

CT/MRI Society – Policies and Procedures Approved by Council Mar 23, 2020

Table of Contents

- 1 Purpose
- 2 Membership
- 3 Dues
- 4 Officers
- 5 Term of Office
- 6 Elections
- 7 Meetings
- 8 Duties of the Officers
- 9 Voting
- 10 Awards

CT/MRI SOCIETY

1. Purpose:

The CT/MRI Society is an organization dedicated to the promotion and advancement of education, research, and practical application of Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) in veterinary medicine.

2. Membership:

Membership is open to anyone with an interest in veterinary CT or MRI. Veterinarians or non-veterinarians are eligible to join. Members must desire to advance the goals and objectives of the CT/MRI Society. ACVR membership is not a requirement of the CT/MRI Society membership, nor does membership in the CT/MRI Society confer rights of ACVR membership.

3. Dues:

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. Dues shall be invoiced and paid on an annual basis. The ACVR provides this service in return for a portion of the CT/MRI Society membership dues.

4. Officers:

The CT/MRI Society shall have two (2) officers: a President and a Secretary who shall be the President-Elect.

5. 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 CT/MRI Society during which elections are held and terminate at the conclusion of the annual meeting two years later.
- 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. Elections:

Elections shall occur every two years at the annual membership meeting of the CT/MRI Society. The office of Secretary (President-Elect) shall be the only office elected. Election procedure shall be as

CT/MRI Society Policies and Procedures

follows:

- 6.1. Send out a call for nominations to the membership prior to the annual membership meeting. The call for nominations shall be sent out at least one month prior to the election. Nominees must be chosen from eligible voting members.
- 6.2. Verify with the nominee(s) their willingness to run for office.
- 6.3. Hold the election either via e-mail vote prior to the meeting or at the annual meeting. In the 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 e-mail or 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.
- 6.4. Results of the election shall be provided to ACVR Council.

7. Meetings:

- 7.1. An annual meeting of the membership shall take place in conjunction with the Annual Scientific Meeting of the American College of Veterinary Radiology.
- 7.2. Following an agenda prepared by the Officers, the membership will have an opportunity to address professional issues of concern with the CT/MRI Society leadership.
- 7.3. The annual membership meeting is open to all CT/MRI Society members and guests.
- 7.4. Speaker recruitment timelines
 - 7.4.1. Mid October - discuss speakers, moderators, and judges with society members and officers
 - 7.4.2. November - Solicit speakers for the following year
 - 7.4.3. Dec 15 - commitment from speakers
 - 7.4.4. Jan 15 - Titles of talks due from Speakers, list of moderators and judges submitted

CT/MRI Society Policies and Procedures

8. Duties of the Officers:

8.1. President:

- 8.1.1. Act as spokesperson and proponent of the CT/MRI Society.
- 8.1.2. Determine direction/vision of CT/MRI Society with membership input.
- 8.1.3. Promote the CT/MRI Society and encourage CT/MRI Society activities (i.e., CT/MRI Society program at the Annual Scientific Meeting of the ACVR, CT/MRI Society program at other specialty meetings, online resources such as the CT/MRI Society case of the month, seminars, etc.)
- 8.1.4. Work with ACVR Program Committee to organize the Annual Scientific Meeting
 - 8.1.4.1. Review abstracts submitted for presentation at the meeting and make recommendations to program chair.
 - 8.1.4.2. Organize/coordinate the CT/MRI Society function.
 - 8.1.4.3. Act as moderator for the CT/MRI Program and/or designate other society members.
 - 8.1.4.4. Identify society members to function as judges for the resident oral and poster presentations.
- 8.1.5. Prepare and submit a semi-annual and annual report on CT/MRI Society activities to ACVR council. Timing and specifics of these reports will be addressed by the ACVR council.
- 8.1.6. Preside over annual membership meeting of CT/MRI Society. Prepare meeting agenda with Secretary (and possibly membership) input.
- 8.1.7. Work with ACVR webmaster to develop and maintain web page for the CT/MRI Society.
- 8.1.8. Have knowledge of the CT/MRI Society funds handled by the ACVR Treasurer.
- 8.1.9. Determine, in conjunction with the Secretary and the CT/MRI Society members, how CT/MRI Society funds will be spent.
- 8.1.10. Compile minutes of the annual membership meeting of the CT/MRI Society, distribute minutes to members via the list server, and forward to webmaster for posting on the CT/MRI Society website.
- 8.1.11. Ensure that the Policies and Procedures are kept current and forward revisions to the webmaster for posting on the CT/MRI Society web page.

CT/MRI Society Policies and Procedures

8.2. Secretary (President Elect):

- 8.2.1. Act in the President's absence.
- 8.2.2. Act as spokesperson and proponent of the CT/MRI Society.
- 8.2.3. Assist in determining direction/vision of CT/MRI Society.
- 8.2.4. Assist the President in his/her duties.

9. **Voting:**

- 9.1. When a vote by the membership is necessary, the vote may be taken at the annual membership meeting or by e-mail ballot.
- 9.2. A simple majority of the members present at the annual membership meeting or the members responding to the e-mail ballot will rule.
- 9.3. When voting by e-mail ballot, a motion shall be made or asked for, as well as a second to the motion, by e-mail. Allow one week for this part of the procedure. The motion in question shall be put to a vote via the CT/MRI Society list server. Allow one week for members to respond.

10. **Awards**

10.1 Best presentation by an ACVR Diplomate or CT/MRI Society Member – non trainee, for a presentation demonstrating excellence in research and given at the annual ACVR meeting

10.1.1 This award will be referred to as the Standing Ovation CT/MRI Society Presentation Award

10.1.2 Eligibility: ACVR Diplomates or CT/MRI Society members – non trainees, presenting at the annual ACVR meeting

10.1.3 Prize money: Recipients of the award will receive \$1,000, paid by the Society.

10.1.4 Selection criteria: see addendum 1

10.1.5 Jury: On the jury for this award shall sit at least one CT/MRI Society officer, and if neither are available, a previous officer.

10.1.6 Recipient announcement: The winner will be made public on the ACVR Dashboard (with other abstract and poster winners) and on the CT/MRI Society web page.

10.1.7 First conferred at the ACVR meeting 2020.