



OPERATING PROCEDURES

for the

Therapy Center of Excellence

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OPERATING PROCEDURES
for the
THERAPY CENTER OF EXCELLENCE
of
THE SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING, INC.

I. MISSION:

The Therapy Center of Excellence is an organizational component within the Society of Nuclear Medicine and Molecular Imaging, hereafter referred to as the Society or SNMMI, dedicated to all aspects of the development and utilization of therapy as an alternative to other treatments. The Center brings together constituents within this area creating a multi-disciplinary interest group whereby industry, big pharma, physicians, scientists, government and regulatory agencies as well as other stakeholders can convene to share ideas, develop education offerings and advance the utilization of radionuclide therapy.

The Therapy Center of Excellence:

- Provides a forum for members with similar interests
- Provides expertise in targeted radionuclide therapy (TRT)
- Fosters research and education in TRT
- Provides outreach to other professionals and organizations
- Nurtures new membership in SNMMI

II. OBJECTIVES:

The Therapy Center of Excellence, hereafter referred to as the Center, is organized to provide professional networking and educational programs for nuclear medicine professionals in TRT, including clinical practice, procedure guidelines, and reimbursement, serving as a resource for development and implementation of Society policy.

III. MEMBERSHIP

Membership is open to all Society members in good standing, including physicians, scientists, technologists and other interested parties. However, voting privileges are limited to members of the Society as defined in Article III of the SNMMI Bylaws who are also Center members. Membership in this Center may be attained by indicating the desire to join by filing an application with the Society or during the annual renewal of SNMMI membership.

IV. DUES

The Center's Board of Directors will determine the center's membership dues. Dues are payable by October 1 of each year. The rights and privileges of membership are suspended during the period of delinquency. Rights and privileges will be reinstated upon payment of delinquent dues within the year.

V. BOARD OF DIRECTORS

A. COMPOSITION

The Center's Board of Directors will consist of 15 voting members: three officers and nine members elected by the membership of the Center, and three appointed by the SNMMI President from the membership of the SNMMI Board of Directors. The immediate past president of the Center; Center Committee Chairs; and the Intern will serve as ex-officio,

non-voting members of the Center Board of Directors. The President shall be allowed to appoint up to four advisors who are not SNMMI members to the Board for a one-year, renewable term at his/her discretion. Such advisors will not have voting privileges on the Board of Directors.

B. RESPONSIBILITIES

The Center's Board of Directors has general charge of the business affairs and the property of the Center; may make rules and regulations as it deems necessary for the management and well-being of the Center and for carrying out its objectives; and may delegate to a Committee any of its functions and powers upon terms specified in a resolution to the effect; adopted by a two-thirds vote of the members in attendance at a business meeting of the Center. All the aforementioned should be done in compliance with SNMMI Policies, Procedures and Bylaws.

C. OFFICERS

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

- 1. Eligibility:** Only individuals who have previously served on the Center Board of Directors are eligible to run for Vice President. Any eligible Center member may run for Secretary/Treasurer.
- 2. 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 and terminate with the conclusion of the annual Business Meeting of the Center. (See also term limits for board members.)
- 3. 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 office of Vice President, the President shall appoint an individual, with approval of a majority of the Center Board of Directors, until the next annual election, at which time a new Vice President will be elected by Center membership. In the event of a vacancy in the office of Secretary/Treasurer, the Center 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. Other vacancy scenarios, not noted above, will be referred to the Center Nominating Committee to develop a process, which will be approved by the Center Board of Directors.
- 4. Responsibilities:**
 - a. President:**
 - Presides at all meetings of the Center Board of Directors, the annual Business Meeting of the Center and any special meetings that may be called.
 - Appoints members and chairpersons to any Center committees. He/she is an ex-officio member of all committees.

- Represents the Center's interest at SNMMI meetings and serves ex-officio with voting privileges on the Society's Committee on Councils and Centers.
- Acts in an emergency without a meeting of the Board with the consent of the majority of the Board of Directors.
- Is responsible for providing reports on the Center's activities to SNMMI management and/or the Society Board of Directors and House of Delegates.
- Is involved in the annual budgeting process of the Center.

b. Vice President:

- Will assume the presidency at the conclusion of the term of the President.
- Will fill the immediate functions of the President in case of temporary or permanent absence or disability.
- Serves ex-officio with voting privileges on the Society's Committee on Councils and Centers
- Serves as chair of the Center's Scientific Program Committee.

c. Secretary/Treasurer:

- Serves as Secretary to the Board of Directors.
- Reviews and finalizes minutes (as drafted by SNMMI staff).
- Reviews the quarterly Center financial statements of activity prepared by the SNMMI Center staff liaison.
- Acts as fiscal consultant to the Center Board of Directors and reports on the financial condition of the Center at each board and business meeting. SNMMI staff liaison will provide the Treasurer with the budget report.
- Assists the Center President in drafting the annual business plan/budget to be submitted to the Society.

D. BOARD MEMBERS

- 1. Eligibility:** Elected Center Board Members must be an active Center member.
- 2. Term:** Starting with the 2018 elections, each member will serve three-year terms, with one being appointed by the SNMMI President and three being elected each year. No member of the Center 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.
- 3. Vacancies:** The Board may fill any permanent vacancy on the Board by electing a member of the Center to complete the unexpired term. If the Board is unable to fill vacancies for any reason, the Center President may appoint members to the Board until the next annual election.

E. REMOVAL:

Any person holding elective office under these Operating Procedures may be removed from office by a two-thirds vote of the Center Board of Directors. Formal charges will be made and circulated to Board Members and the individual charged, at least thirty days before the

meeting. The individual charged will have the right to personal appearance and defense before the Board at any regular or special meeting. The individual will also have the right to appeal the Board's decision to the SNMMI Board of Directors for final disposition.

VI. MEETINGS OF THE BOARD OF DIRECTORS

The annual meeting of the Board will be held in conjunction with the SNMMI Annual Meeting. Interim meetings of the Board shall be held to focus on detailed plans for carrying out the Center's objectives. There shall be at least one interim meeting. Special meetings of the Board in the event of an emergency may be called by the President of the Center.

- A. QUORUM:** A quorum will consist of a simple majority of voting members on the Board of Directors.
- B. STANDING RULES:** The Board may adopt standing rules without previous notice, by two-thirds majority vote of those members in attendance at a board meeting. At any meeting these rules may be suspended by a two-thirds majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote.

VII. MEETINGS OF THE CENTER

The Center membership will meet annually in conjunction with the SNMMI annual meeting (i.e. Annual Business Meeting) and at other times decided by the Center Board of Directors. When a vote is necessary, a quorum for the vote shall consist of the members present. A simple majority is required for passage of any motions.

VIII. COMMITTEES

A. STANDING COMMITTEES

A Standing Committee is comprised of Center members with the power to accomplish the functions specified in the Operating Procedures.

- 1. Nominating/Awards Committee:** The Nominating /Awards Committee consists of the Immediate Past-President of 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 shall not serve as a member of this committee.

The duties of the Nominating/Awards Committee include:

- Consider nominations for all offices of the Center.
 - Formulate a slate of candidates for the offices of Vice President, Secretary/Treasurer and Board of Directors.
 - Evaluate competitive applications and select recipients of ERF-funded and Center awards for physicians, scientists, and students.
- 2. 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 OR TASK FORCES

Special committees or task forces may be authorized by the Center Board of Directors. The number of members, functions and duration of existence of such committees will be determined by the Center's Board. The President will appoint the Chair and members 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 the Center's Operating Procedures will require approval by the Center's membership, the SNMMI Committee on Councils and Centers, and the SNMMI House of Delegates. The Center Board of Directors shall determine whether the Operating Procedures need amending. Any proposed changes and/or revisions to Center Operating Procedures will be approved by the Board prior to a vote by the Center membership. A majority vote of those members voting shall be required to approve changes in the Operating Procedures. The Operating Procedures of the Center must be in keeping with general principles of the SNMMI's Bylaws.

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". In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.

XII. DISSOLUTION OF THE CENTER

If the Center ceases to exist, it is hereby resolved that all minutes, books and paper documents will become the property of SNMMI for their archival or disposal.

APPENDIX

SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING STANDARD ADMINISTRATIVE PROCEDURES SNMMI Centers of Excellence

Topics Include:

- Annual Budget Planning Process
- Center Operating Procedures
- Annual Election Process
- SNMMI Internship Program
- Roster, Center Board of Directors
- Center Board of Director Meetings
- Educational Programs
- Newsletters and Website
- Archives
- Business Plan Template

ANNUAL BUDGET PLANNING PROCESS

SNMMI Staff Liaison is responsible for assisting the respective Center, with the active assistance of the Manager, in processing the Center budget in cooperation with the SNMMI Finance Department, with notice and background material forwarded at the beginning of May each year.

Each Center is required to submit an annual business plan and budget to the Society's Board of Directors in order to gain access to the resources of the Society. This business plan should include pertinent details of activities the Council plans to undertake during each fiscal year. A detailed budget must be included for financial support from the Society to be obtained. Centers should use the recommended business plan outline in the appendices to these procedures.

Center may keep up to \$20,000 of excess revenue generated in any given fiscal year.

Council Budgets are subsequently reviewed and approved by the Committee on Finance and the Board of Directors of the Society at the time the Society approves the budget for its forthcoming Fiscal Year [Fall Board Meeting].

CENTER OPERATING PROCEDURES

The SNMMI Staff Liaison is responsible for maintaining current and past editions of the Center's Operating Procedures. Each file should include the current Center Operating Procedures, with a document date on each page indicating last date page was revised.

ANNUAL ELECTION PROCESS

The SNMMI staff liaison is responsible for tracking terms of office for Center Officers and Board Members, informing the President and the Chairman of the Center Nominating/Awards Committee of any pending vacancies at least four (4) weeks prior to Center Meetings held during the SNMMI Mid-Winter Meeting.

The Center Nominating/Awards Committee with the active assistance of the SNMMI Staff Liaison will process the annual election for the Center in the spring of each year.

The SNMMI Staff Liaison is responsible for formally informing the Center President of the election results immediately after collating the results.

Election procedures:

- a. The staff liaison and the Nominating/Awards Committee will develop the call for nominations.
- b. SNMMI staff will distribute the call for nominations to Center membership; allowing adequate time for responses.
- c. The Nominating/Awards Committee will review all nominees and formulate a final slate of candidates. An individual can only have their name once on a single ballot.**
- d. The Nominating/Awards Committee will submit the final slate of candidates to the Center's Board of Directors for approval by a majority vote of the Board of Directors.
- e. The Center can hold two elections in a given year; an individual not elected on one ballot can run again the same year on the second ballot.**
- f. SNMMI staff will distribute the final slate to the voting Center members with the election to be completed under suitable supervision prior to the annual meeting of the Center.
- g. A place for write-in candidates will be provided for each position.
- h. One person will be elected to each office by a majority vote of the members voting.
- i. 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.
- j. In the event of a tie, the Nominating Committee must notify the Center Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership.

SNMMI INTERNSHIP PROGRAM

Each Center may have one or two interns serving a single two-year term, as a nonvoting member of its Board of Directors. Interns will be early-career professionals (physician, technologist, or scientist) in training, or in practice within 10 years of graduation.

Notices for open internship positions will be publicized through the SNMMI every two years in the fall and sent to the Young Professionals Group, the Board of Directors of each Center, and Nuclear Medicine Residency Training Program Directors. Individuals must apply for the Center Internship by submitting an application including their curriculum vitae and statement of professional goals. All applications will be submitted to the SNMMI Governance and Membership Department for distribution to the appropriate Center Board of Directors for their review and selection of their new intern. Interns will be selected by a simple majority vote of the Center's Board of Directors by March of the year the Intern will start.

The term of internship will be two years which will begin at the conclusion of the SNMMI Annual meeting following the selection of the new intern. Interns are expected to attend the Board of Directors 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/Council. 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.

Incoming interns will participate in an orientation offered at the Annual meeting or via a webinar after the Annual meeting. The Chairperson of the Committee on Councils and Centers will give an overview of the program and its goals. A staff member from SNMMI's Governance and Membership Department 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 SNMMI in the form of reimbursement for travel expenses up to \$1,500 per intern per fiscal year. Interns who are considered "In-Training" members of the SNMMI will also receive complimentary registration to the SNMMI Mid-Winter and Annual meetings. 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 Centers, 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.

ROSTER, CENTER BOARD OF DIRECTORS

The SNMMI Staff Liaison will maintain current rosters of the Center's Officers and Board. The SNMMI Staff Liaison also maintains a current roster of all SNMMI Center and Council Presidents.

After the Annual Meeting, the SNMMI Staff Liaison is responsible for distributing copies of the roster to Center Board Members, along with a roster of all Center and Council Presidents. The latter should also be forwarded to each SNMMI Board Member. The SNMMI Staff Liaison is responsible for maintaining permanent file copies of Center rosters for each year in permanent files.

CENTER BOARD OF DIRECTOR MEETINGS

The SNMMI Staff Liaison is responsible for assisting the Center President in meeting arrangements and agenda preparation for each Center board and business meeting.

The SNMMI Staff Liaison is responsible for checking meeting arrangements and on-site requirements for each Center Meeting.

Final drafts of meeting minutes will be submitted by the SNMMI Staff Liaison to the Center Secretary for final review. The Center Secretary is responsible for reviewing and finalizing meeting minutes. The Staff liaison will ensure minutes are filed electronically and available for review.

SAMPLE SNMMI Center Meeting Agenda- SNMMI Midwinter Meeting

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting
4. Review of Financial Statements
5. Review of Annual Business Plan
6. Amendments to the Operating Procedures
7. Identification of vacancies on the Board of Directors (Officers and Members)
8. Proposed/pending approved Policy Statements
9. Proposed/pending Continuing Education programs and activities
10. Report to be presented at the Midwinter Meeting of the House of Delegates
11. Unfinished Business
12. New Business
13. Adjournment

SAMPLE SNMMI Center Meeting Agenda- SNMMI Annual Meeting

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting
4. Review of Financial Statements
5. Review of initial draft of proposed budget for the forthcoming FY
6. Review of Annual Business Plan
7. Operating Procedures Report
8. Election Report
9. Proposed/pending Policy Statements
10. Proposed/pending Continuing Education programs and activities
11. Report to be presented at the Annual Meeting of the House of Delegates
12. Unfinished Business
13. New Business
14. Adjournment

EDUCATIONAL PROGRAMS

Assigned Center members are responsible for Center educational and professional program development and management in conjunction with the SNMMI Education Department, Marketing Department and the Meetings Department staff, predicated on program policies and schedules, approved Center Budget, etc.

NEWSLETTERS AND WEBSITE

The Center will maintain a newsletter and website.

The Center will have an editorial board for the newsletter, and work with SNMMI staff to publish the newsletter. The editorial board will be responsible for developing substantive content for the newsletter and SNMMI staff will supply administrative content. The editorial board is responsible for reviewing final drafts of the newsletter before distribution.

SNMMI staff is responsible for distribution of newsletters (electronic and/or printed) to Center Membership.

Each Center is also responsible for reviewing information contained on its web pages on the SNMMI website. The SNMMI Staff Liaison assists in this ongoing effort to effectively communicate the activities of each Center to its members, SNMMI members, and the public.

ARCHIVES

The SNMMI staff liaison maintains separate files for each Center in at least the following areas:

- Operating Guidelines
- Rosters for Current and past Board of Directors and Officers
- Meeting Agendas and Meeting Minutes Summaries
- Election Results
- Business Plans
- Membership Dues and Reports
- Current and past Newsletter
- Current and past continuing education programs
- Correspondence

BUSINESS PLAN TEMPLATE**1) Executive Summary**

Overview of the council to include what they stand for and areas they promote.

2) Mission

Explain why the Council/Center exists

3) Leadership

List of officers and board members with their terms

4) Current Status**a. Financial status**

Provide the councils total revenue and expenses to date, including income from member dues and any carryover from the previous year. Revenue is generated through annual membership dues of (amount).

b. Membership

Provide current council/center membership stats and history for the past few years.

C. Member benefits

List the benefits of membership

5) Accomplishments for current fiscal year (i.e. 2015-2016)

List all council/center activities from the current year

6) Goals and Programs for the coming fiscal year (i.e. 2016-2017)

List all council/center plans for the coming year.