

# **ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY**

## **Rules of Operation May 2006 Updated March 2007, March 2009, March 2012, April 2013, April 2014**

### **Article I – Name**

The name of this association shall be the Association of Program Coordinators in Radiology, hereinafter known as the Association or APCR.

### **Article II – Purpose**

The purposes of the organization will be:

- A. To encourage excellence in the administration of radiology residency and fellowship programs.
- B. To provide educational opportunities in the field of graduate medical education and residency and fellowship program administration.
- C. To provide a forum for professional growth and a means for exchange of information.

### **Article III – Membership**

- A. Criteria for eligibility for membership will be appointment as a program coordinator, administrative assistant, or any other administrative capacity in any graduate medical education program in any residency program in Diagnostic Radiology, Nuclear Medicine, or any subspecialty fellowships.
- B. Membership applications will be reviewed by the Chair of the Membership Committee to verify eligibility.
- C. Members will automatically become Coordinating Members of the Association of Program Directors in Radiology, hereafter referred to as APDR.
- D. Any active member who terminates their position and no longer meets the criteria for membership in the Association shall be required to inform the Association of the change in status, at which time membership will be automatically terminated.
- E. Emeritus Members: Retired program coordinators, upon application to the Secretary, may continue as a member of the Association in the emeritus category. Emeritus members shall retain all of the rights and privileges of regular membership, but shall not pay dues, hold office or vote.

### **Article IV – Organization**

- A. Officers: The officers of the Association will be President, President-Elect, and Secretary-Treasurer.
- B. The officers shall be elected for a term of one year by a vote of the majority of the active members present and voting at the annual meeting. Each officer shall hold

office until a successor shall be duly elected and shall have qualified, or until his or her death, resignation, or removal from office.

- C. The President-elect will succeed automatically to the presidency at the conclusion of the annual meeting each year. At that time, the Secretary-Treasurer will become the President-elect. Given this succession of officership, the Association will elect a new Secretary-Treasurer annually. In the event there are two people elected to the APCR Board at the same time, the selection process for electing one of the two APCR Board Members to the Office of Secretary/Treasurer would use these guidelines: a) Seniority/tenure in APCR-the person with more seniority in the Association would be chosen first. b) Involvement level in APCR-if both persons have equal seniority in APCR, the person who is most actively involved in the Association and/or is/has chaired a committee will be chosen first. Only in cases where an officer is unable to fulfill the responsibilities of office will additional officers be elected.
- D. Any officer elected by the Board of Directors may be removed from office by a two-thirds majority vote of the remaining members of the Board of Directors whenever in its judgment the best interests of the Association would be served by such removal.
- E. A vacancy in any office may be filled or new offices created and filled by majority decision of the Board of Directors. An officer elected to fill a vacancy will serve for the unexpired term of his or her predecessor. An officer elected to fill a new office will serve the designated term of office, or until his or her death, resignation, or removal.
- F. A term year shall be defined as the period of time from the conclusion of one annual meeting until the conclusion of the next annual meeting.

#### **Article V – Duties of Office**

- A. It shall be the duty of the President to call and preside at all meetings of the Association and to perform all duties customarily incident to the office of president and such other duties as may be prescribed from time to time by the Board of Directors. The President or designate shall be the spokesperson of the Association upon public issues within the area of interest of the Association and shall represent the Association on issues relating to other professional organizations. The President will present proposed changes in the Rules of Operation to the Board of Directors for approval at the annual spring Board meeting. The President or designate will appoint committees and representatives of the Association. The President will be a member ex officio of all committees and has the right but not the obligation to participate in the deliberations of any committee.
- B. In the absence of the President, the President-elect shall preside and carry out all the duties of the President. The President-Elect shall serve as Chairman of the Program Committee.
- C. The Secretary-Treasurer will be the principal financial officer of the Association and will be responsible for the maintenance of the financial records of the Association. Association funds will be received and administered by the designated management of the Association of Program Directors in Radiology, and the Secretary-Treasurer will coordinate with the designated APDR manager to insure that complete financial

records are maintained. The Secretary-Treasurer shall record the proceedings of the meetings, report unfinished business of previous meetings and present the annual financial report and a budget for the next fiscal year at the annual meeting. The Secretary-Treasurer will preserve all books, records, papers, and articles belonging to the Association.

## **Article VI - Committees**

The Association will have the following standing committees whose members will be chosen by the President. Unless otherwise specified, the term for all committee appointments is one year, with eligibility for reappointment annually for a period of five years. Elevation to chairmanship of a committee from within a committee will be considered a new appointment. Unless otherwise provided by the Board of Directors, the President shall appoint the members of a committee, subject to approval of the Board of Directors and authorization of the membership. If a person appointed to a committee is unwilling or unable to serve, the President may appoint another general member to serve until the next annual meeting. Each committee will consist of the chair and a minimum of three active members appointed by the President.

1. **Board of Directors.** The Board of Directors will consist of the President (who is chair of the RRC Committee), President-elect (who is chair of the Program Planning Committee), Immediate Past President (who is chair of the Nominating Committee), Secretary-Treasurer (who is chair of the Finance Committee), and four additional active members. Members are appointed to the Board for eight years, including four years on the Board of Directors followed successively by one-year terms as Secretary-Treasurer, President-Elect, President and Immediate Past President. During the initial four years on the Board, board members will be assigned chairmanship of a committee whenever possible. Board members may advance more rapidly if there are unexpected resignations from the Board. The Board of Directors is empowered to conduct the business of the Association between annual meetings. The Board of Directors will hold the option to designate two alternate members to serve for a period of one year as deemed necessary. The Immediate Past President remains on the Board as an ex officio member for one year. All past presidents should meet during the annual meeting and present any suggestions they have to the Board of Directors.

2. **Archives Committee.** This committee is responsible for maintaining and building the association's archives. This committee will work closely with the Website Committee to preserve the APCR history.

3. **Awards Committee.** The function of this committee is to determine the nature and recipients of any and all awards and honors established in the name of the Association.

The Outstanding Coordinator Award is given to an individual who has shown dedication to the success of the APCR. Candidates may be nominated by the APCR membership at large only. The Awards Committee may select a candidate for the award who is an active member of the Association.

4. **Finance Committee.** The chair will be the Secretary-Treasurer. The committee shall consist of first Board Member-at-Large, and three active members, one selected by the chair each year for three years of overlapping tenure. The Account Executive of the APDR will be a nonvoting, ex officio member of the committee. The Finance Committee will supervise all fiscal activities of the Association, including preparation and submission of the annual budget. The Committee will make recommendations to the Board of Directors in matters concerning the fiscal status of the Association. Expenses in excess of \$500.00 require approval of the Board of Directors. The fiscal year of the Association shall begin on the first day in October of each calendar year and end on the 30<sup>th</sup> day of September in each calendar year.

5. **Long-Range Planning Committee.** This committee is charged with the development and implementation of programs to further the interests of the APCR membership and the development of services of interest to the APCR membership. All services, programs, and projects proposed by this committee will be subject to the approval of the Board of Directors.

6. **Membership Committee.** The Membership Committee will review all applications for membership, determining that eligibility requirements have been met, and submit its recommendations to the Board of Directors for approval. The Membership Committee will maintain an accurate membership database, mailing list. The Membership Committee will encourage and facilitate the recruitment of new members. The Membership Committee shall furnish APDR management and the APDR liaison membership data as may be required.

7. **Mentoring Committee.** This committee is responsible for maintaining the mentor program available within the association, pairing volunteered mentors with members whom have requested a mentor.

8. **Nominating Committee.** The committee shall consist of the Immediate Past President, who will serve as chair of the committee, the President, President-elect and two members appointed by the President. The function of this committee is to nominate one candidate for Secretary-Treasurer, one candidate for each vacancy on the Board of Directors and two candidates for Alternates. The nominating committee will poll membership at large for candidates. The chair of the Nominating Committee will present the nominees for election at the annual business meeting of the Association.

9. **Program Planning Committee.** The Program Planning Committee shall consist of the President-elect, who will serve as chair of the committee, the Secretary-Treasurer, the first Member-at-Large, and two members appointed by the President. With the counsel of the President of the APCR, the President and Program Director of the APDR, and the President and Program Chair of the AUR, the Program Planning Committee will be responsible for the development of all aspects of the APCR annual meeting. The Program Committee may, at its discretion, invite presentations at the annual meeting from anyone, whether a member or not. Honoraria and/or reimbursement of travel expenses for speakers require prior approval of the President and Secretary-Treasurer. Expenses in excess of \$500.00 require prior approval of the Board of Directors.

10. **Professional Development Committee.** This committee is charged with collection and dissemination of data relating to career and professional development and, with the approval of the Board of Directors, may undertake projects to further the professional development of APCR members.

11. **RRC Committee.** The RRC Committee will be chaired by the President. The committee represents the APCR and is responsible in assisting the AUR and the APDR RRC Committee with their projects.

12. **Rules Committee.** The Rules Committee shall consist of three members and will prepare amendments or changes in the Rules of Operation for approval of the membership at the direction of the President. The chair of the Rules Committee shall serve as Parliamentarian during the annual meeting of the Association.

13. **Scholarship Committee.** This committee is responsible for oversight of the APCR Scholarship fund. This committee reviews applications and selects one recipient who meets the scholarship application guidelines for the annual award in the amount of \$2000.00. The recipient must be an APCR member in need of funding to attend the annual meeting. This committee also administers any fundraising events to maintain the fiscal ability to offer this scholarship.

14. **Survey Committee.** This committee will administer all survey requests from members. The committee will work with the Electronic Communications Committee to post all survey results.

15. **TAGME Certification Committee.** All members of this committee must be TAGME certified. The function of this committee is to revise the assessment tools as necessary. The committee will assist members who wish to pursue certification and assist with the development of assessment tools for fellowships. Eight members of the committee will comprise the Specialty Review Board for Diagnostic Radiology (SRBDR). The Chair of the SRBDR will serve for a term of three years. The Chair of the SRBDR and two review board members will represent Diagnostic Radiology on the TAGME Board of Directors. TAGME certification is completely voluntary and is not a requirement for APCR membership.

16. **Electronic Communications Committee.** This committee is responsible for the content of the APCR web page, monitoring the Radiology Program Coordinators Group on LinkedIn and Google Docs, as well as liaison with the APDR for maintenance of the website.

17. **Ad Hoc Committees.** The President may appoint such ad hoc committees as are necessary to conduct the business of the Association. Ad hoc committees will serve until the next business meeting of the Association following their appointment.

## **Article VII – Annual Meeting of Members**

- A. There will be at least one annual meeting in conjunction with the meeting of the Association of Program Directors in Radiology. All members will be notified of the date and place of the annual meeting by designated APDR management.
- B. The Board of Directors may elect to hold additional meetings at their discretion, at a time and place to be designated by the President. Notice of such meetings, including a statement of the business to be conducted, shall be sent to each voting member no fewer than 30 days before the date of such meeting.

### **Article VIII - Amendments**

The Rules of Operation may be amended or repealed and new rules of operation may be adopted by a majority vote of those active members in good standing, provided that written or electronic notice of the proposed amendment(s) is given at least 14 days in advance. Proposed changes to the Rules of Operation will be presented by the President to the Board of Directors for approval. If rules changes are approved by the board, they will then be presented to the members for ratification at the annual meeting.

### **Article IX – Dues**

- A. The annual dues of the Association shall be such as the Board of Directors may fix. The amount of dues will be recommended by the Board of Directors and approved by the membership. The fiscal year will be determined by the Board of Directors.
- B. Annual dues will be charged and will be payable as determined by the APDR management. They shall be considered past due three months after the due date, and the benefits of membership shall be suspended by the Board of Directors. The suspended member will have the right to reapply for membership upon payment of dues in arrears.
- C. Dues for members who join after the beginning of the current fiscal year will be prorated.

### **Article X – Contracts, Checks and Deposits**

- A. **Contracts:** The Board of Directors may authorize any officer or officers or agent or agents of the Association, in addition to the officers so authorized by the Rules of Operation, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.
- B. **Checks, Drafts, Etc.:** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers or agent or agents of the Association in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President or President-elect of the Association. For amounts less than \$200.00, such instruments may be signed by the Treasurer only.
- C. **Deposits:** All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as determined by APDR management.
- D. **Gifts:** Any officer or the President may accept on behalf of the Association any unrestricted or unconditional contribution, gift, bequest, or device for the general purposes or for any specific purpose of the Association. Any restricted or conditional contribution, gift, bequest, or device may be accepted only by the Board of Directors on behalf of the Association.