

ALLIANCE OF MEDICAL STUDENT EDUCATORS IN RADIOLOGY

Rules of Operation

May, 2017

ARTICLE I- Name

The name of this association will be the Alliance of Medical Student Educators in Radiology, hereinafter known as the Alliance or AMSER will be a Section of the Association of University Radiologists, hereafter known as AUR.

ARTICLE II- Purpose

The purposes of the organization will be:

- A. To encourage excellence in radiology education to medical students at a local, national and international level.
- B. To promote radiology and radiological sciences as essential components of the medical student curriculum.
- C. To stimulate an interest in academic radiology as a medical career.
- D. To represent medical student education in radiology at a national and international level.
- E. To support medical student educators in radiology in their professional development.

ARTICLE III- Membership

Section I. Membership Requirements and Privileges:

- A. Full Member
All full members of the AUR who are medical student clerkship directors in radiology or faculty or equivalent involved in medical student education in the radiology and radiological sciences will be eligible for full membership in the Alliance. All faculty or equivalent who are international members of the AUR and involved in radiology and radiological sciences education for medical students may apply for international membership. International members shall pay dues and share all rights and privileges of full members.
- B. Associate Member
All associate members of the AUR who have responsibilities related to medical student education in radiology or the radiological sciences are eligible for associate membership in the Alliance. An Associate Member can be selected to serve as a Member-at-large.

- C. Junior Member
All trainees in ACGME-approved radiology residency programs or fellowship or postdoctoral fellows in the radiological sciences or radiology faculty in the first two years of their first faculty appointment involved in medical student education in the radiology and radiological science education, who are junior members of the AUR, are eligible for junior membership in the Alliance. Junior members may attend the annual members meeting but will not be eligible to vote. Junior members may serve on committees. There is no fee for junior membership in AMSER.

- D. Student Membership
All medical students in LCME-approved medical schools will be eligible for student membership. The status of the nominees must be verified by the medical student radiology clerkship/elective director of the student's medical school or by a member of AMSER who teaches at the medical school. Students may attend the annual business meeting but will not be eligible to vote. Student members may serve on AMSER committees. There is no fee for student membership.

- E. Emeritus Member
Medical student educators in radiology or the radiological sciences, when appointed to emeritus status in the AUR, become emeritus members of the Alliance. Emeritus members will continue in the same membership category (Full or Associate) and will retain all of the rights and privileges of regular membership, except that they will not pay dues or hold office. Emeritus members will continue to hold that honorary status regardless of academic or professional activities.

Section II. Election to Membership

- A. Upon satisfying the requirements for membership in the AUR and having been elected to full, associate, junior, student, or emeritus membership in the AUR applicants will become members of AMSER at the designated membership level.

- B. Junior members will retain their junior status until the conclusion of the residency or fellowship training or the first two years of faculty status, whichever is applicable. At that time, junior members will be eligible for full membership under Article III, Section IA of the AUR Bylaws. Junior membership status will be maintained while the applicant is considered for full membership status.

- C. Student members will retain their Student status until the conclusion of their internship. At that time, student members will be eligible for junior membership under Section IC. Student membership will be maintained while the student is being considered for junior membership status.

Section III Termination of Membership

Any full, associate, or junior member in the Alliance who relinquishes his or her position in teaching radiology and radiological sciences education to medical students shall be required to inform the Alliance of his or her change in status. Any student member who is no longer enrolled in a LCME-approved medical school shall be required to inform the Alliance of his or her change in status. Upon a finding by the Alliance that a member no longer satisfies membership requirements, membership shall automatically be terminated. When members re-establish their academic role, they will be reinstated in their prior membership category after payment of dues.

ARTICLE IV - Organization

The officers of the Alliance will be:

President

Vice President

Vice President-elect

Secretary-treasurer

Three Members-at-large

ARTICLE V - Election and Tenure of Officers

Section I. Election of Officers and Succession to the Presidency

The officers of the Alliance will be elected by a vote of the majority of the active members present and voting at the annual meeting. The Vice President will automatically succeed to the presidency and the Vice President-elect to the vice presidency. The Member-at-large appointment is for a period of two years. The Members-at-large will have overlapping tenure beginning with the 2010 AMSER annual meeting.

Only in cases where an officer is unable to fulfill the responsibility of an office will additional officers be elected.

Section II. Term of Office

Except for the Members-at-large who will serve for two years and the Secretary-treasurer who will serve for three years, an officer of the Alliance shall be elected for a term of one year. Each officer shall hold his or her office until a successor shall be duly elected and shall have qualified, or until his or her death, resignation, or removal from office. The new officers will assume their duties at the closure of the annual meeting of the AUR.

Section III. Removal from Office
Any officer elected by the Executive Committee may be removed from office by a two-thirds majority vote of the remaining members of the Executive Committee whenever, in its judgment, the best interests of the Alliance would be served by such a removal, but the removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section IV. Election to Vacancies and Creation of Offices
A vacancy in any office may be filled or new offices created and filled by majority decision of the Executive Committee at any meeting of the Executive Committee or by majority decision by electronic mail. An officer elected to fill a vacancy will serve for the unexpired term of his or her predecessor, and an officer elected to fill a new office will serve until the adjournment of the next annual meeting of the Executive Committee and until his or her successor will have been duly elected and qualified, or until his or her death, resignation, or removal.

ARTICLE VI - Duties of Office

Section I. President
It shall be the duty of the President to call and preside at all meetings of the Alliance and to perform all duties customarily incident to the office of president and such other duties as may be prescribed from time to time by the Executive Committee. The President or designate shall be the spokesperson of the Alliance upon public issues within the area of interest of the Alliance. The President or designate will appoint committees and representatives of the Alliance. The President will be a member ex officio of all committees and has the right but not the obligation to participate in the deliberations of any committee. The President shall serve as a member on the AUR Board of Directors. The president will prepare the Alliance newsletter.

Section II. Vice President
In the absence of the President, the Vice President shall preside and carry out all the duties of the President. The Vice President shall serve as Chair of the Program Committee.

Section III. Vice President-elect
The Vice President-elect shall assist the Vice President in planning the Scientific Programming for the annual meeting.

Section IV. Secretary-treasurer
It shall be the duty of the Secretary-treasurer to keep a record of the proceedings of the meetings and distribute meeting minutes to the Executive Committee, and to preserve all books, papers and articles belonging to the Alliance. The Secretary-treasurer will be the liaison with the AUR staff for sending out notices about Alliance meetings and programs will report unfinished business of previous meetings, and will maintain consecutive revisions of the Rules of Operations and Regulations and a database of past AUR presentations. The Secretary-treasurer will be responsible for assisting the president with the preparation of the AMSER newsletter. The Secretary-treasurer shall

serve as a member of the Membership Committee.

The Secretary-treasurer will be the principal accounting and financial officer of the Alliance and will evaluate account materials that the AUR staff maintains for the Alliance. The Secretary-treasurer will supervise the fiscal affairs of the Alliance, and will present the annual financial report and budget for the next fiscal year. The Secretary-treasurer will supervise and be responsible for the custody of all funds and securities of the Alliance and for their receipt and disbursement, and will deposit all funds and securities of the Alliance in such banks, trust companies or other depositories as will be selected in accordance with the provisions of Article XII of the Alliance. When required by the Executive Committee, the Secretary-treasurer will give a bond for the faithful discharge of the duties of that office in such a sum and with such surety as the Executive Committee will determine. With the approval of the Executive Committee, the cost of any such bond or surety may be paid from the funds of the Alliance.

- Section V. Members-at-Large
Three Members-at-large will be Full Members (Radiologists or Radiological Scientists). Members-at-large will participate in the Executive Committee meetings and will perform duties at the discretion of the President.

ARTICLE VII – Subsections

Subsections with a particular focus can be created in accordance with the purposes of the Alliance (Article II) and with the approval of the Executive Committee and the membership of the Alliance.

ARTICLE VIII – Executive Committee and other Committees

- Section I. Executive Committee
The Executive Committee will consist of the President, the Immediate Past President, the Vice President (who also will chair the Program Committee), the Vice President-elect, the Secretary-Treasurer, the President of the AUR, the Members-at-large, all standing committee chairs, and such additional non-voting members as the President may wish to appoint. The Executive Committee is empowered to conduct the business of the Alliance during and between annual meetings by electronic mail, regular mail, or conference calls at the discretion of the President.

- Section II. Standing Committees
The Alliance will have the following standing committees whose members will be chosen by the President with the exception of the Nominating Committee. Unless otherwise provided by the Executive Committee, the term for all committee appointments is three years with overlapping tenure and with one or more re-appointment possible. Elevation to or appointment as a committee chair is for a three-year term with one or more reappointments, depending on the committee at the discretion of the President. All committee appointments are subject to the approval of the Executive Committee and to the authorization of the membership. When a person is appointed or elected to a committee and is unable or unwilling to serve, the President may appoint another general member to serve until the next annual meeting. The chair

of each committee will report to the Executive Committee at the annual meeting and the interim meeting and to the general membership at the annual meeting.

A. Rules Committee

The Rules Committee will prepare amendments to the Rules of Operation or changes to Rules of Operation and Regulations for presentation to the Executive Committee at the annual meeting and interim meeting of the Executive Committee. Upon approval, they will be presented to the membership at the annual meeting for approval. The chair of the Rules Committee will serve as Parliamentarian during the annual business meeting of the Alliance.

B. Membership Committee

The Membership Committee will encourage and facilitate the recruitment of new members, and, in coordination with the AUR staff and Web site Committee, will coordinate mailings for membership solicitation. The Membership Committee will maintain a current list of the members of the Alliance.

C. Program Committee

The Program Committee, with the counsel of the President of the Alliance and the President of the AUR, will be responsible for the AMSER symposia and symposia co-sponsored with affiliated affinity groups and societies of the AUR. The Vice President of AMSER will be the chair of the Program Committee. The Vice President-elect of AMSER will be the assistant chair of the Program Committee. The Program Committee may, at its discretion, invite papers for presentation at the annual meeting from anyone, whether a member or not. The Vice President and the Vice President-elect will represent AMSER at the annual meeting and interim meeting of the AUR Program Committee. The Program Committee may invite appropriate AUR members and non-members to provide coherence and integration of the AMSER program-in-design with other affinity group programs and with the entire AUR program.

D. Finance Committee

The Finance Committee will establish continuity in the supervision and monitoring of all fiscal activities of the Alliance including review of the annual budget as well as the operational budget for each annual meeting. The committee will advise and make recommendations to the officers and the Executive Committee, and, through them, to the membership, in matters concerning the fiscal status of the Alliance. The Executive Secretary of the AUR/Alliance will be a non-voting, ex-officio member of the committee. The Secretary-treasurer will initiate dialogue for and solicitation of outside funding sources.

E. Nominating Committee

The chair of the Nominating Committee will be the immediate Past President of the Alliance. The next two immediate past presidents shall serve on the committee. The function of this committee is to nominate the candidate for Vice President-elect, any open executive committee board positions, chairs of committees and Member-at-large. The chair of the Nominating Committee will present the nominees to the Executive Committee for approval and then to the general membership for election at the annual

business meeting of the Alliance.

F. Awards Committee

The Awards Committee consists of a Chair who will be the Immediate Past President and other members (full and/or emeritus) of the Alliance appointed by the President. The Awards Committee will determine the nature and the recipients of any and all awards and honors established in the name of the Alliance. The Awards Committee will review submissions and determine scientific program awards. The Awards Committee is also responsible for the selection of the AMSER excellence in Education Award including soliciting nominations from the executive committee, selecting the recipient, and presenting to AUR Board. The Awards Chair shall be responsible to work with AUR administration to acquire the award “gift.”

G. The Research and Scholarship Committee

The Research and Scholarship Committee will oversee the annual AMSER/ACER issue of *Academic Radiology*, and act as a resource for members interested in publishing opportunities. Committee member roles include acting as associate editors on the academic radiology issue, pursuing and informing alliance members of reviewer and submission opportunities in professional organization and publications and informing members of noteworthy publications using communication opportunity to include Alliance newsletter and annual meeting. Chair of the committee will serve as an editor of the annual AMSER/ACER issue of *Academic Radiology*.

H. Radiology ExamWeb Editorial Board

The Radiology ExamWeb Editorial Board will be responsible for overseeing all ExamWeb activities, including but not limited to: user registration, test item development, editing, creation and maintenance of AMSER shelf exams, question item validation analysis, site upgrades and changes, maintenance of user manual, etc. Editorial Board activities include item writing, editing, validation, exam development and validation. The Editor-in-Chief will serve as liaison to ExamWeb organization and will be a member of the AMSER Executive Committee. The Editorial Board will be composed of nominated and self-nominated (volunteer) AMSER members selected by the Editor-in-Chief in consultation with AMSER president and/or the Executive Committee. The Editor-in-chief nomination will be submitted for approval to the Executive Committee by the Nominating Committee and then to the general membership for election at the annual business meeting of the Alliance.

I. Website and Communications Committee

The Website and Communications Committee will oversee all aspects of the Alliance’s electronic presence on the internet and establish and maintain links with other AUR affiliated societies and alliances and other professional societies. Website content and design will include (but not limited to): posting of Alliance meeting announcements and

AMSER newsletter, posting new resources developed by other AMSER committees, maintaining membership directory and members-only areas, annual, posting of executive board members and committee chairs. The Alliance Web site may also be a forum for dialogue among the members on educational issues and exchange of ideas among those interested in the Alliance's goals and activities. The Website and Communications Committee will be responsible to the Executive Committee on the administration of the Web site.

J. The Long Range Planning Committee

The Long Range Planning Committee will establish long term goals for the Alliance and create a plan of action to accomplish these goals. The committee will periodically assess committee structure and suggest to the membership the creation and/or realignment of standing committees to meet the needs and goals of the Alliance. Committee chair should be a current or former member of the AMSER executive board. Members should include at least one MAL and one person from the general AMSER membership. Committee should meet at least yearly at AUR or RSNA.

K. Curricular and Educational Resources Committee

This committee will have co-chairs (current chairs of Curriculum Committee and Shared AMSER Resources Committee) until the end of the current terms for those chairs. The committee chairs will act as liaison to the AAMC-Chair and as advisors for the LCME-developed learning objectives paired with AMSER resources.

The committee will maintain and develop medical student radiology educational materials including the AMSER national medical student curriculum in radiology, the AMSER Resource Image Database (ID) and AMSER Resource database (RD), the AMSER Professionalism module, and the AMSER Guide to Applying for Residency.

L. Ad Hoc Committees

The President may appoint such ad hoc committees as are necessary to conduct the business of the Alliance. Ad hoc committees will serve until the next business meeting of the Alliance following their appointment.

ARTICLE IX - Annual Meeting of Members

Section I. There will be at least one meeting of the membership each year in conjunction with the meeting of the AUR. All members will be notified of the date and place of the annual meeting at least two months in advance. The Executive Committee may provide by resolution at the time of the annual meeting or by electronic mail the time and place for the holding of additional regular meetings. In addition to convening at the annual meeting, the Executive Committee will meet during the annual meeting of the Radiological Society of North America.

Section II: Special Meetings
Special meetings of the Alliance may be called at the discretion of the Executive

Committee at a time and place to be designated by the President. Notice of a special meeting, together with a statement of the business to be transacted at such a meeting, shall be sent to each voting member by electronic mail. No business other than that specified in the notice of the special meeting shall be transacted.

ARTICLE X - Amendments

- Section I. The Rules of Operation and Regulations may be altered and amended or repealed and new rules of operation and regulations may be adopted by a majority vote of those full members in good standing present in person or represented by proxy at a meeting at which a quorum is present or may be adopted by a majority vote of members in good standing by electronic mail when changes are needed between meetings.
- Section II. For purpose of this Article X (Amendments), a quorum for conducting business at the annual meeting and for the election of officers shall be determined as the members present at the appointed time and place of the meeting.

ARTICLE XI - Dues

The annual dues for the Alliance shall be such as the Executive Committee may fix. All members of the Alliance must be active members of the AUR. Annual dues will be charged and will be payable with AUR dues by July first of each year. They shall be considered past due three months after due date, and the benefits of membership then shall be suspended. The suspended member will have the right to reapply for membership upon payment of dues in arrears.

ARTICLE XII: Contracts, Checks, Deposits and Checks

- Section I Contracts
The Executive Committee may authorize any officer or officers or agent or agents of the Alliance, in addition to the officers so authorized by these Rules of Operation and Regulations and the Bylaws and Regulations of the AUR, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Alliance, and such authority may be general or confined to specific instances.
- Section II Checks, Drafts, Etc.
All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Alliance shall be signed by such officer or officers or agent or agents of the Alliance in such manner as shall from time to time be determined by resolution of the Executive Committee. In the absence of such determination by the Executive Committee, such instruments shall be signed by the Secretary-treasurer and countersigned by the President or President-elect of the Alliance. For amounts less than two hundred dollars, such instruments may be signed by the Secretary-treasurer only.
- Section III: Deposits
All funds of the Alliance shall be deposited from time to time to the credit of the Alliance

in such banks, trust companies, or other depositories as the Executive Committee may select.

Section IV

Gifts

Any officer or the President may accept on behalf of the Alliance any unrestricted or unconditional contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Alliance. Only the Executive Committee, on behalf of the Alliance, may accept any restricted or conditional contribution, gift, bequest, or devise.

ALLIANCE OF MEDICAL STUDENT EDUCATORS IN RADIOLOGY

REGULATIONS

1

The latest edition of parliamentary laws of Sturgis' Standard Code of Parliamentary Procedure governing deliberative bodies will govern the meetings of the Alliance.

2

Whenever any notice is required to be given under applicable law, the Articles of Incorporation of the AUR, or these Rules of Operation, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice (Waiver of Notice).

3

The annual dues will be recommended by the Executive Committee and approved by the membership at the annual meeting. Dues for full members and associate members who join mid-year will be prorated. For new full members and associate members, subscriptions to the official journal of the AUR, *Academic Radiology*, will begin within 6-8 weeks after the election to membership. Emeritus members are relieved of paying dues but will not receive the official journal of the AUR. Emeritus members may elect to subscribe to *Academic Radiology* at the member subscription rate. The Alliance dues will be waived for junior members in ACGME-approved residency or fellowship programs.

4

The Alliance is a section of the AUR that is incorporated as a non-profit, tax-exempt organization under Section 501 (c) (6) of the Internal Revenue Code. Notwithstanding the foregoing or any other provision of the Articles of Incorporation of the AUR, the corporation of AUR including its Section, the Alliance, shall not at any time engage in regular business of a kind ordinarily carried on for profit, nor shall any part of its net earnings inure to the benefit of any member or individual, nor shall it perform particular services for any member or individual, nor shall it engage in any transaction which would cause it to be denied the status of an organization exempt from taxation under the Internal Revenue Code of the United States, as amended from time to time. As defined in the Regulations of the AUR Bylaws, AUR will have and exercise all other powers and authority now or hereafter also conferred upon non-profit, tax-exempt organization under the laws of the state of Illinois. No substantial part of the activities of the AUR shall be the carrying on or propaganda, or otherwise attempting, to influence legislation, and the Alliance shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

5

To the full extent specifically authorized by, and in accordance with the procedure prescribed in, Section 108.75 of the Illinois General Not-for-Profit Corporation Act (or the corresponding provisions of any future statute applicable to corporations organized under that Act), the Corporation of the AUR including its Section, the Alliance shall indemnify any and all of its members of the Executive Committee of the Alliance, officers, committee members, employees, agents and other authorized representatives for expenses and other amounts paid in connection with legal proceedings (whether threatened, pending or completed) in which any such persons become involved by reason of their serving in any such capacity for the corporation.

6

In the event of the dissolution of the corporation of the AUR, the Board of Directors of the AUR shall, after paying or making provision for the payment of all of the liabilities of the AUR, distribute all of the assets remaining exclusively for the purposes of the Alliance in such manner, or to one or more organizations organized and operated for one or more of the purposes contained in the Articles of Incorporation of the AUR or to such charitable, educational, or scientific organizations as shall at the time qualify as an exempt organization(s) under Section 501 (c) (6) or Section 501 (c) (3) of the Internal Revenue Code of the United States, as amended from time to time or corresponding provisions of any future United States Internal Revenue law, as the Board of Directors of the AUR shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the AUR is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are operated exclusively for such purposes.

7

Upon specific authorization by the Board of Directors, the AUR may purchase and maintain insurance on behalf of any or all officers, committee members, employees, agents, or other authorized representatives of the AUR against any liability asserted against any such person and incurred in any such capacity, or arising out of the status of serving in any such capacity, whether or not the AUR would have the power to indemnify them against such liability under the provisions of the Bylaws of the AUR.

Accepted by Membership 3/4/1999

*Proposed to Membership 4/14/2011
Accepted by Membership 4/14/2011*

*Proposed to Membership 4/02/2013
Accepted by Membership 4/11/2013*

Accepted by Membership 4/16/2015

Accepted by Membership 3/31/16