

## **Bylaws for Resident and Fellow Section Virginia Chapter of the American College of Radiology**

### **SECTION 1: NAME**

The name of the organization shall be the Resident Fellow Section (RFS) of the Virginia Chapter of the ACR (RFS-VCACR).

### **SECTION 2: PURPOSE**

1. To provide a unified voice for radiology residents in Virginia;
2. To promote the interchange of information and opinion between resident physicians and fellows in training programs in Diagnostic Radiology, Radiation Oncology, and their subspecialties throughout the State of Virginia;
3. To assist in maintaining consistency in standards for radiological residency and fellowship training programs throughout the State of Virginia as set by various regulatory organizations;
4. To provide a forum for the education of residents and fellows in the ethical and socioeconomic aspects of the practice of radiology; and
5. To provide a mechanism for input and involvement by residents and fellows in the educational, socioeconomic, and policy-making functions of the VCACR.

### **SECTION 3: MEMBERSHIP**

All members-in-training (interns, residents and fellows) in the state of Virginia shall be members of the RFS.

### **SECTION 4: RESPONSIBILITIES**

1. The RFS-VCACR will function as a section within the VCACR, as determined by the existing bylaws of the VCACR.
2. The RFS-VCACR will function as an independent organization governed by the bylaws contained herein.
3. The RFS-VCACR shall be responsible for electing its officers from members of the RFS. All active members are eligible for officer positions which are described under Section 7.
4. The RFS-VCACR, through its officers and governing body, shall be responsible for the conduct of all pertinent matters to come before the section, including the scheduling and agenda of RFS-VCACR meetings and conference calls.

### **SECTION 5: FINANCES AND BUDGET**

The activities of the RFS-VCACR will be financed in accordance with the policies established by the parent Executive Committee of the VCACR as described in the bylaws. If the RFS-VCACR shall elect to assess dues then the secretary-treasurer should submit a budget for approval by the Executive Committee of the VCACR upon recommendation of the secretary-treasurer of that organization. Any funds generated by the RFS-VCACR or as distributed by the VCACR shall be for the support of the activities of the RFS-VCACR as determined by the agenda set forth by the Executive Committee of the RFS-VCACR and approved by the VCACR. )

### **SECTION 6: GOVERNING COUNCIL**

The Governing Council of the RFS-VCACR shall consist of one delegate from each accredited radiology training program within the State of Virginia. These delegates shall be elected or appointed by that training program at their discretion.

Additionally, the Governing Council of the RFS-VCACR will consist of the offices of the president, vice president (president-elect), secretary-treasurer, communications/social liaison, and education liaison as well as a VCACR member advisor/liaison to the RFS-VCACR.

Two RFS-VCACR officers (president and vice president) will act as representatives to the VCACR Executive Council as described by the VCACR bylaws.

## **SECTION 7: OFFICERS AND ELECTIONS**

The officers of the RFS-VCACR will be president, vice president (president-elect), secretary-treasurer, communications/social liaison, and education liaison. These officers will be members of the Executive Committee of the RFS Governing Council (in addition to the VCACR member advisor/liaison) and will implement policy and attend to the day-to-day activities of the RFS. Self-nominations and elections of officers will be by majority vote of the members present at the annual state meeting. All of the above shall serve a term of one year beginning at the first executive council meeting during the chapter meeting.

## **SECTION 8: DUTIES**

### ***Section 1: President***

The president shall preside over the meetings of the Executive Committee, Governing Council and meetings of the general membership of the RFS-VCACR. He/she shall serve as a RFS-VCACR representative to the VCACR Executive Committee. He/she shall be an ex-officio member of all standing committees of the RFS-VCACR. The president, together with his/her officers, shall execute the policies of the membership and the Executive Committee of the RFS-VCACR. The president will also act as representative to the ACR RFS. If the office is terminated or resigned prior to completion of the term, the vice president will assume the role of the president immediately. The president should attend the annual ACR meeting, annual meeting of the state chapter, and any other major meeting of the state chapter as deemed necessary by the RFS-VCACR.

### ***Section 2: Vice President (President-Elect)***

The vice president shall preside over meetings in the absence of the president. The vice-president will serve as president following the one year term as vice-president. If the office is terminated or resigned prior to completion of term, a temporary officer may be appointed by the president until another member can be elected by ad-hoc election. He/she shall serve as the second RFS-VCACR representative to the VCACR Executive Committee. He/she shall be an ex-officio member of all standing committees of the RFS-VCACR. The vice-president will also act as a second representative to the ACR RFS. The vice-president should try to attend the annual ACR meeting, annual meeting of the state chapter, and any other major meeting of the state chapter as deemed necessary by the RFS-VCACR.

### ***Section 3: Secretary-Treasurer***

This officer shall be responsible for notifying the membership and the Executive Committee of all meetings, recording and distributing minutes retaining all records of the membership. The fiscal duties of this officer shall include the maintenance of all financial records of the section, the collection of dues, if any are to be assessed, and the deposition and disbursement of all funds. The secretary-treasurer will report any and all financial matters to the secretary-treasurer of the RFS-VCACR. He/she will preside at those meetings which the president and vice president are unable to attend. If the office of secretary-treasurer is terminated or resigned prior to completion of the term,

a temporary officer may be appointed by the president until another member can be elected by ad-hoc election.

#### ***Section 4: Communications/Social Liaison***

This officer shall be responsible for monitoring the RFS-VCACR website and social media accounts. He/she will act as RFS-VCACR liaison to the VCACR website administrator. The officer will also be responsible for any regular communications to the governing body (RFS members) if such communications exist, but will not be more frequent than quarterly. The officer will also organize conference calls through RFS-VCACR, which will not occur more frequently than quarterly, unless decided upon by the Governing Council. He/she will preside at those meetings which the president, vice president, secretary-treasurer are unable to attend. This officer shall also be responsible for conducting any social activities within the RFS. In addition, he/she will coordinate the program of the annual meeting. If the office of communications is terminated or resigned prior to completion of the term, a temporary officer may be appointed by the president until another member can be elected by ad-hoc election.

#### ***Section 5: Education Liaison***

This officer shall be responsible for conducting any educational activities within the RFS. In addition, he/she will coordinate with the Communications/Social liaison the educational component of the program of the annual meeting. If the office of education liaison is terminated or resigned prior to completion of the term, a temporary officer may be appointed by the president until another member can be elected by ad-hoc election.

#### ***Section 6: Representatives***

The representatives to the VCACR Executive Committee and to the American College of Radiology Council will constitute the only authorized delegates from the RFS to the above councils and will be the president and president-elect. Alternate delegates may be appointed to the ACR by the respective offices of the president and vice president. Their privileges while attending these council and committee meetings (i.e. category of seating, privileges of the floor and voting rights) will be in accordance with the bylaws of the pertinent society. They will carry out the directives of the RFS-VCACR as determined by the membership and the Governing Council concerning the policies of the section and its position on matters under consideration.

#### ***Section 7: VCACR Member Liaison***

This member will act as advisor to the RFS-VCACR membership, Governing Council, and Executive Committee. The member must be an active member of the VCACR and will be elected by a majority vote by the Governing Council of the RFS-VCACR. The member will be invited to participate in any and all meetings of the RFS-VCACR and is expected to advise the RFS-VCACR in their best interests.

#### **SECTION 9: RECALL**

Any officer of the RFS-VCACR may be recalled by two-thirds ( $\frac{2}{3}$ ) vote of members at any annual meeting of the membership.

#### **SECTION 10: COMMITTEES**

The president shall appoint such committees as are necessary for the proper functioning of the RFS-VCACR.

**SECTION 11: SEMIANNUAL MEETINGS**

The Annual meeting of the RFS-VCACR will be held in conjunction with the Virginia State Chapter meeting) if possible, but at the discretion of the RFS. A semiannual meeting will be held at the annual ACR meeting in D.C.

**SECTION 12: AMENDMENTS**

These (guidelines / bylaws) may be amended at any semiannual meeting of the RFS-VCACR by a majority of those present and voting.