

AMERICAN SOCIETY OF EMERGENCY RADIOLOGY

BYLAWS

ASER MISSION

To advance the quality of diagnosis and treatment of acutely ill or injured patients by means of medical imaging and to enhance teaching and research in Emergency Radiology.

1.0 Name

The name of this corporation shall be the American Society of Emergency Radiology.

2.0 Purposes

- 2.1 To advance and improve the radiological aspects of emergent patient care.
- 2.2 To establish Emergency Radiology as an area of special interest in the field of diagnostic imaging including sequencing, prioritization, and management of the delivery of imaging services.
- 2.3 To develop educational curricula in Emergency Radiology for both medical students and residents.
- 2.4 To provide, through an annual scientific meeting, a mechanism for presentation of scientific information on various aspects of Emergency Radiology and continuing education.
- 2.5 To promote research in Emergency Radiology by clinical and basic science investigators, including residents and other trainees.
- 2.6 To act as the resource body on Emergency Radiology for those interested in emergent patient care.
- 2.7 To foster the development of Emergency Radiology in other nations and/or regions of the world.
- 2.8 To develop and recommend standards of care in Emergency Radiology.
- 2.9 To publish a scientific journal for dissemination of emergency radiological, clinical, educational, and research information worldwide.

3.0 Membership

Membership shall be in the following categories: Founding, Charter, Fellow, Active, Associate, Member-in-Training, Inactive, Emeritus and Honorary Fellow Member.

- 3.1 Active Member. Shall be a diplomat of the ABR, AOBR, the Royal College of Physicians of Canada or equivalent national accreditation organization whose credentials are acceptable to the membership committee.

- 3.2 Associate Member. Shall be other radiologists (non certified by the ABR, AOBR or the Royal College of Physicians and Surgeons of Canada or equivalent), scientists, imaging technologists, radiological physician assistant, or physicians with an interest in Emergency Radiology whose credentials are acceptable to the Membership Committee.
- 3.3 Member-in-Training. Physicians in training in the field of Radiology (Residents, Fellows or Medical Students) who have an interest in Emergency Radiology.
- 3.4 Inactive. A member who has significantly decreased his/her time in the active practice of Radiology. Inactive status will be recommended by the Membership Committee upon receipt of appropriate justification for status change. Inactive members shall be removed from the list of active members and can be reinstated upon evidence of qualification.
- 3.5 Emeritus. Shall be any active member or fellow, in good standing, who by reason of age or physical disability has retired from the active practice of Radiology.
- 3.6 Honorary Fellow Member. Shall be those who by virtue of residence, education, profession, or lack of Board Certification are ineligible for admission as members of ASER other than honorary, but whose standing or preeminent contributions to the science or the practice of emergency radiology entitle them to recognition. Nominations may be made by any fellow of the ASER. The nomination must be in writing, giving in detail the nominee's qualifications for honorary membership, and must be accompanied by letters of support from at least two (2) sponsoring ASER fellows, meet all other criteria as may be established by the ASER and must be sent to the Secretary at least three months before the meeting of the Executive Committee at which they are to be acted upon. The Secretary shall send a copy of the nominee's record with the name of the nominee's sponsor to each member of the Executive Committee at least two (2) months before such meeting of the Executive Committee. At that meeting, the nomination shall be voted upon by the Executive Committee; two (2) dissenting votes shall disqualify a nominee for honorary membership. Candidates for honorary membership shall be submitted to the Executive Committee by the Fellowship and Honorary Member Committee. Nominees approved by the Executive Committee shall be presented to the active membership (Business meeting) for election.
- 3.7 Change in membership status. Request for change in membership status shall be made in writing to the Membership Committee Chair.

3.8 *Special Qualifications:*

These shall include founding members, charter members and fellows

- 3.8.1 *Founding membership shall be limited to those eight Radiologists who founded the Society. They include, in alphabetical order, Gordon C. Carson, John H. Harris, Jr., Alan Klein, Jack P. Lawson, James J. McCort, Stuart E. Mirvis, Charles F. Mueller, and Robert A. Novelline.*
- 3.8.2 *Charter Members. Charter members shall be those Radiologists who, in addition to the Founding members, were instrumental in the formation of ASER. Charter members, in addition to Founding members, include John V. Crues, William A. Finger, Denise G. K. Gray, Phyllis J. Kornguth, Nash Lawrason, Henry Lerner, James T. Rhea, Salvatore J. Sclafani, Barbara N. Weissman and Gertraud Wollschlaeger.*
- 3.8.3 *Fellow. A Radiologist who is a diplomat of the American Board of Radiology or the American Osteopathic Board of Radiology, or equivalent, whose primary professional interest is in the field of Emergency Radiology or who has made significant contributions to Emergency Radiology, and whose credentials are acceptable to the Fellowship Committee.*

3.9 Privileges

- 3.9.1 Fellows shall be entitled to vote, to hold elective and appointed office, and to serve on all committees. They may attend and participate in the scientific meetings and other functions of the Society. Fellows are required to pay full dues.
- 3.9.2 Only active members in good standing shall have the right to propose candidates for nomination, to vote and to hold office. Active members shall be entitled to all the privileges of Fellows and shall be entitled to hold elective office. Members may serve on committees and may hold appointed positions. Members shall pay full dues.
- 3.9.3 Associate members shall have the right to be appointed to Committees (except the Nominating Committee) but shall not have the right to vote, hold elective office, or be a member of the Executive Committee. Associate members shall pay full society dues.

- 3.9.4 Members-in-training shall be entitled to all the privileges of Active members except they shall not be entitled to vote or hold office. They may serve on committees of the Society (except for the Nominating Committee). Dues for members-in-training shall be no more than 50% of the member dues and may be less as determined by the Executive Committee.
- 3.9.5 Inactive Members retain membership in the Society but may not vote, hold office, or serve on committees and are not liable for dues. Reversion to prior status must be accompanied by a statement that the member is no longer inactive.
- 3.9.6 Emeritus members shall have all the rights of membership except the right to hold elective office. Emeritus members are exempt from dues.
- 3.9.7 Honorary Fellow Members shall have the right to be appointed to committees, but shall not have the right to vote, hold elective office, or serve on the Executive Committee.

4.0 Application

- 4.0.1 Applications for Active membership shall be made in writing or electronically to the Membership Committee on a form provided by the Society.
- 4.0.2 The Membership Committee shall review new applications on at least a quarterly basis. This review will lead to a decision to either accept or present the candidate to the Executive Committee for further discussion. The applicant will receive written or electronic notice of the action by the Membership Committee.
- 4.0.3 The Membership Committee shall report on the status of applications to the Executive Committee at the annual meeting or other duly called Executive Committee meeting.
- 4.0.4 Application for Emeritus membership shall be made in writing to the Membership Committee Chair. The application must state the grounds for qualification as described in Section 3.1.3 of these By-laws. The application shall be submitted to the Executive Committee for action.
- 4.0.5 Applications for Honorary Fellowship shall be made upon submission of the candidate's name and qualifications to the Membership Committee by a Fellow or Active Member of the Society acting as sponsor and at least two supporting letters of

recommendation also provided by Fellows and/or Active Members of the Society.

5.0 Officers

5.1 The officers of the Society shall be a President, a First Vice-President and President-Elect, a Second Vice-President, Secretary, and Treasurer.

5.2 Duties and Term of Office

5.2.1 President

5.2.1.1 Duties

The President shall preside at the Annual Business meeting, serve as Chair of and preside at Executive Committee meetings, and shall be an ex-officio member of all standing and ad hoc committees of the Society, except the Nominating Committee. In addition, but not limited to the following, the President shall:

- Make all societal appointments provided in the Bylaws.
- Represent the Society in all societal-related matters.
- Be the official spokesperson of the Society.
- Receive, and review, all committee reports prior to stated societal meetings.
- Be authorized to spend societal funds, for societal related activities, in amounts not to exceed \$500.00.
- All actions taken by the President, which lie outside the authority granted to the President by these Bylaws, are subject to ratification by the Executive Committee at its next stated meeting.

5.2.1.2 Term of Office

The term of office of the President shall be for two (2) years. The term shall commence at the close of the annual societal meeting at which the President is elected and shall continue through the close of the annual meeting of the Society.

5.2.2 First Vice-President / President-Elect

5.2.2.1 The First Vice-President/President-elect shall assume the responsibilities of the President and act on behalf of the President in the President's absence or if the President is unable to discharge his/her duties and responsibilities.

5.2.2.2 The term of the First Vice-President/President-Elect shall be identical to that of the President.

5.2.3 Second Vice-President

5.2.3.1 The Second Vice-President shall function as President in the event that both the President and the First Vice-President and President-Elect are unable to do so.

5.2.3.2 The term of office of the Second Vice-President shall be for one year. The Second Vice-President may serve for two consecutive one-year terms. The second VP shall be a member of the Scientific Program Committee.

5.2.4 Secretary

5.2.4.1 The Secretary shall prepare the report of the Executive Committee meetings; including the Annual Business meeting and significant committee reports. In addition, the Secretary shall prepare a newsletter to the membership containing (1) highlights of annual meeting for mailing in a timely manner following the meeting and (2) items arising from the Executive Committee meetings for discussion and action and the Annual Business Meeting, e.g. proposed changes to the bylaws, names and short description of nominees for elected positions.

5.2.4.2 The Term of office for the Secretary shall be for one (1) year. The Secretary shall be eligible to serve for three (3) consecutive one-year terms of office.

5.2.5 Treasurer

5.2.5.1 The Treasurer shall present a statement of the Society's Finances to the Executive Committee at its mid-year meeting and to the Executive Committee and to the general membership at the Annual Meeting.

5.2.5.2 The term of office for the Treasurer shall be for 3 years.

5.2.5.3 The Treasurer shall also supervise periodic audits. A Certified Public Accountant or accounting firm will be hired to perform the audit. The results of the audit shall be presented to the membership at the Annual Meeting.

5.2.6 Councilor and Alternate Councilor to the American College of Radiology.

The By-laws of the American College of Radiology (ACR) provide for the ASER to have one (1) Councilor and one (1) Alternate Councilor.

5.2.6.1 The Election of Councilor and Alternate Councilor.

Election of Councilor and Alternate Councilor shall be by the membership at the Annual Meeting of the Society.

The Nominating Committee shall submit a slate of up to three (3) nominees for Councilor and up to three (3) for Alternate Councilor selected from eligible ASER membership.

5.2.6.2 Term of Office. The term of office of a Councilor shall be three (3) years. Councilors shall be eligible to succeed themselves for one additional three- (3) year term, but shall not be eligible for re-election to additional terms until a lapse of not less than one (1) year. The term of office of an Alternate councilor shall be one (1) year. Alternate Councilors shall be eligible to succeed themselves.

A Councilor or Alternate councilor shall take office immediately following the ACR Annual Meeting.

5.2.6.3 Duties of Councilor. The duties of the Councilor shall include attending and actively participating in the ASER meetings, acting as liaison between ASER and the College, as well as stimulating preparation of resolutions from ASER for presentation at the ACR council.

5.2.6.4 Duties of the Alternate Councilor. Alternate councilors shall aid the Councilor in the performance of their duties and accompany the Councilor to meetings of the ASER and ACR. The Alternate Councilor shall act for the Councilor in the Councilor's absence or in the event of the Councilor's inability to act.

5.3 Vacancies and Removals

5.3.1 A vacancy in any of the foregoing offices because of death, resignation, removal, disqualification otherwise shall be filled by appointment by the Executive Committee for the unexpired portion of the term, or until the next annual meeting of the Society.

5.3.2 Any elected officer may be removed from office by a three-fourths vote of the entire Executive Committee or by a three-fourths vote of the Active Members at a special meeting called for that purpose by the Executive Committee, provided that the entire membership has received notice of such proposed removal thirty (30) days in advance of such meeting.

6.0 Committees

6.1 Standing Committees

The following shall be the standing Committees of the Society; Executive, Membership, Bylaws, Scientific Program, Nominating, Fellowship, Site Selection, and the Editorial Board.

6.1.1 Executive Committee

The Executive Committee shall be composed of the immediate Past President, President, First Vice-President/President-Elect, second Vice-President, Secretary, Treasurer, Chairman of the Scientific Program Committee, and three (3) Members-at-large elected by the membership from a list of nominees prepared by the Nominating Committee. The members at large shall be elected for a 1 year-term and can be reappointed up to 3 consecutive years. The first Director at Large shall be a member and serve as a steward of the Membership Committee. The second Director at Large shall be a member and serve as a steward of the Bylaws Committee. The third Director at large shall be a member and serve as a steward of the Audit Committee.

The Executive Committee shall conduct the business of the Society between the Annual Meetings, establish policy for the Society, implement all actions approved by the membership at the Annual Business meeting, have all fiscal and fiduciary authority and responsibility for the Society, and discharge other responsibilities as may be described in these Bylaws. All actions taken by the Executive Committee, which lie outside the authority granted to the Executive Committee by the provisions of the constitution and Bylaws, are subject to ratification by the membership at the Annual Meeting.

At its discretion, the Executive Committee may periodically award one (1) or more Gold Medals in recognition of distinguished and exemplary service to the American Society of Emergency Radiology and/or the specialty that it represents.

- 6.1.2 The Membership Committee shall be appointed by the President. It shall consist of a Director at large, the Secretary, and three eligible members. The length of subsequent terms of office shall be at the discretion of the President and President-Elect but shall not exceed 3 years.
- The Membership Committee shall review all applications for membership in accordance with Article 3.1 of these bylaws and present its recommendation relative to each applicant to the Executive Committee prior to its annual meetings, or at any other duly called executive committee meeting.
- 6.1.3 The Bylaws Committee shall consist of a Director at large and three (3) eligible members appointed by the President. The By-laws Committee shall review the By-laws annually, prepare and submit for membership consideration any amendments deemed appropriate and shall edit and present to the membership proposed amendments submitted by a member.
- 6.1.4 The Scientific Program Committee shall consist of the Second Vice-President and members in good standing as appointed by the President. The President shall designate the Chair and Co-Chair from the appointed members. The term of office of all members shall be for one (1) year. A member may serve three (3) consecutive one-year terms. The Scientific Program Committee shall make recommendations to the Executive Committee regarding the character and scope of the Scientific Meeting of the Society. The Scientific Program Committee shall determine the format of each Scientific Meeting, shall prepare the Scientific Program, receive and accept or reject proposed papers and/or exhibits for presentation at the Scientific Meeting. Scientific presentations may be presented by members or non-members. The Committee may invite guest speakers with the concurrence of the Executive Committee. Invited guest speakers may be excused from registration fees.
- 6.1.5 The Nominating Committee shall be appointed by the President, and consist of the following members, the-immediate Past President, President, President Elect, the Vice President and two (2) active members at large appointed by the President. The term of office of the members at large shall be for one (1) year only.

The Nominating Committee shall prepare a slate of nominees for the President, First Vice-President/President-Elect, Second Vice-President, Secretary, Treasurer, 3 Directors at large of the Executive Committee, and the Councilor and Alternate Councilor to the ACR.

- 6.1.6 The Audit Committee was deleted. The Audit is overseen by the Treasurer and the President of the Society.
- 6.1.7 The Fellowship and Honorary Member Committee shall be Chaired by the senior member, and consist of 3 fellows appointed for terms of 1, 2 & 3 years respectively by the President. Subsequent terms shall be for 3 years. The Fellowship Committee shall ask for, receive and review applications for advancement from member to fellow status in the Society. An active member in good standing of the Society who has shown interest in the advancement of emergency radiology may be elected a fellow by the Executive Committee. Such election shall be based on one or more of the following criteria:
- a. The accomplishment of significant scientific or clinical research in the field of emergency radiology.
 - b. The performance of outstanding service as a teacher of emergency radiology.
 - c. Significant service to the Society.
- Members eligible for selection shall have an outstanding reputation among colleagues. As a result of superior service members shall not be eligible for nomination to fellowship until they have completed 4 years as an active member of the Society. Members eligible for election to fellowship shall be nominated by any two fellows, one of whom is not associated with the nominee in practice. All nominations shall be signed by two fellows of the Society who shall supply supporting letters. The fellowship committee shall support its recommendations concerning any application for fellowship in the Society to the Executive Committee. The awarding of fellowship shall be by 2/3-majority vote of fellows on the Executive Committee.
- Exceptions to these qualifications:

Fellowship in the ASER may be made by vote of the fellows or the Executive Committee who are in attendance at duly called meetings between the annual meetings, or by fellows on the Executive Committee who are in attendance at the annual meeting.

6.1.8 Site Selection Committee shall consist of the President Elect, and any designate of the President Elect. The Chair of the Committee shall be the President-Elect, during whose term the Annual Meeting will be in the city to be selected. The Site Selection Committee shall present the names of not more than three (3) cities to the Executive Committee for consideration as future Annual Scientific Meeting sites. The Committee may present a preliminary report on duly called ordinary meetings of the Executive Committee but shall present a final report to the Executive Committee at its Annual meeting. The Executive Committee shall designate the city for the meeting next appropriate.

6.1.9 The Editorial Board shall consist of the Editor-in-chief of *Emergency Radiology* who is appointed by the Executive Committee and at least three (3) additional members to be appointed by the Editor-in-chief and are not subject to Executive Committee approval. A majority of the Editorial Board members shall be members in good standing of ASER. The Editor-in-chief appointment has no term limit, is annually renewable and shall be reviewed on an annual basis by the Executive Committee. The Executive Committee directs the Editor-in-chief to establish an Editorial Board to assist and advise him/her with the creation of *Emergency Radiology*. The President and 1st Vice President/President-Elect of the Society shall meet with the Editorial Board and representative of the publisher during the Annual Meeting. The Editor-in-chief shall present a "State of the Journal" report to the Executive Committee and the membership at the Annual Business meeting of the Society.

6.1.10 The Education and Research Committee shall consist of at least the following 8 members: the President, Immediate past President, President Elect, Vice President, Program Committee Chair, Editor-in-Chief, 2 members at large and any

additional member(s) appointed by the President. The Education and Research Committee shall be responsible for CME of ASER members, shall propose projects to fulfill the educational mission of the Society and shall serve as a liaison between the Program Committee and the Editorial Committee. The Committee shall be responsible for judging the competition for awards and prizes sponsored by the Society and shall foster and monitor multicenter trials among ASER members.

7.0 Meetings

- 7.1 The Society shall meet annually and such meetings shall consist of business and scientific sessions.
- 7.2 If there is no quorum for conducting business at the Annual Meeting, The quorum shall consist of twenty-percent (20%) of the Active membership of the Society registered and attending the annual meeting.

8.0 Procedures

- 8.1 The fiscal year of the Society shall coincide with the calendar year.
- 8.2 All meetings of the Society, including the Annual Meeting, shall be governed by the current edition of Sturgis Rules of Order.
- 8.3 Order of business:
 - a. Call to order
 - b. Reading of minutes
 - c. Secretary's report
 - d. Treasurer's report
 - e. Committee Reports, incl. election of new members/fellows
 - f. Old business
 - g. New business
 - h. Report of Nominating Committee
 - i. Election of officers
 - j. Installation of officers
 - k. Appointment of committees
 - l. Adjournment

9.0 Dues and Fees

- 9.1 The dues of the Society shall be due and payable on January 1. Dues so paid shall cover the fiscal year beginning on that date.

The dues shall be set annually by the Executive Committee, upon recommendation of the Secretary-Treasurer and Audit Committee.

10.0 Amendments

10.1 These By-laws may be amended at any Annual Business Meeting of the Society by two-thirds of the members present. Notice of the proposed amendment changes shall be circulated with the Agenda for the meeting at which the vote is to be taken.

11.0 Dissolution

11.1 In the event of dissolution of the Society, all real assets and money shall be donated to The American College of Radiology, the Radiological Society of North American, and The American Roentgen Ray Society, in equal portions. Alternatively, another scientific organization can be chosen successor as deemed appropriate by the Executive Committee with the approval of the membership.