meeting shall be covered by the Center and/or the Society. The President of the Center may call special meetings of the Board in the event of an emergency.

#### **D. Quorum:**

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

### **VII. MEETINGS OF THE CENTER**

The Center 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 Center Board of Directors, or in accordance with these Operating Procedures. A quorum is not required to conduct Business Meetings that are informational in nature. However, if motions regarding Center 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 Center membership for a vote by ballot at the earliest possible date.

### **VIII. COMMITTEES**

#### **A. STANDING COMMITTEES**

The Standing Committees are composed of members from the Center 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 Center, unless otherwise specified. Standing Committees consist of a minimum of three members from the Center 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.

## **3. Finance Committee**

The Finance Committee consists of the Treasurer and at least two members of the Center.

The duties of the Finance Committee include:

- (a) Determining the budgetary needs of the Center
- (b) Preparing Center’s financial reports for distribution and presentation to Center Board of Directors
- (c) Maintenance of the Center’s financial records

## **4. Nominating Committee**

The Nominating Committee consists of the Immediate Past-President for the Center, who will serve as Chairperson and at least two Center members appointed by the President with approval of a majority of the Center 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 Center.
- (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. This slate is to be promptly circulated to the voting members for a mail ballot, not less than sixty days before the annual meeting, with the election to be completed under suitable supervision prior to the annual meeting of the Center. 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 Center whose name is recommended by at least ten voting members of the Center. 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.

## **5. Scientific Program Committee**

The Scientific Program Committee consists of the Vice President for the Center, who will serve as chair and at least two Center members appointed by the President with approval of the majority of the Center Board of Directors. The Chair and members will serve for

one year. The Scientific Program committee is responsible for planning the educational content for the Mid-Winter Meeting, Annual meeting and other educational programs sponsored by the Center.

## **B. SPECIAL COMMITTEES**

Special committees may be authorized by the Board in accordance with established procedures. The number of members, functions and duration of existence of such committees will be determined by the Center Board. The President will appoint the members and Chair of these committees annually.

## **IX. REPRESENTATION TO THE HOUSE OF DELEGATES**

The President and Vice President serve as the Center's representatives to the House of Delegates.

## **X. AMENDMENTS TO THE OPERATING PROCEDURES**

Amendment of a Center's Operating Procedures will require approval by the Center's membership. The Center 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 Center not less than thirty days prior to the Annual Business Meeting. The Operating Procedures of the Center must be in keeping with general principles of The Society of Nuclear Medicine and Molecular Imaging's Bylaws.

## **CENTER INTERNSHIP PROGRAM**

Each Center 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 Center on which they would like to serve, to the Director of Leadership Services for distribution to the Center. Interns will be selected by a simple majority vote of the Center'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 Center. Interns will be assigned a mentor, who will be appointed by the president of the Center. Interns may be assigned a project supervised by their mentor. Interns may be nominated to serve on the Center 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 Center 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 Center 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 Center will report on the intern's accomplishments and goals twice a year to the Committee on Councils and Centers.

#### **XI. PARLIAMENTARY AUTHORITY**

All questions of parliamentary procedure will be determined at all meetings of the Center 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 PET CENTER**

In the event that the PET Center 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.