

BYLAWS OF THE HOUSTON RADIOLOGICAL SOCIETY

ARTICLE I

MEMBERSHIP

Section I

Requirements:

- 1) Active members must:
 - a) Be a diplomate of the American Board of Radiology or equivalent
 - b) Be of high professional reputation
 - c) Be licensed to practice medicine in the State of Texas
- 2) Associate members must:
 - a) Meet all the requirements of active membership except Board of Certifications in Radiology
- 3) Members in physics:
 - a) Active members must:
 - i) Be a physicist certified by the American Board of Radiology
 - b) Associate members must:
 - i) Be a member certified by other Boards in Physics such as the American Board of Health Physics and/or must be actively engaged in the practice of Radiologic Physics
- 4) Honorary members shall be those who have made a special contribution to the field of radiology, or possess special qualifications in fields associated with radiology, but who do not fulfill the qualifications of active membership. Honorary members shall not have the right to vote or hold elective office.
- 5) Retired members shall be those active members, or members in physics, who have retired from the active practice of radiology because of age or disability.

Such change in status shall be upon written request of the individual member to the membership committee and approved by the executive committee. Retired members shall not have the right to vote or hold elective office.

- 6) Inactive members shall be those who have been members in good standing in this society and now, because of illness, financial disability, service in the Armed Forces of the United States, or for other reasons acceptable to the executive committee, are temporarily unable to continue as active members. Petition for inactive status must be made in writing to the membership committee and approved by the executive committee. Inactive members do not have the right to vote or to hold elective office.
- 7) Military members must:
 - a) Meet all the requirements for active membership.
- 8) Members in training must be a resident or fellow in radiology in an approved training program.
- 9) Members in training shall have no right to vote or hold office in the society.

PRIVILEGES

Section II

The following members will have the right to vote and hold office:

- a) Active members
- b) Active members in physics

The following members will have the right to vote but not hold office:

- a) Military members

The following members will not have the right to vote or hold office:

- a) Members in training

PROCEDURES

Section III

- 1) Application for any class of membership outlined in the constitution shall be in writing on a form provided by the secretary. Applications shall include an agreement to accept the Principles of Ethical Practice of the American College of Radiology and the Principles of Ethics of the American Medical Association. The application must include the applicant's age, his medical college and date of graduation, places and dates of radiological training, the places in which he has practiced, and the date of obtaining his license to practice medicine in the State of Texas and where registered. Except for Members in training, each applicant must be sponsored by two active or charter members of the Society. Applications for members in training must be signed by the program director at the applicant's institution. The application(s) shall be referred to the membership committee, who shall inquire into the standing of the applicant, and who shall themselves determine that he or she is licensed to practice medicine in this state. The membership committee shall certify the applicant prior to submission of his/her name to the general membership. The names of applicants so certified will be circulated to the general membership along with the minutes of the previous meeting prior to the meeting at which elective membership is proposed.
- 2) Applicants may seek retired to inactive membership by written request of the membership committee and such may be awarded by vote of the executive committee.
- 3) Election of individuals to honorary membership in this society shall be by the members at the annual meeting upon recommendation of the membership committee with approval of such recommendation by the executive committee.
- 4) Election of all classes of membership in this society shall be by secret ballot at a regular meeting of the society and upon receiving two-thirds (2/3) of the votes of the members present and voting, providing a quorum is present, a candidate shall be declared elected. Upon such election, the new member shall subscribe to the constitution and bylaws and Principles of Medical Ethics of the American Medical Association, and shall pay the required dues of the Society. Requirement for election by secret ballot may be waived by a majority vote of members present.
- 5) Members in training shall be admitted to the society by virtue of their being full time residents or fellows in an approved residency or fellowship program in radiology, a radiological subspecialty or radiation physics in the City of Houston. Application shall be by submission of a list with the names of all candidates to a membership in training by the directors of such approved programs on a yearly basis. Membership will automatically end upon the completion of each member in training of his/her training program.
- 6) Any member in good standing in the society may resign by submitting a letter of resignation to the secretary. The executive committee may suspend or terminate membership for failure to pay dues or assessments (in accordance with Article V, Section F), and any membership may be terminated or suspended for cause, by action of the executive committee upon recommendation of the committee of judicial affairs.
- 7) All active members shall be equally privileged to attend all meetings and take part in all proceedings and shall be eligible to any office of honor within the gift of the society so long as they conform to this constitution and bylaws, including the payment of dues. A member who is under sentence of suspension or expulsion shall not be permitted to take part in any of the proceedings or be eligible to

- 8) any office until relieved of such disability. None of the privileges of membership shall be extended to any person not a member of this society except on a majority vote of the society in regular meeting.

ARTICLE II

COMMITTEES

Section I

The following committees will serve in the society:

1. Executive committee
2. Committee on judicial affairs
3. Roentgenologic technologic advisory committee
4. Nominating committee
5. Program committee
6. Membership committee
7. Constitution and bylaws committee
8. Medical liability committee

DUTIES OF THE COMMITTEES

Section II

- 1) Executive committee

The executive committee shall conduct the interim business of the society. It will select the place and time of annual meetings of the society. It will review the financial condition of the society and make recommendations to the membership through the president. It will receive annual reports from all committees prior to the annual meeting and present such reports to the membership at the annual meeting with any recommendations on any subject requiring action. Actions of the executive committee shall be subject to such limitations as may be imposed by this constitution and bylaws.

- 2) Standing Committees

The following standing committees shall be appointed from the members of the society and shall be appointed by the president unless otherwise stipulated. Each standing committee shall present a written report to the executive committee prior to the annual meeting. All committees named in this article shall be appointed within thirty (30) days following the annual meeting of the society. It is recommended that the following committees have a minimum of three members.

- a) Committee on Judicial Affairs

This ad hoc committee shall be composed of an uneven number of three or more members to be appointed by the president with the approval of the executive committee. No member of this committee will be a member of the executive committee. The chairman of the judicial committee shall be appointed by the president. This committee shall hear and prosecute such disciplinary matters as shall be set before it under the provisions of Article VI, Section II of these bylaws.

- b) Roentgenologic Technologist Committee

This committee shall assist the Society of Roentgenology Technology in projects and programs undertaken to advance radiologic technology after such has been approved by the executive committee.

- c) Nominating Committee

This committee shall consist of five (5) members. One member shall be the immediate past president. The chairman of this committee shall be appointed by the president. Three (3) other members holding no other elective office shall be elected by the membership. The nominating committee shall present at least one name for each elective position of the society no later than one scheduled regular meeting of the society prior to the meeting when elections are to take place. Further nominations can then be accepted from the floor.

- d) Program Committee

This committee shall be charged with a responsibility in obtaining, choosing, and presenting the scientific programs of the society. All scientific programs must have prior approval of the president or his successors.

- e) Membership Committee
This committee shall be charged with the responsibility of reviewing and processing all applications for membership to this society as outlined in Article I, Section III, of these bylaws.
- f) Constitution and Bylaws Committee
This committee shall be appointed on an ad hoc basis when a proposal to amend these articles are made.
- g) Medical Liability Committee
The committee shall provide unbiased interpretations of radiologic studies submitted to the committee at the request of a society member or by a member's institution with the approval of the member or other advice-regarding professional activity.

ARTICLE III

ELECTIONS

Section I

The nominating committee shall present a slate of candidates to the executive committee thirty (30) days in advance of the September meeting of the society. Prior to presenting the slate to the executive committee the chairman of the nominating committee will assess the willingness of each nominated candidate to serve. The slate of candidates will be circulated to the general membership of the society at least two weeks (14 days) prior to the September meeting of the society. Election to office will be by simple majority of the members present at the business portion of the Regular meeting of the society held in September providing a quorum is present. Installation of the new officers shall be at the President's Banquet in November.

Additional nominations from the floor may also be accepted by the president.

DUTIES OF OFFICERS

Section II

- 1) The President
The president shall be the presiding officer of the society and shall perform all of the duties which custom and parliamentary practice associate with the office of the president. He/She shall act as chairman of the executive committee and make a report at the annual meeting. He/She shall be a member ex-officio of all other committees. He/She will fill any vacancies on appointed committees occurring during his/her term of office.

In absence of the president or his/her inability to act, the order of succession to his/her duties shall be as follows:

- a) Vice president
- b) Secretary

Should resignation or inability to act occur in the office of president, the vice president will act as president pro-tem during the remainder of that term. Should the question of "inability to act" arise, the question will be resolved by action of the executive committee. Should any elective position in the society become vacant, such office or position may be filled by action of the executive committee who shall, where applicable, follow the order of succession as indicated by this section of the bylaws. Such appointments will serve only until the next regular meeting of the society.

- 2) Vice President

The vice president shall be a member of the executive committee and shall fulfill the obligations of the president when the president is absent.

3) Secretary

The secretary shall keep a corrected permanent record of the minutes of all regular meetings and transactions of the society. He/She shall provide a copy of this record, if necessary, to members in good standing, conduct correspondence, and perform all other usual duties. He/She may appoint a substitute or understudy at any time to act for him/her in case he/she is, for any reason, unable to be present at a society meeting. The secretary shall be a member of the executive committee. The office of the secretary may be combined with that of the treasurer to form the office of secretary-treasurer.

4) Treasurer

The treasurer shall keep and receive all society funds and may take out the same only upon order of the president. He/She shall make a full financial report at each meeting of the society. This shall be incorporated in the minutes of the meetings. He/She may appoint a substitute or an understudy at any time to act for him in case he is, for any reason, unable to be present at any society meeting.

5) Historian

The historian shall be responsible for accumulating and storing of significant historical data concerned with the function of the Houston Radiological Society.

TERM OF OFFICE

Section III

The president and the vice president shall serve a term of one year or until their successors are regularly elected. The secretary and treasurer, or the secretary-treasurer, shall serve the term of one year.

DUTIES AND FEES

Section IV

- a) All active members, associate members, and active members in physics shall be assessed annual dues in the amounts and at dates prescribed by the executive committee of the society and approved by a majority of the membership in a regular meeting provided a quorum is present.
- b) No dues shall be assessed for retired, inactive, honorary, or members in training.
- c) Special assessments may not be levied except on recommendation of the executive committee and by a majority vote of the membership at a regular meeting provided a quorum is present, notice of such recommendation have been sent to each voting member at least thirty (30) days before the meeting.
- d) Names of members in arrears of dues or assessments shall be referred to the executive committee for action. Any voting member whose dues are unpaid by the time of the annual meeting shall be ineligible to vote or hold office.
- e) New members accepted between January 1st and June 30th will be assessed full annual dues. New members accepted after July 1st will be assessed fifty (50) percent of the full annual dues.
- f) Any voting member whose dues or assessments are unpaid at the time of the annual meeting shall be notified thereof by the secretary-treasurer by mail at his/her last known address. Unless the dues are paid within sixty (60) days thereafter, the secretary-treasurer shall cause the name of the said voting member to be stricken from the membership rolls of the society, and shall report the action to the chairman of the executive committee. If a voting member thus stricken from the rolls of the society should pay the dues and assessments within the next calendar year, the executive committee may, at its discretion, reinstate the said voting member. At the end of the second calendar year during which dues or assessments of any voting member remain unpaid and whose

name has been stricken, the said voting member shall be in the same status as though he had never been a voting member and shall acquire membership in the manner set forth by these bylaws.

ARTICLE IV

DISCIPLINE

Section I

The Principles of Medical Ethics of the American Medical Association and the Principles of Ethical Radiological Practice shall be the Principles of Ethics of the Houston Radiological Society. The Principles of Ethical Radiological Practice are the same as those contained in Chapter VIII, Section I, of the Bylaws of the American College of Radiology.

Section II

The executive committee may censure, suspend or expel any member of the society for violation of its rules, regulations, and principles. Disciplinary questions shall be initially referred, in writing, to the chairman of the executive committee. In any case, when the chairman of the executive committee deems it advisable, the matter shall be referred to the committee on judicial affairs. If the committee on judicial affairs decides that no disciplinary action should be taken, it shall so advise the chairman of the executive committee. If the committee on judicial affairs decides that disciplinary action should be taken in any case, its recommendation as to the action to be taken shall be submitted in writing to the executive committee.

Before advising the executive committee that disciplinary action should be taken with respect to a member, the committee on judicial affairs shall investigate the charges on their merits. The charges must be made, in writing, by the accuser. The committee on judicial affairs shall, by registered mail, notify the member in question at least thirty (30) days in advance of a meeting of such committee, including a copy of these charges, and shall inform him/her that he/she may therefore appear in person or by his/her representative and may submit such evidence as he/she deems proper to show that disciplinary action should not be taken against him/her. In similar manner, the accuser shall be notified, by registered mail, at least thirty (30) days in advance of a meeting of such committee and that accuser must be present at such hearing.

The committee on judicial affairs shall have authority to take verbatim testimony at any hearing or proceedings and must do so if requested by the accused member. A qualified reporter of the committee's selection may be employed to take a transcript of the proceedings or hearings, or in the alternative recording equipment may be employed at the committee's discretion.

Failure of the accused member to appear at the scheduled meeting or proceedings set by the committee will not preclude the committee from conducting such meeting or hearing or reaching a decision.

Before final action is taken by the executive committee upon a recommendation of the committee for disciplinary action with respect to a member, written notice shall be sent by registered mail to such member not less than thirty (30) days prior to a meeting of the board, stating that he/she may appear in person or by his/her representative, to state his/her objections to the to recommendations of the committee on judicial affairs which shall be attached to such notice. The taking of disciplinary action against any member shall require the affirmative vote of not less than three quarters ($\frac{3}{4}$) of the membership of the executive committee.

ARTICLE V

MEETINGS

Section I

There shall be a regular business and scientific meeting of the society on the fourth Monday of September, November, January, March, and May (See Article VII, Number III, Constitution of the HRS).

Section II

Special meetings of the Society shall be called by the president when deemed necessary by the executive committee. At a special meeting, no business may be transacted except that for which such special meeting was called. Notice, stating the site and purpose for the meeting, shall be conveyed to each member at least twenty-one (21) days prior to the meeting.

Section III

Order of business:

The following shall be the order of business at all regular meetings of the society:

1. Call to order
2. Reading of the minutes of the previous meeting of the society and the meetings of the executive committee
3. Report of the secretary
4. Report of the treasurer
5. Election of new members
6. Report by the president as chairman of the executive committee
7. Report of the membership committee
8. Report on the committee of judicial affairs
9. Other committee reports
10. Communications
11. Unfinished business
12. New business
13. Report of the nominating committee (September meeting)
14. Election of officers (September meeting)
15. Adjournment

ARTICLE VI

STANDING RULES

Section I

Robert's Rules of Order, revised, shall be the authority governing all business meetings of the society, unless otherwise provided in the constitution and bylaws.

Section II

During the consideration of business of the society, non-members may be requested by the president to withdraw.

ARTICLE VII

AMENDMENTS

Section I

Amendments to these bylaws may be proposed by written submission by any member in good standing to the constitution and bylaws committee. Such proposal will be submitted to that committee to the executive committee for their concurrence. The executive committee will submit such proposals in writing to the general membership at least thirty (30) days prior to any regular or special meeting of the society. The secretary of the society will have the responsibility of incorporating any such changes in the permanent bylaws of this society.