

Guidelines for Resident and Fellow Section

_____ Radiological Society Resident Fellow Section

ARTICLE 1: NAME

The name of the organization shall be the Resident Fellow Section (RFS) of the _____ Radiological Society.

ARTICLE 2: PURPOSE

1. To provide a unified voice for radiology residents in (State);
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 _____;
3. To assist in maintaining consistency in standards for radiological residency and fellowship training programs throughout the State of _____ 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 Radiological Society of _____.

ARTICLE 3: MEMBERSHIP

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

ARTICLE 4: RESPONSIBILITIES

(The ____ RFS will function as a section within the _____, as determined by the existing bylaws of the ____.)

(The ____ RFS will function as an independent organization governed by the bylaws contained herein.)

The ____ RFS shall be responsible for electing its officers from members of the RFS. All active members are eligible for officer positions which are described under Article 7.

The ____ RFS, 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 meetings and conference calls.

ARTICLE 5: FINANCES AND BUDGET

The activities of the ____ RFS will be financed in accordance with the policies established by the (parent organization) (Executive Committee of the _____) as described in the (parent organization bylaws) (____ RFS guidelines). (Should the ____ RFS elect to assess dues then the secretary-treasurer should submit a budget for approval by the Executive Committee of the ____ upon recommendation of the secretary-treasurer of that organization. The Executive Committee of the ____ RFS or of any funds generated by assessment of the state chapters for the support of the activities of the ____ RFS.)

ARTICLE 6: GOVERNING COUNCIL

The Governing Council of the ____ RFS shall consist of two delegates (preferably one senior and one junior resident) from each accredited radiology training program within the State of _____. These delegates shall be elected or appointed by that training program at their discretion.

Additionally, the Governing Council of the ____ RFS will consist of the offices of the president, vice president (president-elect), secretary-treasurer, communications, social / annual meeting chairperson and member advisor (parent organization) liaison to the ____ RFS.

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

ARTICLE 7: OFFICERS AND ELECTIONS

The officers of the ____ RFS will be a president, vice president (president-elect), secretary-treasurer, communications, and social / annual meeting chairperson. These officers will be members of the Executive Committee of the RFS Governing Council (in addition to the ____ member advisor / liaison) and will implement policy and attend to the day-to-day activities of the RFS. Elections of officers will be by majority vote of the Governing Council. Nominations for Governing Council positions will be taken at the annual meeting. Elections will take place via email or conference call by _____. All of the above shall serve a term of one year beginning ____ following their election.

ARTICLE 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. He/she shall serve as a ____ RFS representative to the ____ Executive Committee. He/she shall be an ex-officio member of all standing committees of the ____ RFS Section. The president, together with his/her officers, shall execute the policies of the membership and the Executive Committee of the ____ RFS. 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.

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 representative to the ____ Executive Committee. He/she shall be an ex-officio member of all standing committees of the ____ RFS Section. The 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.

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 _____. 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

This officer shall be responsible for monitoring the ____ RFS website and message board. He/she will act as ____ RFS liaison to the ____ 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 ____, 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. 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: Social / Annual Meeting Chairperson

This officer shall 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 social / annual meeting chairperson 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 ____ 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 as determined by the membership and the Governing Council concerning the policies of the section and its position on matters under consideration.

Section 6: ____ Member Liaison

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

ARTICLE 9: RECALL

Any officer of the ____ RFS may be recalled by three-fourths (3/4) vote of members at any annual meeting of the membership.

ARTICLE 10: COMMITTEES

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

ARTICLE 11: SEMIANNUAL MEETINGS

The Annual meeting of the ____ RFS will be held in conjunction with the (parent state chapter) if possible, but at the discretion of the RFS. A semiannual meeting will be held at the annual ACR meeting, usually occurring in the spring, but at the discretion of the ACR.

ARTICLE 12: AMENDMENTS

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