



## International Regional Committees Policy

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Adopted by the Board of Directors on January 18, 2009

### General Policy Statement

With the growing interest of cardiovascular computed tomography around the world, international membership in the Society of Cardiovascular Computed Tomography (SCCT) has been increasing annually. As the number of SCCT members in a particular country or region grow to a certain size, it becomes feasible for those members to be able to establish an **International Regional Committee (IRC)** of SCCT. The Board of Directors recognizes this and actively encourages the formation of International Regional Committees for the mutual benefit for the local members in those regions and SCCT.

### Scope

This policy is intended to cover all regions of the world where SCCT members congregate and are able to share educational and research experiences and assist in the training of interested members for the advancement of cardiovascular computed tomography. This may be accomplished through scientific meetings, educational and training programs, active participation in advancing the literature of cardiovascular computed tomography, especially through the *Journal of Cardiovascular Computed Tomography (JCCT)*, and local advocacy efforts.

### International Regional Committee Aims

Upon formation of an IRC, its aims will be:

1. To increase and sustain membership in the respective region to at least fifty (50) SCCT members.
2. To address regional advocacy issues and support major research efforts.
3. To create and perform training and educational activities that complement offerings by SCCT.

### Guidelines

1. To establish an IRC, the respective region must have a minimum of twenty five (25) SCCT members.
2. The IRC is appointed by the President of SCCT for an initial period of 3 years, after consultation with the Chair and Co-Chair of the SCCT International Committee.
3. An IRC consists of 5 to 7 (typically 6) SCCT members, including a chair and a co-chair. It is suggested to achieve a fair balance of radiologists, cardiologists, and other interested specialties.
4. Criteria for the initial IRC members include SCCT members who:
  - a. Have extensive experience in cardiovascular CT
  - b. Have contributed to the scientific literature in cardiovascular CT
  - c. Have the support of the local SCCT members and local professional societies
5. It is the responsibility of the IRC to plan annual meetings with the emphasis on education. The meetings may not be held within two months prior or after the SCCT Annual Scientific Meeting. The first meeting must be held within two years after the committee is originally appointed.

6. It is the responsibility of the IRC to plan a membership recruitment program.
7. If an IRC ceases to exist, any existing funds must be transferred to SCCT.
8. An IRC, within the first two years of its formation, may apply to SCCT for a one-time grant of up to \$5,000 to assist with organizational expenses.
9. Upon application to SCCT, the IRC may obtain up to 25% of the membership dues of SCCT members out of the respective region for specific projects in research or advocacy. Requests must be directed to the SCCT International Committee and must be approved by the SCCT International Committee and the SCCT Executive Committee. They must contain specific provisions on where the funds shall be transferred and how they will be administered regionally.
10. It is strongly encouraged to create a web presence for the IRC. The website may be linked to the SCCT website.
11. The IRC will be able to use the SCCT logo on its website and letterhead, stating that it is the (country/region) committee of SCCT.
12. IRCs may create their own newsletter and also submit region-specific material to the quarterly SCCT Newsletter.
13. If an IRC prepares official statements or guidelines, they must not be contradictory to any official SCCT statements and guidelines. They should be initially submitted to the SCCT International Committee and must be approved by the SCCT Executive Committee.
14. It is the responsibility of the IRC to send at least one representative to the SCCT Annual Scientific Meeting to report to the International Committee of SCCT.
15. The IRC must submit an annual written report of its activities and funds to SCCT, with specific information as to the three aims outlined above.
16. Three years after its initial formation, and every two subsequent years, the activities of the IRC will be reviewed by the SCCT International Committee and the IRC will be re-appointed if substantial progress towards all three aims listed above has been made.
17. It is the responsibility of the IRC to suggest candidates for appointment or re-appointment to the SCCT International Committee. The candidate list has to be approved by the regional SCCT membership, with the approval process organized by the IRC. The SCCT International Committee forwards the candidate list to the SCCT President for appointment.

*Last revised: January 8, 2009*