

**CODE OF PRACTICE**

*of the*

**Society of Radiopharmaceutical Sciences**

June 2014



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## of the Society of Radiopharmaceutical Sciences

### **PREFACE**

*This Code of Practice is primarily meant as a guideline for the SRS officers and the SRS Management Office. It outlines day-to-day organizational and operational matters of the Society. Rather than strict regulations, the information outlined in this document is designed to provide a written framework of established practices, especially for newly elected members of the SRS BoD. and Executive Committee. While the SRS By-Laws define the scope and rules for members and officers of the Society, which can only be changed by consent of the General Membership Body, this Code of Practice allows flexibility and can be readily adapted by the Board of Directors to accommodate planned and unforeseen circumstances in the Society.*

### **I. MEMBERSHIP**

SRS Membership runs from January 1 to December 31 each year. The SRS membership renewal cycle will begin in September each year. Staff will develop the renewal letter and send to the SRS President by September 30 of each year. Staff will also develop an ad to be included in the Nuclear Medicine and Biology Journal that outlines what SRS dues are used for and encourages individuals to renew online. The ad will run in the last two issues of the year.

The names and total number of SRS members must be rectified on January 31 of each year, between SRS Management and NMB/Elsevier.

In addition to regular e-mail blasts, membership renewal notifications will be distributed in the timeline outlined below.

<b>Date</b>	<b>Notice</b>
End of September	Email Blast
End of October	Renewal Notice Mailing (1)
Mid of November	Email Blast
Begin of December	Renewal Notice Mailing (2)
1 <sup>st</sup> week of December	Email Blast - --Last Chance for 12/31 Deadline!
1 <sup>st</sup> week of January	Renewal Notice Mailing (3) –Last Chance for NMB!
3 <sup>rd</sup> week of January	Email Blast – Last Chance for NMB subscription!

SNM Staff shall distribute the list of all SRS members who have not renewed by January 31 to the SRS Executive Committee for review. The Executive Committee will decide next steps with regard to further contact with the lapsed members.

Membership Reports will be provided quarterly (as included in the management report). Additional membership reports may be requested by the SRS President or Executive Committee member.

## **II. DUES**

Dues for membership in the SRS will be determined by the SRS Board of Directors. Dues are payable on January 1 of each year. SRS leadership will be notified by the staff when membership dues are delinquent. The rights and privileges of membership including voting, holding of office, committee membership, and the participation in meetings are suspended during the period of delinquency. Rights and privileges will be reinstated upon payment of arrears within the year. If a member wishes to renew in the middle of the year, he/she will pay the full dues amount and receive all back issues of the journal. SRS membership dues will be reviewed annually by the SRS Board of Directors during the summer Board meeting.

## **III. Bursary Policy**

### **A. Bursary Fund**

The Board of Directors will determine the annual bursary fund as part of the SRS budget process.

### **B. Bursary Disbursement**

1. ISRS: The Board of Directors will determine the amount of the bursary fund that will be devoted to ISRS Bursaries annually.
2. SRS Affiliated/Co-organized meetings (e.g. TERACHEM): The Board of Directors will determine the amount of the bursary fund that will be devoted to affiliated/co-organized meetings.
3. Remaining annual funds, not directed toward the ISRS or SRS Affiliated/co-organized meetings, will be disbursed to individuals and/or non-SRS co-organized educational workshops or courses. These workshops or courses must comply to the general educational goal of the SRS: educate young scientists in radiopharmaceutical sciences

### **C. Eligibility and Selection Process**

The Education Committee will strive to globally distribute individual bursaries and course/workshop support.

#### **1. ISRS and Affiliated/Co-organized Meetings:**

- a. The SRS will provide the ISRS or Affiliated/ Co-organized Meeting organizing committee with the total dollar amount of bursary funds available for the meeting.
- b. The ISRS or Affiliated/Co-organized Meeting organizing committee will select the recipients for the bursaries.
- c. The names of the recipients will be provided to the SRS.
- d. Funds will be disbursed to the individuals directly from the SRS.

#### **2. Individuals:**

- a. Eligibility – Trainee or Mentor must be a member of SRS
- b. Eligibility – Trainee is defined as a pre-doctoral graduate student or a postdoctoral fellow within three years of graduate degree award.
- c. Student must complete the “SRS Trainee Bursary Application”
- d. Student application would cover conference, workshop or course attendance
- e. SRS Education Committee will evaluate the applicant qualifications and the need. They will decide whether to fund the student bursary
- f. SRS Education Committee will determine the amount of the bursary

- g. Funding recommendation will be forwarded to the BOD for final approval and fund disbursement.
- 3. Educational workshops or courses:**
- a. Workshop or course content must align with the SRS mission – radiopharmaceutical science education.
  - b. One member of the organizing committee must be an SRS member in good standing.
  - c. Course/ workshop organizing committee will submit a “SRS Course/Workshop Support Application”
  - d. Funds may be requested to reduce the cost of all trainees attending the workshop or course.
  - e. SRS Education Committee will evaluate the support request and determine whether to support the educational activity
  - f. SRS Education Committee will determine the support amount
  - g. Funding recommendation will be forwarded to the BOD for final approval and disbursement.

#### **IV. Board of Directors Meeting**

SRS Board of Directors meetings will be held (face-to-face) during the SRS Biennial Meetings during the ISRS Symposia and in alternate years at a meeting site (e.g., SNM, EANM, etc.) selected by the SRS President . In addition, the SRS Board of Directors and/or Executive Committee will have quarterly conference calls (at least every four months). The SRS President may contact staff, at any time, to request a conference call. SNM Staff will work with the SRS President to identify the most convenient time for all members of the SRS Board of Directors.

In preparation for all SRS Board meetings and conference calls, SNM staff will develop a draft agenda (with relevant background information) at least one week prior to the conference call. Upon approval from the SRS President, SNM Staff will distribute the agenda and background information to the board for review, prior to the call. (Ideally meeting material should be distributed at least three days prior to the meeting to ensure enough time to review information.)

SNM staff is responsible for ensuring a quorum is present for the meeting and for taking the minutes, including all action items. The minutes will be sent to the President, for review, no more than two weeks after the meeting/conference call. Once the President has reviewed the minutes, staff will distribute the edited minutes to the Board of Directors for approval.

#### **V. Selection of Meeting Locations**

Applicants for future SRS-meetings may submit proposals to any SRS Executive Committee member no less than one month prior to the next ISRS meeting. Each proposal should include the specifics of the information and questions below. The applying individual, a scientist with high recognition and reputation in the field of Radiopharmaceutical Sciences, will present the proposal, to the SRS Board of Directors during the Board of Directors meeting at the ISRS meeting. The ISRS meeting Chair shall be responsible for the Scientific Program. Locations are selected four years in advance. (For example, the 2013 meeting site

was selected during the 2009 ISRS meeting). Consecutive ISRS meetings in the same geographical area are excluded.

All applicants should refer to the meeting proposal guidelines, as outlined below:

The format, i.e. the number of days should be approximately the same as in the past with an opening ceremony, a break in the middle, evening or pre-meeting workshops, and plenary speakers, at least two poster sessions, no parallel sessions. Radiopharmacology, radiopharmacy, targetry, etc groups/fields shall be adequately involved in the program.

The conference hall should seat at least 800 (but judging the membership for 2013 will be difficult).

There should be poster board space for up to 600 posters.

1. The city and the time of the year, where and when the symposium should take place, and the proximity to major meetings should be stated.
2. The number of hotel rooms that can be reserved (again up to 800) within reasonable travel distance.
3. An overview of transport possibilities to and from the city of the planned symposium.
4. Upon request by the local organizing committee or the BoD, the SRS-management office can be selected for assistance in organization of the meeting.
5. A proposal for the members of the scientific committee and the extent the BOD will be involved in the review process and the final program construction. At least half of the International Scientific Committee should be members of the BOD. Travel expenses for final program construction meeting should be included in the expenses for the meeting.
6. A general budget plan on the mix between company, grant support and registration fees. SRS members receive a reduction in the registration fee that is at least equal to the annual SRS membership dues.
7. A general plan for timelines for (pre)registration website, promotional activities, abstract submission and review deadlines, etc. in the broadest terms.

## **VI. COMMITTEES**

### **A. SRS COMMITTEES WITH EXECUTIVE POWER**

Committees established by the SRS By-Laws are the Board of Directors and the Executive Committee.

## **B. SPECIAL FUNCTION STANDING COMMITTEES**

The Standing Committees are composed of members from the SRS membership with the power to accomplish the functions specified in the Code of Practice.

- **Composition:**

The composition of a Standing Committee will be members of the SRS, unless otherwise specified. Standing Committees consist of a minimum of three members from the SRS including Chair, unless otherwise stated. The Chair of each Standing Committee selects members of the Standing Committee with approval of the Board of Directors. The President or his/her designee may be an “Ex-Officio” member of all committees, except the Nominating Committee.

- **Term:**

The term of the office of the member is limited to two years unless otherwise stated, and may be renewable for one further term.

### **1. Education Committee:**

The Education Committee generally consists of the President-Elect and at least two members of the SRS.

The duties of the Education Committee include:

- (a) Recommending to the SRS Board of Directors the dissemination of student bursary funds for educational programs or meetings other than the ISRS meeting.
- (b) Review documentation submitted from students/organizations in which bursary funding was dispersed, to ensure appropriate spending.

### **2. Finance Committee**

The Finance Committee consists of the Treasurer and at least two members of the SRS.

The duties of the Finance Committee include:

- (c) Determining the budgetary needs of the SRS
- (d) Working with Staff to preparing SRS’s financial reports for distribution and presentation to the Board of Directors
- (e) Review of the SRS’s financial records

### **3. Nominating Committee:**

The Nominating Committee consists of the immediate Past-President of the SRS, who will serve as Chairperson, and at least two SRS members appointed by the President with approval of a majority of the Executive Committee of the Board of Directors. The Chair and members will serve for one year. The President is not a member.

### **4. Membership Committee**

The Membership Committee consists of the President and at least two members of the SRS. It is the duty of the President to work with the SRS Management Office and

Elsevier to ensure that the membership roster and SRS membership list for the annual subscription of NMB are rectified by the end of February each year.

The duties of the Membership Committee include:

- (a) Supervision of the SRS’s membership roster
- (b) Evaluation of benefits offered to members
- (c) Recruitment of new members
- (d) Review of Elsevier rebate vs. total number of members
- (e) Make recommendation to SRS Board of Directors regarding dues increases

**C. Ad-Hoc COMMITTEES**

Special Ad-Hoc committees may be authorized by the SRS BoD or the Executive Committee. The members and Chair of these committees will be appointed annually by the President in consultation with the Executive Committee or the SRS BoD.

**VII. Election of BoD and Executive Committees**

SRS elections are conducted every two years. The year of the Election, SRS Management Staff will develop a “Call for Nominations,” to be sent to the SRS Membership. The Call for Nominations will be sent to the Immediate Past President, as Nominating Committee Chair, to review prior to distribution. Once approved, the call for nominations will be distributed to the SRS membership. Nominations can be sent to any one of the current members of the SRS Officers or Board of Directors for recommendation, who in turn will forward them to the SRS Nominating Committee.

SRS Officers or board members are expected to devote significant personal time and energy. They must be willing to provide the SRS critical leadership in maintaining and enhancing the Society, to provide service to SRS members, and to assist in advancing radiopharmaceutical sciences at the international level. SRS officers and board members should attend all SRS conferences and meetings.

Elected individuals will begin their term at the SRS Business Meeting during the Symposium on Radiopharmaceutical Sciences following the balloting.

The schedule below outlines the Election process and timeline. Please note: The timeline may change depending on the dates of the upcoming meeting.

<b>Date</b>	<b>Action</b>
mid-June	First Call for Nominations Sent to SRS Membership
Early August	Dead line for nominations to be sent to SRS BoD by SRS membership
Mid-August	Deadline for names of nominees be sent to the IPP*
Late September	All candidate materials sent to Charles Metzger
Late-October	First draft of Slate of Officers sent to Charles Metzger by IPP*
Mid-November	First Draft of Ballot sent to SRS Nominating Committee
Late November	Approval of Final SRS ballot by Nominating Committee
Early December	SRS Ballot sent fo membership

Mid January	SRS Election closes at midnight (CST)
Mid February	SRS Election Results delivered to the IPP*

\*IPP: Immediate Past President

### **VIII. List Rentals**

SRS will advertise list rentals as an effective way to reach out to decision makers within the radiopharmaceutical community. SRS will provide the following types of lists:

- SRS Members/Subscribers
- SRS Annual Meeting Attendees

Various list selects will be available, including: Member type, state/country and specialty. All list rentals will be processed in the SNM Membership Department.

SRS makes its mailing list available to the public on a RENTAL ONLY, one-time basis. Its contents remain the property of SRS. Lists may not be copied or transcribed, in whole or in part, for any reason or for any purpose. Usage of the list is limited to one mailing carrying the appropriate mailing piece or pieces approved by SRS at the time the list was requested. Any other unauthorized use of the list is unlawful.

### **IX. AMENDMENTS TO THE CODE OF PRACTICE**

Amendment of the SRS's Code of Practice will require approval by the SRS Board of Directors. The Executive Committee shall determine whether the Code of Practice needs amending. If deemed necessary, the amendment will be voted on by the Board. Board vote may be by postal or e-mail ballot or by vote at any Board meeting, where a quorum is present. A majority vote of those members voting shall be required to adopt changes in the Code of Practice. Proposed amendments for changes in the Operating Procedures shall be mailed to all Board members not less than two weeks prior to the next Board meeting. The Code of Practice of the SRS must be in keeping with general principles of the SRS Bylaws.