**Society of Veterinary Nuclear Medicine (SVNM)**

**Policies and Procedures**

**Table of Contents**

1.0 Purpose

2.0 Membership

3.0 Dues

4.0 Officers

5.0 Term of Office

6.0 Elections

7.0 Meetings

8.0 Duties of the Officers

9.0 Voting

**1.0 Purpose:**

The Society of Veterinary Nuclear Medicine (SVNM) is an organization dedicated to the promotion and advancement of education, research, and practical application of veterinary nuclear medicine.

**2.0 Membership:**

Membership is open to anyone with an interest in veterinary nuclear medicine. Veterinarians or non-veterinarians are eligible to join. Members must desire to advance the goals and objectives of the SVNM. American College of Veterinary Radiology (ACVR) membership is not a requirement of the SVNM membership, nor does membership in the SVNM confer rights of ACVR membership.

**3.0 Dues:**

3.1 Membership society dues shall be recommended by the Officers and brought to the members for a vote. The vote will be held in accordance with procedures.

3.2 Dues shall be invoiced and paid on an annual basis. The ACVR provides this service in return for a portion of the society membership dues ($15.00).

**4.0 Officers:**

The SVNM shall have two (2) officers: a President and a Secretary who shall be the

President-Elect.

**5.0 Term of Office:**

5.1 The President and Secretary (President-Elect) serve for a two (2) year term.

5.2 The term of office for each Officer shall commence with the conclusion of the annual meeting of the SVNM during which elections are held, and terminate at the conclusion of the subsequent annual meeting during which elections are held.

5.3 At the conclusion of the term of office of the President, the Secretary (President- Elect) shall automatically succeed to the office of President.

**6.0 Elections:**

Elections shall occur every two years at the annual membership meeting of the SVNM.

The office of Secretary (President-Elect) shall be the only office elected. Election procedure shall be as follows

1. The President will send out a call for nominations to the membership prior to the annual membership meeting during which the elections will take place. The call for nominations shall be sent out a minimum of 45 days prior to the election using the SVNM mailing list. Nominees must be chosen from eligible voting members.
2. The President will verify with the nominee(s) their willingness to run for office.
3. Officers will hold the election at the annual meeting. In event that there is only one nominee, a vote of acclamation may be made. When there is more than one nominee for office, vote shall be by written ballot. The Officers shall tally the votes. The nominee who receives a simple majority of the votes shall be the winner of the office.
4. Results of the election shall be provided to ACVR Council.

**7.0 Meetings:**

7.1 An annual meeting of the membership shall take place in conjunction with the Annual Scientific Meeting of the ACVR.

7.2 Following an agenda prepared by the Officers, the membership will have an opportunity to address professional issues of concern with the SVNM leadership.

7.3 The annual membership meeting is open to all SVNM members and guests.

**8.0 Duties of the Officers:**

**8.1 President:**

1. Act as spokesperson and proponent of the SVNM.
2. Determine direction/vision of SVNM with membership input.
3. Promote the SVNM and encourage SVNM activities (*i.e.,* SVNM program at the Annual Scientific Meeting of the ACVR, SVNM program at other specialty meetings, seminars, *etc.*)
4. Work with ACVR Program Committee to organize the SVNM function of the Annual Scientific Meeting of the ACVR.
5. Assist the ACVR Program Chair in reviewing abstracts submitted for the Nuclear Medicine session of the ACVR Annual Scientific Meeting (as directed by Program Chair), or designate a substitute.
6. Act as moderator for the Nuclear Medicine Program of the Annual Scientific Meeting of the ACVR or designate a substitute.
7. Prepare and submit a semi-annual and annual report on SVNM activities to the ACVR council. Timing and specifics of these reports will be addressed by the ACVR council.
8. Preside over annual membership meeting of SVNM. Prepare meeting agenda with Secretary (and possibly membership) input.
9. Work with ACVR webmaster to develop and maintain web page for the SVNM.
10. Have knowledge of the SVNM funds handled by the ACVR Treasurer. Determine, in conjunction with the Secretary and the SVNM members, how SVNM funds will be spent.

**8.2 Secretary (President-Elect):**

1. Act in the President’s absence.
2. Act as spokesperson and proponent of the SVNM.
3. Assist in determining direction/vision of SVNM.
4. Compile minutes of the annual membership meeting of the SVNM. Send to President for review and input. Distribute minutes to members via the mailing list and forward to webmaster for posting on the SVNM web page.
5. Ensure that the Policies and Procedures (PP) document is kept current, and ask President for any appropriate revisions. The PP shall be forwarded to the webmaster for posting on theSVNM web page.
6. Assist the President in his/her duties not already designated to the office of Secretary.

**9.0 Voting:**

9.1 When a vote by the membership is necessary, the vote may be taken at the annual membership meeting or by email ballot.

9.2 A simple majority of the members present at the annual membership meeting or the members responding to the email ballot will rule.

9.3 When voting by email ballot, a motion shall be made or asked for, as well as a second to the motion, by email: allow one week for this part of the procedure. The motion in question shall then be put to a vote via the SVNM mailing list. Allow one week for members to respond; distribute the final result of the vote to the membership using the SVNM mailing list.