# BYLAWS TEXAS RADIOLOGICAL SOCIETY A CHAPTER OF THE AMERICAN COLLEGE OF RADIOLOGY 

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#### Abstract

ARTICLE 1 - NAME The name of this organization shall be the Texas Radiological Society ("TRS" or "Texas Chapter"), which is the Texas Chapter of the American College of Radiology ("ACR" or "College").


ARTICLE 2 - PURPOSE / MISSION
The purpose of the TRS, as a chapter of the ACR, shall be to serve the specialty of radiology in Texas by advancing the science, education and practice of radiology; improve radiologic service to patients and the medical community; foster closer fellowship among radiologists; address the economics of radiology; and establish and maintain high medical and ethical standards.

## ARTICLE 3 - AFFILIATION

The TRS is an affiliate of the ACR. The Code of Ethics of the ACR, as published in the College's most recent bylaws, is expressly adopted as the code of ethics of the TRS.

## ARTICLE 4 - MEMBERSHIP

### 4.1 Classes of Membership

The TRS shall have the following six classes of membership:
a. Active Members;
b. Members in Training;
c. Honorary Members;
d. Retired Members;
e. Inactive Members; and
f. Allied Health Members

### 4.2 Membership Qualifications and Member Rights

a. Active Members. An Active Member shall:

1. be a physician who has been certified or is board eligible in a radiological discipline, including nuclear medicine, by the American Board of Radiology (ABR), the American Osteopathic Board of Radiology (AOBR), the American Board of Nuclear Medicine (ABNM), the Royal College of Physicians and Surgeons of Canada (the Royal College), or the College des medecins du Quebec (CMQ); or
2. be a Medical Physicist who is certified or considered the equivalent of certified by the ABR;
3. have the right to vote, be appointed to committees and to hold office in the TRS; and
4. pay dues and assessments, unless a waiver of dues has been approved by the ACR.
b. Members in Training. A Member in Training shall:
5. occupy a residency position in radiology, radiation oncology, or in a radiologic
subspecialty in a department of a Texas program approved by the Accreditation Council for Graduate Medical Education or the American Osteopathic Association; or
6. occupy a fellowship position in radiology, radiation oncology, or in a radiologic subspecialty in a department of a Texas program; or
7. be a student in a formal, approved Texas educational program in medical physics;
8. if a resident or fellow, be a member of the Resident \& Fellow Section (RFS) of the TRS;
9. have the right to be appointed to committees;
10. not have the right to vote or hold office in the TRS, except as otherwise allowed in the Bylaws;
c. Honorary Members. An Honorary Member shall:
11. be an individual who has made special contributions to the field of radiology, radiation oncology, or medical physics, or possesses special qualifications in fields associated with radiology, but cannot fulfill the qualifications of active membership;
12. have been nominated for honorary membership by a TRS member or committee and approved by a $5 / 7$ vote of the Board of Directors;
13. not have the right to be appointed to committees, to vote or to hold elective office;
d. Retired Members. A Retired Member shall:
14. be an Active Member who has fully retired from professional practice, whose written request for this status has been approved by the ACR;
15. have the right to be appointed to committees;
16. not have the right to vote or hold office in the TRS;
e. Inactive Members. An Inactive Member shall:
17. be an Active Member who is temporarily unable to continue the practice of radiology, and whose written request for this status has been approved by the ACR;
18. not have the right to vote, be appointed to committees or hold office in the TRS;
f. Allied Health Members shall:
19. be physicians not engaged in the practice of radiology, non-physician medical professionals such as MRI scientists and radiologist assistants, whose special qualifications are deemed valuable to the TRS and who are approved for membership by the ACR. (Radiologist assistants must be certified by the American Registry of Radiologic Technologists (ARRT) as a Registered Radiologist Assistant).
20. have the right to be appointed to committees but shall not have the right to hold elective office or be a member of the Board of Directors, Board of Advisors or Texas Council.

### 4.3 Application for Membership to the TRS and ACR

a. Members may elect to apply for membership in both the TRS and the ACR or in the TRS only. See 4.4 for membership to the TRS only.
b. The ACR or joint ACR/TRS membership application form may be used.
c. The completed application shall be submitted to the ACR's membership department, along with any supporting documents and complete payment of the applicable dues.
d. Applications for ACR membership are approved by the ACR according to ACR Bylaws.
e. ACR/TRS membership applications that are approved for ACR membership by the ACR are sent to the TRS office, along with the applicable portion of TRS dues. All ACR/TRS applications thus approved for ACR membership will be considered approved for TRS
membership.

### 4.4 Application for Membership to the TRS Only

a. The joint ACR/TRS membership application form will be used.
b. TRS only membership applications shall be submitted to the TRS Secretary/Executive Director, along with any supporting documents and complete payment of the applicable dues.
c. The TRS Secretary/Executive Director shall review the applicant's qualifications according to Membership Qualifications stated in 4.2.
d. Applications which meet qualifications shall be considered approved.

### 4.5 Transferring Membership from Another State Chapter

a. Procedures established by the ACR will be followed in handling all Chapter membership transfers.

### 4.6 Termination of Membership

a. A member who wishes to resign may do so by writing a letter of resignation to the Secretary/Executive Director of the TRS.
b. Membership will be revoked for nonpayment of dues according to 4.7.e.

### 4.7 Dues \& Assessments

a. All Active Members shall pay dues and assessments as determined by the Board of Directors, in its sole discretion.
b. Members in Training, Honorary, Retired, and Inactive Members shall not pay dues or assessments.
c. Members in Training become members of the TRS on completion of their training period. They are not billed for the remainder of the year in which they finish their training.
d. Names of members who are delinquent in the payment of dues or assessments shall be referred to the Membership Committee for further action.
e. All members who are delinquent in their dues payment after June 30th will have their membership automatically terminated.

### 4.8 Membership Meetings

a. The annual membership meeting shall be held in conjunction with the annual scientific meeting at a time and place to be determined by the Board of Directors.
b. The annual membership meeting of the TRS shall be open to all members, but only Active Members may vote
c. The purpose of the annual membership meeting shall be to elect the Second Vice President, First Vice President, President Elect, President, Treasurer (when applicable), and a member of the Nominating Committee and to transact any other business as may be determined by the Board of Directors.

### 4.9 Special Meetings

a. Special meetings of the TRS may be called by the President acting alone and shall be called by the President at the request of:

1. a majority of the voting members of the Board of Directors;
2. at least one-tenth of the Active Members; or
3. a majority of the Texas Council to the ACR.
b. No business may be transacted at a special meeting except the specific business for which the special meeting was called.

### 4.10 Notice of Meetings

a. Notice of the place, date and time of any meeting of the members, and if the meeting is a special meeting, the purpose or purposes for which the meeting is called, shall be sent via electronic means.
b. The notice shall be delivered to each member entitled to vote at the meeting no later than the 10th day and not earlier than the 60th day before the date of the meeting.

### 4.11 Quorum and Voting

a. A quorum for the transaction of business of the TRS at the annual membership meeting is fifteen voting members, present in person. When a quorum is present at meeting of the members, the vote of the holders of a majority of the votes entitled to be cast, present in person, shall decide any question brought before the meeting unless the question is one on which a greater vote is required by law or these Bylaws.
b. If a quorum is not present at a meeting of the members, the members entitled to vote and present in person shall have the power to adjourn the meeting, without notice other than announcement at the meeting, until a quorum is present, at which time any business may be transacted which might have been transacted at the meeting as originally noticed.

### 4.12 TRS Gold Medal

The Gold Medal Committee may periodically select a candidate to receive the TRS Gold Medal, which is the highest honor bestowed by the TRS.
a. The Award:

1. shall be for outstanding service to radiology and radiologists of Texas, or for meritorious scientific achievement that reflects credit upon radiology in Texas;
2. is not intended for recognition of activities at the national level, but shall reflect the admiration and approval of the recipient's peers within the TRS;
3. is not obligatory each year; and
4. should not be made posthumously, except when recipient has died following his or her selection.
b. Qualifications for Gold Medal Nominees: A nominee shall:
5. have been a member of the TRS for at least ten years.
6. currently be in good standing with the ACR and shall be certified by the American Board of Radiology, the American Board of Nuclear Medicine or the American Board of Osteopathic Radiology.
c. Nominating Process
7. Nominations for the Gold Medal should be submitted to the Immediate Past President, who shall serve as Chair of the Gold Medal Committee.
8. The President and President Elect shall serve as non-voting members of the Gold Medal Committee.
9. Nominations shall be presented, in writing, at least three months prior to the date of the annual membership meeting.
10. The Board of Directors may nominate suitable candidates on its own.
11. Approval of a nominee shall require a two-thirds vote of the Gold Medal Committee and a $5 / 7$ vote of the Board of Directors.
12. No more than one nominee shall be approved for any one year except in unusual circumstances to be determined by the unanimous vote of the Board of Directors.

## ARTICLE 5 - SECTIONS OF THE TRS

### 5.1 Bylaws \& Officers of Sections

a. The TRS will have four sections: Radiation Oncology Section, Medical Physics Section, Young Physician Section and Resident \& Fellow Section.
b. Each section may have separate bylaws, which may augment but not replace, supercede, or contradict the bylaws of the TRS.
c. Each section shall elect their own officers, develop their own scientific programs, and determine their own socioeconomic interests and business.
d. Active participation in the affairs of the TRS is encouraged and is a requisite for election to office in the TRS.
e. The Chair of each section will serve as a voting member of the TRS Board of Advisors.

### 5.2 Radiation Oncology Section (ROS) <br> Membership in the Radiation Oncology Section is open to those members of the TRS who practice Radiation Oncology or who have demonstrated interest in this specialty.

### 5.3 Medical Physics Section (MPS)

Membership in the Medical Physics Section is open to those members of the TRS who practice Radiation or Medical Physics or who have demonstrated interest in this specialty.

### 5.4 Young Physician Section (YPS)

Membership in the Young Physician Section is open to those dues paying members of the TRS who are either under the age of 40 or within eight years of completion of training.

### 5.5 Resident \& Fellow Section (RFS)

a. All Members in Training of the TRS shall be members of the Resident \& Fellow Section.
b. Members of the RFS are encouraged to apply for Active Membership in the TRS upon completion of training.

## ARTICLE 6 - BOARD OF DIRECTORS

### 6.1 Authority and Responsibility

a. The Board of Directors of the TRS is the governing, decision-making and policy-making body of the TRS and shall have ultimate responsibility for the activities of the TRS.
b. The Board of Directors shall abide by the duties of care, loyalty and obedience and will act reasonably, prudently, and in the best interests of the TRS to avoid negligence, fraud and conflicts of interest, while being faithful to the mission of the TRS and in accordance with the TRS Bylaws.
c. The Board of Directors may take a position and express an opinion on behalf of the TRS on issues relevant to the profession.
d. Board of Directors duties include:

1. identifying and approving strategic goals consistent with the mission of the TRS;
2. determining and approving TRS policies;
3. allocating and approving resources via the budget;
4. managing the business and financial affairs of the TRS;
5. monitoring programs and activities of the TRS's Councils and Committees;
6. promoting the TRS; and
7. hiring and overseeing the TRS Executive Director.

### 6.2 Composition

The Board of Directors is comprised of eight members: the President, the President Elect, the First Vice President, the Second Vice President, the Immediate Past President, the Treasurer, the Chief Councilor, and the Executive Director (who serves as Secretary and is a non-voting member of the Board).

### 6.3 Election of Directors

a. The positions of Immediate Past President, President, President Elect and First Vice President are based on automatic succession.
b. The Second Vice President and Treasurer are elected per the nominating process outlined in Article 9.4.h.2.
c. The Chief Councilor shall be elected by the Councilors per Article 10.2.b.
d. The Executive Director is hired by the Board of Directors with terms and conditions of employment specified by them.

### 6.4 Terms of Office

a. The Immediate Past President, President, President Elect, First Vice President, and Second Vice President shall serve one-year terms.
b. The Treasurer shall serve a three-year term and shall be eligible for re-election.
c. The Chief Councilor shall serve a two-year term.
d. Elected TRS officials shall take office at the end of the TRS membership meeting at which they are elected.

### 6.5 Progression of Directors

Once elected, the Second Vice President may, upon nomination by the Nominating Committee and approval at the annual membership meeting, progress on a yearly basis sequentially through the offices of First Vice President and President Elect to President and then to Immediate Past President.

### 6.6 Vacancy in Office/Inability to Act

Vacancies occurring in any elected office other than President shall be filled for the balance of the term by a majority vote of the Board of Directors upon recommendation of the Nominating Committee.

### 6.7 Meetings of the Board of Directors

a. The Board of Directors of the TRS shall:

1. meet at least twice annually - once during the annual meeting, and a second time in the interim.
2. also meet as needed as determined by the President.
b. The President of the TRS shall preside at Board of Directors meetings.
c. Notices of regularly scheduled Board of Directors meetings shall be sent via electronic means to the Directors at least thirty days prior to the meeting.
d. The meetings of the Board of Directors are open to members of the TRS, although only Directors may vote.
e. Special meetings of the Board of Directors may be called by the President by telephone or other electronic means, with notice given via electronic means at least three days prior to the meeting.
f. The Board of Directors may go into a closed, executive session by an affirmative vote of five of the voting members of the Board of Directors.
g. Minutes of the Board of Directors meetings shall be taken by the Secretary and submitted for approval at the next meeting of the Board of Directors.
h. Minutes shall be maintained by the TRS to serve as an official record of Board of Directors meetings.

### 6.8 Quorum and Action by Majority Vote

a. Five of seven voting Board members are required to constitute a quorum.
b. Passage of any motion requires a majority approval of Board members who are present at the meeting.

### 6.9 Duties of Individual Directors

a. President. The President shall:

1. be the presiding Director of the TRS, and shall perform all the duties that custom and parliamentary practice associate with the office of the President;
2. be a member ex-officio of all committees;
3. act as Chair of the Board of Directors and as Chair of the Board of Advisors;
4. work with the Executive Director to complete appointments of committees for the following year within sixty days of taking office.
b. President Elect. The President Elect shall:
5. be an ex-officio member of all committees;
6. become acquainted with policies of the organization through active involvement in successive roles on the Board in his/her succession to the role of President;
7. automatically becomes President at the close of the TRS annual membership meeting;
8. be the Director of the Government \& Practice Council, be an ex-officio member of all committees under that council, and report on all activities of that council at the meetings of the Board of Directors; and
9. in the absence of the President, fulfill these duties as well as those described under Article 6.9.a. above.
c. First Vice President. The First Vice President shall:
10. be Director of the Educational Council;
11. be an ex-officio member of all committees under that council, and will report on all activities of that council at the meetings of the Board of Directors.
d. Second Vice President. The Second Vice President shall:
12. be the Director of the Radiology Community Council;
13. be an ex-officio member of all committees and sections under that council, and will report on all activities of that council at the meetings of the Board of Directors.
e. Immediate Past President. The Immediate Past President shall:
14. be the Director of the Leadership \& Strategic Planning Council;
15. chair the Nominating Committee, Trustee Advisory Committee and Gold Medal Committee;
16. report on all activities of the Leadership \& Strategic Planning Council at the meetings of the Board of Directors.
f. Treasurer. The Treasurer shall:
17. be the Director of the Ways and Means Council;
18. oversee receipt of all monies due the TRS and oversee disbursement of such monies;
19. submit an annual budget for approval by the Board of Directors at the interim meeting;
20. make a financial report at each Board of Directors meeting; and
21. supply reports more frequently to the President as requested.
g. Secretary/Executive Director. The Secretary/Executive Director shall:
22. be employed as a salaried staff head, whose terms and conditions of employment shall be specified by the Board of Directors;
23. be responsible for recording and preserving the minutes of the proceedings of the meetings of the TRS and of the Board of Directors, and shall forward a copy of the minutes of each meeting promptly to the Board of Directors;
24. notify all members as to the time and place of meetings, and of any special business to be brought before the TRS;
25. publish and distribute a roster of officers, committee members, other appointments and general information to the membership;
26. manage and direct all activities of the TRS as prescribed by the Board of Directors;
27. employ and terminate staff or contract staff as necessary to carry on the work of TRS and fix their compensation within the approved budget;
28. define the duties of the staff, supervise their performance, establish their titles and delegate those responsibilities of management as shall be in the best interest of the TRS;
29. be the Director of the Member Services \& Communications Council;
30. be an ex-officio member of all committees and sections under that council, and will report on all activities of that council at the meetings of the Board of Directors.
31. serve as a non-voting member of the Board of Directors and Board of Advisors.
h. Chief Councilor. The Chief Councilor shall:
32. be the Director of the ACR Relations Council;
33. chair the Texas Council at all meetings and caucuses they may have;
34. be responsible for the planning of the New Fellow's Dinner held each year at the annual meeting of the ACR;
35. chair the Fellowship Committee (if a Fellow);
36. educate the Councilors, the Board of Directors and the Board of Advisors on the activities of the ACR in preparation for ACR meetings; and
37. coordinate the review of, and feedback for, ACR resolutions prior to ACR meetings;
38. be the main contact for the ACR Council Steering Committee liaison.

## ARTICLE 7 - BOARD OF ADVISORS

### 7.1 Composition

a. The Board of Advisors shall be composed of the members as listed below:

1. Seven voting members of the Board of Directors
2. Executive Director serving as Secretary in a non-voting capacity
3. Legislative Committee Chair
4. Economics \& Practice Committee Chair
5. Medicare Liaison (Diagnostic Radiology)
6. Medicare Liaison (Radiation Oncology)
7. Managed Care Liaison
8. Diagnostic Program Committee Chair
9. Radiation Oncology Section Chair
10. Medical Physics Section Chair
11. Young Physician Section Chair
12. Resident \& Fellow Section Chair
13. Second Past President
14. Third Past President
15. Vice Chief Councilor
16. Membership Committee Chair
17. Medical Student Committee Chair
18. Historian
19. All members of the Texas Council (Councilors, Alternate Councilor, Chief Councilor, Vice-Chief Councilor)
b. Additional guest members may be invited by the TRS President as needed.

### 7.2 Duties of the Board of Advisors

a. The role of the Board of Advisors is to apprise the Board of Directors of issues that may need official action of the TRS to further the purpose of the TRS as stated in Article 2.
b. Though the Board of Directors is the sole decision-making body of the TRS, the knowledge and input of the Board of Advisors regarding the needs and direction of the TRS and the work of the committees and liaisons that guide both Advisors and Directors is crucial to the success of the TRS.
c. Recommendations to the Board of Directors from the Board of Advisors may be made in the following ways:

1. by majority vote of the Board of Advisors;
2. on the formal recommendation of a committee, section, or liaison via the committee or liaison's Council Chair.
d. The Board of Directors is not obliged to act on recommendations from the Board of Advisors, committees, or liaisons.

### 7.3 Meetings of the Board of Advisors

a. The Board of Advisors shall:

1. meet at the annual meeting of the TRS and at any scheduled interim meetings;
2. meet as needed as determined by the President;
b. The President of the TRS shall preside at Board of Advisors meetings.
c. Notices of the Board of Advisors meetings are to be sent via electronic means at least thirty days prior to the meeting.
d. The meetings of the Board of Advisors are open to members of the TRS, although only Advisors may vote.
e. Special meetings of the Board of Advisors may be called by the President by telephone or other electronic means, with notice given at least three days prior to the meeting.
f. Minutes of the Board of Advisors meetings shall be taken by the Secretary and submitted for approval at the next meeting of the Board of Advisors. Minutes shall be maintained by the TRS to serve as an official record of Board of Advisors meetings.

## ARTICLE 8 - TRS COUNCILS

### 8.1 Composition

a. There shall be seven TRS Councils as listed below, and each council shall be comprised of committees with appropriate missions.
b. Each TRS Council shall be chaired by a member of the Board of Directors, and each Board member, except the President, shall have responsibility for one of the Councils and the standing committees and liaisons that are assigned to it.

TRS Council

1. Government \& Practice Council
2. Education Council
3. Radiology Community Council
4. Leadership \& Strategic Planning Council
5. Ways and Means Council
6. ACR Relations Council
7. Member Services \& Communications Council

## Council Chair

President Elect
First Vice President
Second Vice President
Immediate Past President
Treasurer
Chief Councilor
Executive Director/Secretary

### 8.2 Structure of the TRS Councils

Standing Committees and Liaisons assigned to each TRS Council are as follows:
a. Government \& Practice Council (Chair: President Elect)

1. Legislative Committee
2. Economics \& Practice Committee
i. Medicare Liaison (Diagnostic Radiology)
ii. Medicare Liaison (Radiation Oncology)
iii. Managed Care Liaison
3. Texas Medical Association (TMA) Liaison
b. Education Council (Chair: First Vice President)
4. Diagnostic Radiology \& RFS Program Committee
5. Radiation Oncology/Medical Physics Program Committee
c. Radiology Community Council (Second Vice President)
6. Radiation Oncology Section
7. Medical Physics Section
8. Resident \& Fellow Section
9. Young Professional Section
10. Medical Student Committee
d. Leadership \& Strategic Planning Council (Chair: Immediate Past President)
11. Nominating Committee
12. Trustee Advisory Committee
13. Gold Medal Committee
e. Ways and Means Council (Chair: Treasurer)
14. Finance Committee
f. ACR Relations Council (Chair: Chief Councilor)
15. Texas Council to the ACR
16. Fellowship Committee
g. Member Services \& Communications Council (Chair: Executive Director/Secretary)
17. Membership Committee
18. Communications Committee
19. Meeting Logistics Committee
20. Historian

## ARTICLE 9 - STANDING COMMITTEES, AD HOC COMMITTEES \& TASKFORCES

 9.1 Appointmenta. The President, in conjunction with the Executive Director, shall appoint Chairs and committee members for all standing committees, if not already specified per the bylaws.
b. In addition, the President shall appoint ad hoc committees and taskforces as necessary for the proper functioning of the TRS.
c. The charges of any such ad hoc committees and taskforces shall be outlined upon their appointment.
d. Other liaisons may be appointed by the President as necessary.
e. The term of appointment for committees, unless otherwise noted, shall be for one year.

### 9.2 General Duties of Standing Committees, Ad Hoc Committees \& Taskforces

a. Activities of each committee shall be overseen and approved by the Chair of each committee's respective council.
b. The Chair of each standing committee shall provide a written report to the Chair of its respective Council Chair no later than three weeks prior to the Board of Directors meetings.

### 9.3 Quorum \& Committee Action

a. A majority of committee or taskforce members shall constitute a quorum for the transaction of business at any duly called meeting of the committee or taskforce.

### 9.4 Standing Committees \& Liaisons to Other Organizations

a. Legislative Committee

1. Charge:
i. This committee shall anticipate, initiate and review proposed legislation that affects the practice of radiology in the state.
2. Composition \& Terms:
i. The committee shall be composed of a Chair and three appointed members.
ii. The Chair may serve without specific limitation of term, as appointed annually by the President.
iii. The three members shall serve staggered three-year terms.
iv. The committee may have at-large members as necessary to provide a broad perspective to the committee.
b. Economics \& Practice Committee
3. Charge: This committee shall:
i. stay informed and knowledgeable on current trends and changes in local and national healthcare economics and their impact upon the technical and professional aspects of the practice of radiology/radiation oncology/medical physics and the impact on patients' access to imaging.
ii. assist TRS members in the practice and economics of radiology in accordance with the principles and policies of the ACR.
4. Composition \& Terms:
i. The committee shall be composed of a Chair and three appointed members.
ii. The Chair may serve without specific limitation of term, as appointed annually by the President.
iii. The three members shall serve staggered three-year terms.
iv. The committee may have at-large members as necessary to provide a broad perspective to the committee.
c. Medicare Liaisons
5. Charge:
i. The Liaisons shall keep up to date with changes in Medicare reimbursement and policies, and interact with the Medicare intermediaries in order to inform the TRS of relevant changes.
6. Composition \& Terms:
i. The TRS shall have two Medicare Liaisons, one for Diagnostic Radiology and one for Radiation Oncology, with an Alternate Liaison for each.
ii. Liaisons are appointed to serve two-year terms, and at the end of the two-year term, they may succeed themselves.
iii. Alternate Liaisons succeed the Liaisons when a vacancy occurs.
d. Managed Care Liaison
7. Charge:
i. The Liaison shall keep up to date with changes in private payor reimbursements and policies, and interact with the intermediaries of private payors in order to inform the TRS of relevant changes.
8. Composition \& Terms:
i. The Liaison is appointed to serve a two-year term, and at the end of the two-year term, he/she may succeed him/herself.
e. Texas Medical Association (TMA) Liaison
9. Charge:
i. Liaisons serve as the TRS' representative to the TMA, attending the annual TMA meeting and all Inter-Specialty Society meetings as a voting delegate of the TMA.
ii. Liaisons will provide a report of the appropriate TMA meetings to the Director of the Government \& Practice Council.
10. Composition \& Terms:
i. The TRS shall have a TMA Liaison and an Alternate Liaison to serve as liaisons between the TRS and the TMA. Each must be a member of the TMA.
ii. Liaisons are appointed to each serve two-year terms, and at the end of the twoyear term, they may succeed themselves.
iii. Alternate Liaisons succeed the Liaisons when a vacancy occurs.

## f. Diagnostic Radiology \& RFS Program Committee

1. Charge:
i. The committee shall be responsible for constructing the Diagnostic Radiology and Resident \& Fellow Section educational programs for the annual TRS meeting, and inviting all selected speakers while adhering to speaker policies established by the Board of Directors.
2. Composition \& Terms:
i. The committee shall be composed of three members who are appointed to serve staggered three-year terms, eventually leading to the position of Chair.
ii. The committee may have at-large members as necessary to provide a broad perspective to the committee.
iii. The Chair of the Resident \& Fellow Section shall have ultimate responsibility for the RFS program.
g. Radiation Oncology/Medical Physics Program Committee
3. Charge:
i. The committee shall be responsible for constructing the Radiation Oncology/Medical Physics Program(s) for the annual TRS meeting, and inviting all selected speakers while adhering to speaker policies established by the Board of Directors.
4. Composition \& Terms:
i. The committee shall be composed of select officers of the Radiation Oncology and Medical Physics Sections.
ii. The committee may have at-large members as necessary to provide a broad perspective to the committee.
iii. If the two sections have a joint program, the Radiation Oncology/Physics Program Committee shall be co-chaired by the Vice Chairs of the Radiation Oncology Section and Medical Physics Section. If separate programs are planned, each section Vice Chair will head the respective program committee.
h. Nominating Committee
5. Charge:
i. The committee shall present nominations for the offices of Second Vice President, First Vice President, President Elect, President, Treasurer, Councilor(s), Alternate Councilor(s), and members of the following year's

Nominating Committee.
2. Nominating Process:
i. The list of candidates selected shall be presented to the Board of Directors for approval, and once approved, shall be distributed to the membership no later than ten days prior to the annual membership meeting via the TRS website or other electronic means.
ii. Election of the Second Vice President, First Vice President, President Elect, President, Treasurer, Councilor(s), Alternate Councilor(s) and elected members of the following year's Nominating Committee shall occur at the annual membership meeting.
iii. Nominations may be made from the floor at the annual membership meeting for any elected position.
iv. Election is by a majority vote of the members present and eligible to vote at the annual meeting.
v. A run-off between the two candidates receiving the most votes shall be held if no candidate receives a majority vote on the first ballot.
3. Composition:
i. The Nominating Committee shall be composed of the three members of the Trustee Advisory Committee, three members of the TRS, and the Executive Director to serve as Secretary as a non-voting member.
ii. The elected members shall serve staggered three year terms, with one member elected each year at the annual membership meeting.
iii. Minutes will be approved at the subsequent meeting of the Nominating Committee and maintained by the TRS.
i. Trustee Advisory Committee

1. Charge. The Committee shall:
i. act as a senior advisory group on the Board of Advisors;
ii. serve as the Gold Medal Committee;
iii. serve as the Ethics Committee as requested by the Board of Directors, and if so requested, shall investigate ethical allegations, and may recommend denial or revocation of membership.
iv. A $3 / 5$ vote of the Trustee Advisory Committee is required to make any recommendation for denial or revocation of membership.
v. Trustee Advisory Committee recommendations shall be forwarded directly to the Board of Directors of the TRS.
vi. The Board of Directors shall have sole authority to decide on any recommendation for denial or revocation of membership.
2. Composition:
i. The committee shall be composed of the Immediate Past President, as Chair, the preceding two living Presidents, and two At Large members chosen by the Chair of the Committee, in consultation with the other Committee members
a. At Large Committee members shall be Past TRS Presidents or active, senior leaders of the TRS.
b. At Large Committee members shall serve one-year terms and may be renominated to the committee to serve additional terms.
ii. Should the Second or Third Past President either be unable or choose not to serve, the current President in consultation with the Immediate Past President may appoint another Past President or Trustee Advisory Committee member at large to serve instead.

## j. Finance Committee

1. Charge. The committee shall:
i. have responsibility for oversight and approval of all financial aspects of the TRS, including reviewing any unanticipated expenses of the TRS;
ii. Serve as the review committee for periodic reviews of the TRS;
2. Composition:
i. The committee shall be composed of the Treasurer, the President, the President Elect, the First Vice President, and the Executive Director who will serve as Secretary as a non-voting member. Minutes will be presented for approval at the subsequent meeting of the Finance Committee and maintained by the TRS.
ii. The Treasurer shall serve as Chair.
k. Fellowship Committee
3. Charge. The committee shall:
i. review the membership of the TRS annually for the purpose of identifying members for fellowship in the ACR;
ii. review fellowship applications and submit approved applications to the ACR;
4. Composition:
i. This committee should be composed of Fellows of the College.
ii. The Chief Councilor shall serve as Chair of this committee.
iii. If the Chief Councilor is not an ACR Fellow, the Chair shall be appointed by the President.
5. Membership Committee
6. Charge: This committee shall be responsible for monitoring membership and designing and executing a membership retention and recruitment plan.
7. Composition:
i. The committee shall be composed of three members who are appointed to serve staggered three-year terms, eventually leading to the position of Chair.
ii. The committee may have at-large members as necessary to provide a broad geographic representation.
iii. The committee shall be chaired by the senior member.
m. Communications Committee
8. Charge. This committee shall:
i. oversee communication of radiology-related information to our members and, as needed, the public in general. Communication may take the form of emails, letters, brochures or the TRS website.
ii. prepare and publish on a regular basis the TRS newsletter, The View Box.
9. Composition:
i. Committee membership is determined by the Executive Director and the editor of The View Box as needed for each publication or communication.
ii. The Chair shall be appointed by the President and shall be the editor of The View Box.
n. Meeting Logistics Committee
10. Charge: This committee shall make recommendations on hotel and special event venues to be approved by the Board of Directors.
11. Composition:
i. The Executive Director shall be the Chair of the Meeting Logistics Committee.
ii. At least one City Liaison will be appointed from the city where the next annual meeting is to be held.
o. Medical Student Committee
12. Charge: This committee shall be responsible for educational and membership initiatives to foster medical student interest in radiology.
13. Composition:
i. The committee shall be composed of a Chair and up to 6 members in order to provide a broad geographic representation.
p. Historian
14. Charge: The Historian shall:
i. maintain a record of the historical events involving radiology in Texas and submit a report for presentation to the annual Board of Advisors meeting for inclusion in the permanent minutes.
ii. conduct research on the history of the TRS and its archives as needed.
iii. be appointed annually by the President. Re-appointment may occur on an annual basis.

## ARTICLE 10 - TEXAS COUNCIL TO THE ACR

### 10.1 Composition

The TRS shall elect Councilors and Alternate Councilors to serve on the Texas Council to the ACR in such numbers and on terms authorized by the bylaws of the College and the rules and regulations of the ACR Council.

### 10.2 Election

a. Councilors and Alternate Councilors

1. Councilors and Alternate Councilors must be members of the ACR.
2. Councilors and Alternate Councilors are elected per the nominating process outlined in Article 9.4.h.2.
3. Effort shall be made to elect Councilors and Alternate Councilors to represent the diversity of the TRS membership by geographic regions and specialties.
4. A Councilor or Alternate Councilor shall take office at the close of the next annual meeting of the ACR following their election at the TRS annual membership meeting.
b. Chief Councilor \& Vice Chief Councilor
5. Election of the Vice Chief Councilor will be done in accordance with TRS Policy and Procedure established by the Board of Directors.
6. The Vice Chief Councilor will serve a two-year term and will automatically advance to the position of Chief Councilor for an additional two year term.
7. The Vice Chief Councilor serves in place of the Chief Councilor should the Chief Councilor be absent or unable to act.

### 10.3 Terms of Office

a. Councilors

1. The term of office of a Councilor shall be three years, or whatever term of office is prescribed in the current Bylaws of the ACR.
2. Councilors are eligible to succeed themselves for one additional term of three years, but shall not be eligible for re-election to additional terms until a lapse of no less than one year.
b. Alternate Councilors
3. The term of office of an Alternate Councilor shall be one year.
4. Alternate Councilors shall be eligible to succeed themselves without limit.
5. An Alternate Councilor shall be eligible at any time to be elected Councilor for a full three-year term.
c. Vacancies which occur during the term of the Councilor or Alternate Councilor shall be filled by the President.

### 10.4 Duties of Councilors

Councilors shall:
a. serve as a representative from the TRS in the Council of the ACR;
b. attend and participate actively in the meetings of the TRS and the ACR;
c. familiarize themselves with the activities and important issues of radiology, radiation oncology and medical physics at the local and national levels;
d. act as liaisons between the TRS and the ACR and
e. stimulate preparation of resolutions from the TRS for presentation to the ACR Council.

### 10.5 Duties of Alternate Councilors

Alternate Councilors shall:
a. help the Councilors in the performance of their duties;
b. accompany the councilors to meetings of the TRS and the ACR and
c. act for the Councilor in the Councilor's absence or in the Councilor's inability to act.

### 10.6 Meetings of Councilors and Alternate Councilors

a. Councilors and Alternate Councilors of the TRS shall:

1. meet at least three times annually - once during the annual meeting, a second time during the Texas Caucus of the ACR and a third time at the interim meeting of the TRS.
2. also meet as needed as determined by the Chief Councilor.
b. The Chief Councilor shall preside at Texas Council meetings and Texas Caucuses.

## ARTICLE 11 - MEETINGS BY ELECTRONIC MEANS AND ACTION BY WRITTEN CONSENT

### 11.1 Meetings by Electronic Means

Meetings of the Board of Directors, Board of Advisors, Texas Council or Committees may be in person or by any suitable electronic means, including by conference telephone calls, video conference, or Internet-based technology which allows each person participating in the meeting to communicate concurrently with the other participants. Participation pursuant to this section by electronic means shall constitute presence in person at such meeting, except where a person participates in the meeting for the express purpose of objecting that the meeting was not properly called.

### 11.2 Actions by Written Consent

a. Any action required to be taken at a meeting of the Board of Directors or any action that may be taken at any meeting of the Board of Directors, Board of Advisors, Texas Council or a committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by a sufficient number of the Directors, Advisors, Councilors or committee members as would be necessary to take that action at a meeting at which all of such individuals were present and voted.
b. The consent must state the date of each individual's signature.
c. Prompt notice of the taking of any action without a meeting by less than unanimous written consent shall be given by the Secretary to each individual who did not consent in writing to the action.
d. An electronic transmission or reproduction of a writing signed by a person shall be regarded as signed by such person for purposes of this section.

## ARTICLE 12 - INDEMNIFICATION \& INSURANCE

The TRS shall indemnify its officers, directors, employees, staff and other members in performance of official duties of the TRS by and through a policy of liability insurance in an amount and to the extent determined by the Board of Directors. Such indemnification shall be limited and restricted to coverage afforded by such insurance, unless otherwise approved by the Board of Directors.

## ARTICLE 13 - RATIFICATION AND AMENDMENTS OF THE BYLAWS

### 13.1 Ratification

a. These Bylaws become effective only upon ratification at a regular annual membership meeting of the TRS by an affirmative vote of two-thirds of the voting members present.
b. They must have been presented to the voting membership at least ten days prior to the meeting by mail, electronic means, or on the TRS website.

### 13.2 Amendments

a. Any proposed amendment shall be presented to both the Board of Advisors and Board of Directors at least thirty days prior to the annual or interim business meeting.
b. In accordance with the duties of the Board of Directors and Board of Advisors as determined in Articles 6 and 7 of this document, the Board of Advisors shall review
proposed amendments, make recommendations for revisions, and provide the Board of Directors with a recommendation by majority vote on each proposed amendment or set of amendments.
c. The Board of Directors shall take into advisement the recommendation(s) of the Board of Advisors. Notwithstanding, the Board of Directors may amend or repeal the proposed bylaws change(s) or adopt new bylaws by an affirmative vote of at least four of the seven Directors.
d. Any amendment so adopted shall not be contrary to requirements for TRS status in the ACR and shall be immediately forwarded to the College for its records.

### 13.3 Concordance

a. Nothing in these bylaws or in any amendment to the bylaws may in any way alter the status of the TRS as a chapter of the ACR.
b. Provision of these bylaws may augment but not replace the bylaws of the ACR.

