



# **OPERATING PROCEDURES**

*for the*

## **General Clinical Nuclear Medicine Council**

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**OPERATING PROCEDURES**  
for the  
**General Clinical Nuclear Medicine Council**  
of  
**THE SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING, INC.**

**I. MISSION:**

SNMMI recognizes the need for sub-specialty interests/expertise within the field of nuclear medicine. Councils provide the expertise, professional networking, and educational programs for nuclear medicine professionals in respective areas and serve as a resource for development and implementation of SNMMI policy.

The General Clinical Nuclear Medicine Council (GCNMC) is a group within The Society of Nuclear Medicine and Molecular Imaging, Inc., hereafter referred to as the Society or SNMMI, dedicated to the scientific interchange of ideas among Society members who have interest in clinical nuclear medicine issues. The overall mission of the GCNMC is to:

- provide a forum for members with similar interests
- provide to membership expertise in clinical nuclear medicine
- foster research and education in clinical nuclear medicine
- provide outreach to other professionals and organizations
- nurture new membership into the Society
- serve as a resource to SNMMI Leadership

**II. OBJECTIVES:**

- To establish and maintain an organization of members with an interest in general clinical nuclear medicine for the purpose of providing a forum and a mechanism, whereby information may be discussed and disseminated.
- To provide Continuing Education at the SNMMI Annual Meeting and the Mid-winter meeting in the form of CME and Categorical courses.
- To provide a mechanism for the promotion and encouragement of clinical nuclear medicine research and development and encouragement of young investigators.
- To provide a source of information relating to clinical nuclear medicine to the SNMMI, e.g., to assist the Scientific Program committee by recommending reviewers and committee positions and to the Committee on Guidelines by advising on new and updated guidelines.
- The Council will distribute a newsletter to the membership at least once a year. The Council will maintain an updated website under the auspices of the Society.

**III. MEMBERSHIP**

Council membership is voluntary. Society members are eligible for Council Membership. Membership dues for the Council, which are over and above regular Society Membership and are collected with the annual dues billing process of the Society.

#### **IV. DUES**

Dues for membership in the Council are determined by the Council's Board of Directors. and are payable on October 1 of each year. Council leadership will be notified by the Society when council 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.

#### **V. OPERATING PROCEDURES**

Councils adhere to Society Bylaws and policies, while operating under their own Operating Procedures and budget process approved by the Society's Board of Directors. The Operating Procedures of each Council shall be approved by the Society's Committee on Councils. These Operating Procedures must be consistent with the Bylaws and policies of the Society.

#### **VI. BOARD OF DIRECTORS**

##### **A. Composition:**

The Council Board of Directors is composed of the following council members: President and Secretary/Treasurer, the Immediate Past-President, nine (9) elected non-officer Board members, and an SNMMI Board of Directors member appointed by the Society's President to serve on the Council's BOD. One Board position must be a physician who is no more than 10 years out from their training. Two Board positions for members of the SNMMI Technologist Section (all terms will be two years, except initially (2020) one technologist term will be two years and the other one year).

Individuals representing other Society Councils, Committees, other organizations, or other Societies, may be nominated by their respective organizations to serve as liaisons to the Council, providing the Council Board approves the nomination. All approved liaison representatives will be invited to attend Board and Council meetings but shall have no vote unless they are Board members.

##### **B. 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 may be held in conjunction with the Mid-winter meeting of the SNMMI. Special meetings of the Board may be called by the President of the Council.

##### **C. Quorum:**

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

##### **D. Standing Rules:**

The Board may adopt rules voted by a majority of the members in attendance at a business meeting. At any meeting these rules may be suspended, 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.

##### **E. Removal:**

Any person holding elective office under these Operating Procedures may be removed from office by a two-thirds affirmative vote of the full Council Board membership. The SNMMI Committee on Ethics Chair will be notified of any intent to file formal charges against an officer.

Formal charges will be made and circulated to all members of the Council Board and to the officer charged, at least thirty days before the meeting. The officer charged will have the right to personal appearance and defense before the Council Board at any regular or special meeting. The officer will also have the right to appeal the Council Board's decision to the House of Delegates of the Society for final disposition.

## VII. OFFICERS

The officers of the Council are the President, Secretary/Treasurer and Immediate Past President.

### A. Term:

1. **President:** Two years. He/she cannot succeed him/herself; the President ascends to this office after serving as Secretary/Treasurer.
2. **Secretary/Treasurer:** Two years. He/she is nominated and elected to this office by the membership of the Council. He/she cannot succeed him/herself.

The terms of the officers shall commence with the conclusion of the annual Business Meeting of the Council and terminate at the conclusion of the annual Business Meeting two years later.

### B. Responsibilities:

1. **President** presides at meetings of the Council Board of Directors, Council Business Meetings at the SNMMI Annual and Mid-winter meetings as well as any special meetings that may be called. He/she appoints members and chairpersons of all committees with the advice of the Council Board of Directors. The President, with advice of the Board of Directors, can add or eliminate Committees. He/she is an ex-officio member of all committees. He/she represents the Council's interest at meetings of the Society. He/she may act in an emergency situation without a meeting of the Board with the consent of the majority of the Board of Directors. He/she is Chairperson of the Program Committee. He/she is editorially responsible for the newsletter of the Council. He/she is responsible for providing reports to the SNMMI management and/or the Society's Board of Directors describing the activities of the Council. He/she is involved in the annual budgeting process of the Council with the Secretary/Treasurer.
2. **Secretary/Treasurer** assumes the presidency at the conclusion of the term of the Secretary/Treasurer. He/she will fill the immediate functions of the President in case of temporary or permanent absence or disability. He/she will assist the president in his/her duties at the president's discretion. The secretary/treasurer is the Vice-Chair of the Program Committee and is responsible for the keeping of minutes when a SNMMI staff person is not available.

He/she is responsible for drafting the annual business plan and budget in consultation with the President, to be submitted to the Society. He/she acts as fiscal consultant to the Council 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 Council at each business meeting of the Council Board of Directors and of the Council.

### **C. Vacancies:**

In the event of a vacancy in the office of President, the Secretary-Treasurer 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 Secretary/Treasurer, the Council's Board of Directors shall appoint an individual to that position until the next annual election. The individual filling the vacancy will not be limited from holding a full term of that office if elected.

## **VIII. BOARD MEMBERS**

### **A. Term:**

The term of office of a Board member is two years. A Board member is nominated and elected to this office by the membership of the Council. The term of office of a Board member may not aggregate more than six consecutive years and does not include his/her tenure as an appointed member of the Board to fill a vacancy. His/her years as an officer shall not be counted in the aggregate of the years, he/she may serve as a Board member.

### **B. Responsibilities**

The Board has general charge of the business affairs and the property of the Council; may make rules and regulations as it deems necessary for the management and well-being of the Council 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.

### **C. Vacancies:**

A vacancy on the Board may be filled by Presidential appointment and confirmation by the Board to complete the unexpired term.

## **IX. MEETINGS OF THE COUNCIL**

The Council membership will meet annually in conjunction with the Annual meeting of the Society, and at other times decided by the Council Board of Directors, or in accordance with these Operating Procedures. A quorum is not required to conduct meetings that are informational in nature. However, if motions regarding Council 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 Council membership for a vote by e-mail ballot at the earliest possible date.

## **X. COMMITTEES**

### **A. STANDING COMMITTEES**

The Standing Committees are composed of members from the Council with the power to accomplish the functions specified in the Operating Procedures.

**1. Composition:**

A Standing Committee is composed of members of the Council, unless otherwise specified. The Chair of each Committee is selected by the President with approval of the Board of Directors. The Chair of each Committee may select members of the Committee, they must be Council members. The President or his/her designee is an "Ex-Officio" member of all committees, except the Nominating Committee.

**2. Term:**

The term of office of a committee member is two years. Committee members may serve two consecutive terms.

**3. Chair:** (Unless otherwise specified)

The President is the Chair of the Program Committee. The Immediate Past-President is the Chair of the Nominating and Awards Committee.

**3.1 Program Committee:**

The Program Committee consists of the President, the Secretary/Treasurer and the Clinical committee chairs.

The duties of the Program Committee include:

- (a) The selection and presentation of the Council's scientific program(s) at the Annual and Mid-winter meetings. Propose CME and Categorical courses to SNMMI Scientific Program Committee
- (b) The Council may be called upon to make presentations for other meetings.

**3.2 Nominating and Award Committee:**

The Nominating /Awards Committee consists of the Immediate Past-President of the Council, who will serve as Chairperson and at least three to four Council members Appointed by the Chairperson. 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:

- (a) Prepare an annual call for nominations to the Council membership
- (b) Consider nominations for all offices of the Council.
- (c) Formulate a slate of candidates for the offices of Vice President, Secretary, Treasurer and Board of Directors. The Committee will review all nominees and formulate a final slate of candidates. The Nominating Committee will submit the final slate of candidates to the Board of Directors for approval by a majority vote of the Board of Directors. This approved final slate is to be circulated to the voting members council members with the election to be completed under suitable supervision prior to the annual meeting of the Council. 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. An individual can only have their name once on a

single ballot. Councils can run two elections in a given year; an individual not elected on one ballot can run again the same year on the second ballot.

- (d) In the event of a tie, the Nominating Committee must notify the Council Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership.
- (e) Evaluate competitive applications and select recipients of ERF-funded and Council awards for physicians, scientists, and students.

## **B. SPECIAL AD-HOC COMMITTEES/WORKING GROUPS**

Special committees may be authorized by the Council Board in accordance with procedures specified in “Standing Rules.” The number of members, functions and duration of existence of such committees will be determined by the Council Board. The members and Chair of these committees will be appointed by the President. These Committees/Working Groups will be formed to work on or solve a particular task designated by the President or Council Board.

## **XI. COMMITTEE ON COUNCILS AND CENTERS**

The House of Delegates has a standing Committee on Councils and Centers which serves as a component of the Society to coordinate in a comprehensive and cohesive manner all policies and programs of Councils and Centers with those of the Society. The Presidents of each Council and Center serve Ex Officio with voting privileges on the Committee. The Committee on Councils and Centers will hold a meeting prior to, and/or meet at the Midwinter Meeting and the Annual Meeting of the Society, as circumstances warrant, with reports to the House of Delegates after each Council meeting. The Associate Executive Director and the Manager will assist the Committee Chair in processing this report.

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

The Council shall have two representatives, usually the President and Secretary/Treasurer. Council delegates are limited to two consecutive 2-year terms as a representative to the HOD. However, alternate delegates can be chosen by the Board when required. The Council shall have representation to the SNMMI Committee on Councils and Centers, usually the President and Secretary/Treasurer

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

The Council Board of Directors shall determine whether the Operating Procedures need to be amended. Amendment to the Council’s Operating Procedures requires approval by the Council Board and the Council membership. Proposed amendments for changes in the Operating Procedures shall be mailed or emailed to all members of the Council not less than thirty days prior to the Annual Business Meeting. The Operating Procedures of the Council must be in keeping with general principles of the SNMMI’s Bylaws. Any proposed changes to the Council’s Operating Procedures that have been approved by the Council Board and Council membership shall be sent to Committee of Councils and Centers for final approval. In an attempt to keep all Councils’ Operating Procedures uniform, the Committee of Councils and Centers may request



any Council to adopt new changes in Operating Procedures that have been deemed appropriate for all Councils.

#### **XIV. PARLIAMENTARY AUTHORITY**

All questions of parliamentary procedure will be determined at all meetings of the Council 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.

#### **XV. DISSOLUTION OF THE GCNMC**

In the event that the GCNMC 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.

## **APPENDIX**

### **SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING STANDARD ADMINISTRATIVE PROCEDURES SNMMI Councils**

**Topics Include:**

- [Annual Budget Planning Process](#)
- [Council Operating Procedures](#)
- [Annual Election Process](#)
- [SNMMI Internship Program](#)
- [Roster, Council Board of Directors](#)
- [Council 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 Council, with the active assistance of the Manager, in processing the Council budget in cooperation with the SNMMI Finance Department, with notice and background material forwarded at the beginning of May each year.

Each Council 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. Councils should use the recommended business plan outline in the appendices to these procedures.

Council 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].

### **COUNCIL OPERATING PROCEDURES**

The SNMMI Staff Liaison is responsible for maintaining current and past editions of the Council's Operating Procedures. Each file should include the current Council 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 Council Officers and Board Members, informing the President and the Chairman of the Council Nominating/Awards Committee of any pending vacancies at least four (4) weeks prior to Council Meetings held during the SNMMI Mid-Winter Meeting.

The Council Nominating/Awards Committee with the active assistance of the SNMMI Staff Liaison will process the annual election for the Council in the spring of each year. The SNMMI Staff Liaison is responsible for formally informing the Council 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 Council 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 Council's Board of Directors for approval by a majority vote of the Board of Directors.
- e. The Council 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 Council members with the election to be completed under suitable supervision prior to the annual meeting of the Council.
- 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 Council Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership. The process will be established in consultation with the Nominating Committee.

## SNMMI INTERNSHIP PROGRAM

Each Council 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 Council, and Nuclear Medicine Residency Training Program Directors. Individuals must apply for the Council 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 Council Board of Directors for their review and selection of their new intern. Interns will be selected by a simple majority vote of the Council'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 Council. Interns will be assigned a mentor, who will be appointed by the president of the Council. Interns may be assigned a project supervised by their mentor. Interns may be nominated to serve on the Council 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 Council 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 Council 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 Council will report on the intern's accomplishments and goals twice a year to the Committee on Council and Center.

### **ROSTER, COUNCIL BOARD OF DIRECTORS**

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

After the Annual Meeting, the SNMMI Staff Liaison is responsible for distributing copies of the roster to Council Board Members, along with a roster of all 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 Council rosters for each year in permanent files.

### **COUNCIL BOARD OF DIRECTOR MEETINGS**

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

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

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

#### SAMPLE SNMMI Council 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 conflicts of interest
5. Review of Financial Statements
6. Review of Annual Business Plan
7. Amendments to the Operating Procedures
8. Identification of vacancies on the Board of Directors (Officers and Members)
9. Proposed/pending approved Policy Statements
10. Proposed/pending Continuing Education programs and activities
11. Report to be presented at the Midwinter Meeting of the House of Delegates
12. Unfinished Business
13. New Business
14. Adjournment

#### SAMPLE SNMMI Council 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 conflicts of interest
5. Review of Financial Statements
6. Review of initial draft of proposed budget for the forthcoming FY
7. Review of Annual Business Plan
8. Operating Procedures Report
9. Election Report
10. Proposed/pending Policy Statements
11. Proposed/pending Continuing Education programs and activities
12. Report to be presented at the Annual Meeting of the House of Delegates
13. Unfinished Business
14. New Business
15. Adjournment

### **EDUCATIONAL PROGRAMS**

Assigned Council members are responsible for Council 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 Council Budget, etc.

### **NEWSLETTERS AND WEBSITE**

The Council will maintain a newsletter and website.

The Council 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 Council Membership.

Each Council 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 Council to its members, SNMMI members, and the public.

### **ARCHIVES**

The SNMMI staff liaison maintains separate files for each Council 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 exists

**3) Leadership**

List of officers and board members with their terms

**4) Current Status**

**a. Financial status**

Provide the Council's 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 membership stats and history for the past few years.

**c. Member benefits**

List the benefits of membership

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

List all Council activities from the current year

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

List all Council plans for the coming year.