

GOVERNING RULES OF THE RESIDENT AND FELLOW SECTION OF THE
MASSACHUSETTS RADIOLOGICAL SOCIETY

I. BACKGROUND

In order to provide a structure for resident and fellow participation in the Massachusetts Radiological Society, the following governing rules are hereby established:

II. NAME

The name of the organization shall be the Massachusetts Radiological Society Resident and Fellow Section. The abbreviated name shall be MassRad-RFS.

III. PURPOSE

- A.** To provide a unified voice for residents and fellows in Diagnostic Radiology, Radiation Oncology, and Medical Physics within the Commonwealth of Massachusetts.
- B.** To promote the interchange of information and opinion between residents and fellows in training programs in Diagnostic Radiology, Radiation Oncology, and Medical Physics throughout the Commonwealth of Massachusetts.
- C.** To provide a forum for the education of residents and fellows in the ethical and socioeconomic aspects of the practice of radiology and radiation oncology.
- D.** To provide a mechanism for input and involvement by residents and fellows in the educational, socioeconomic, and policy-making functions of the Massachusetts Radiological Society and American College of Radiology.

IV. MEMBERSHIP

The MassRad-RFS shall be comprised of members of the Massachusetts Radiological Society and of the American College of Radiology and participate in residencies or fellowships in Diagnostic Radiology, Radiation Oncology or Medical Physics in the Commonwealth of Massachusetts.

V. GOVERNMENT

The MassRad-RFS shall be governed by a Governing Council composed of the MassRad-RFS Officers: The President, the Vice President, the Secretary, and the Program Liaison Officers from the training programs in Diagnostic Radiology, Radiation Oncology, and Medical Physics. Only members of the MassRad-RFS shall have the right to vote on or to serve as officers of the MassRad-RFS.

1. The **President** is the leading officer of the MassRad-RFS. He/she is elected as outlined in Article VII. He/she presides over all meetings and business of the MassRad-RFS. Duties of the President include:
 - Attend the meetings of the Massachusetts Radiological Society Executive Committee to represent the interests of Residents and Fellows.
 - Oversee all activities of the MassRad-RFS.
 - Appoint the members and chairpersons of committees of the MassRad-RFS, and serve as ex-officio member of all MassRad-RFS committees.
 - Lead the MassRad-RFS delegation to the American College of Radiology Annual Meeting and Chapter Leadership Conference Resident and Fellow Section Meeting (ACR AMCLC-RFS) unless he/she otherwise delegates this authority to another member of the MassRad-RFS delegation.

2. The **Vice President** will assume the duties of the President in the absence of the President. He/she is elected as outlined in Article VII. The Vice President shall assist the President and Secretary with their duties, and shall be responsible for organizing membership recruiting for the Section.

3. The **Secretary** shall be responsible for keeping and publishing the minutes of the MassRad-RFS Annual Meeting and of the Governing Council meetings, serving as an ex-officio member of all MassRad-RFS committees, and assisting the President in communicating with members by managing the MassRad-RFS social media outlets, as well as other MassRad-RFS publications. He/she is elected as outlined in Article VII.

4. The **Program Liaison Officers** are representatives from each training program in Diagnostic Radiology, Radiation Oncology, and Medical Physics in the Commonwealth of Massachusetts. Each program designates one Program Liaison Officer for a one-year term through a method to be determined by the residents at each individual program. Each Program Liaison Officer shall be responsible for disseminating information among the residents and fellows of their respective training program, and for representing the interests of their residents and fellows to Governing Council meetings. Program Liaison Officers shall make every effort to attend the ACR AMCLC in full.

VI. MEETINGS AND BUSINESS

A. Meetings

1. **Annual Meeting**--There will be an Annual MassRad-RFS Meeting in Massachusetts after the ACR AMCLC and before the end of June. Guests of MassRad-RFS members may attend, but only MassRad-RFS members may vote in the elections or on any business.
2. **Governing Council Meetings**--Meetings of the Governing Council shall be held in such time and locations as the Governing Council may designate. A quorum will be defined as the attendance of 50% of the Governing Council. Should the Governing Council have an even number of members in a given year, the President would be allowed to act as tiebreaker. While all MassRad-RFS members are encouraged to attend the Governing Council meetings, only members of the Governing Council may vote on any issues presented at those meetings.
3. **Committee meetings**--MassRad-RFS Committees shall meet at times and places designated by the committee chairperson or the MassRad-RFS President. All MassRad-RFS Committees must submit minutes to the Secretary.

B. Business is defined as the process of gathering information, writing resolutions to the Massachusetts Radiological Society and the ACR AMCLC-RFS, formation and execution of committee agendas, and elections.

C. Conduction of Business

1. The MassRad-RFS and Governing Council shall be guided by the *Sturgis Standard Code of Parliamentary Procedure*.
2. Meetings shall be conducted with agendas prepared in advance.

VII. ELECTIONS

A. Eligibility and Terms

1. Any MassRad-RFS member is eligible to be nominated for elected office.
2. The individuals serving as President, Vice President, and Secretary shall not serve for two consecutive full terms in the same office.
3. Terms for all officers and governing councilors shall be one year and will start at the conclusion of the MassRad-RFS Annual Meeting.

B. Procedure

1. Elections shall take place at the Annual MassRad-RFS Meeting outlined in Article VI.
2. The Secretary shall send to all MassRad-RFS members an invitation to vote at the Annual Meeting emphasizing that elections for Governing Council officers (except the President) will take place at that time. Invitations need to be sent at least four weeks prior to the MassRad-RFS Annual Meeting.
3. The President will conduct the elections of the Vice President and Secretary. Voting shall take place by secret ballot by all members in attendance. A nominee must receive approval from a majority of votes cast in order to become an elected officer. If no nominee has a majority, the two nominees with the highest number of votes will participate in a runoff election. The candidate with a majority of votes cast will become the elected officer.

4. The Vice President will automatically become the President at the end of June or if the President abdicates the office (in which case the partial term would not count towards the two consecutive terms prohibition outlined in VII.A.2). Should a Vice President be unable or unwilling to assume the office of President, a new President shall be elected by the Governing Council at a Governing Council Meeting. The outgoing President shall send a request for nominations to all Governing Council members at least two weeks prior to the election. Nominations shall be closed at the start of the Governing Council meeting during which the election is held. A nominee must receive approval from a majority of votes cast in order to be elected President. If a nominee does not receive a majority of votes cast, the two nominees with the highest number of votes will participate in a run-off election. The candidate with a majority of votes cast will become the President.

In case a Vice President is unable or unwilling to assume the office of President and the outgoing President is unable or unwilling to organize the election, the Secretary will automatically become the President at the end of June.

In case a Vice President is unable or unwilling to assume the office of President, the outgoing President is unable or unwilling to organize the election, and the Secretary is unable or unwilling to assume the office of President, the current President of the Massachusetts Radiological Society can designate a resident or fellow to serve as MassRad-RFS President.

5. Recall of a Governing Council member may be considered as New Business at any Governing Council Meeting or at the Annual Meeting. A Governing Council member can be considered for recall for their position with consecutive absences from three Governing Council meetings or MassRad-RFS events at the discretion of the Governing Council. A Governing Council member shall forfeit his/her office and Delegate responsibilities if 3/4 of the members present at the meeting so vote. If a Governing Council member forfeits his/her duties or resigns, the Governing Council shall elect a successor

unless the member was a Program Liaison Officer in which case the Chief Residents of that training program will be asked to suggest a replacement.

VIII. MASSRAD-RFS DELEGATION TO THE ACR AMCLC-RFS

- A.** The MassRad-RFS Delegation to the ACR AMCLC-RFS shall be composed of all residents and fellows in Diagnostic Radiology, Radiation Oncology or Medical Physics in the Commonwealth of Massachusetts who attend the ACR AMCLC-RFS.

- B.** The MassRad-RFS President shall serve as Chairperson of the Delegation unless he/she cannot attend the ACR AMCLC-RFS meeting in which case he/she shall appoint a member of the Delegation as Chairperson. The MassRad-RFS Vice President will have primary responsibility for testimony coordination at national meetings.

- C.** Business of the delegation including sponsorship or endorsements of resolutions shall require a regular majority vote.

IX. ELECTRONIC VOTING PROCESS

The MassRad-RFS will utilize e-mail or online balloting to vote in specific circumstances. Such electronic voting will be reserved for timely issues or urgency or due to lack of quorum at a regularly scheduled meeting.

A. Initiation of Vote

Initiation of an electronic vote can be prompted by the President or Vice President. The request for a vote along with an appropriate deadline will be emailed to all Governing Council members or membership, depending on the issue at hand.

B. Voting Process

Votes will be submitted to the Secretary within the specified deadline. In the event of a routine vote, balloting will continue until an appropriate majority is achieved. If the appropriate majority is not reached by the specified deadline, the issue can be included as an item of business in the next regularly scheduled meeting.

X. FINANCES AND BUDGET

The activities of the MassRad-RFS will be financed in accordance with the policies established by the Executive Committee of the Massachusetts Radiological Society.

XI. APPROVAL AND AMENDMENTS

Amendments of these Bylaws must be ratified by 3/4 of MassRad-RFS members present at the Annual MassRad-RFS Meeting and then require approval by the Executive Committee of the Massachusetts Radiological Society.