

# **AARM**

  

# **By-Laws**

**Revised: April 2016**

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## **ARTICLE I        NAME**

The name of this professional organization shall be the Alberta Association of Radiology Managers hereinafter referred to as the Association.

## **ARTICLE II        MEMBERSHIP**

All persons who wish membership must have their application reviewed by the Executive of the Association and made payment of such fees as prescribed by the Association. Membership will be granted at the discretion of those officers according to established guidelines.

Applicants shall present evidence of participation in administrative activities and education as detailed on the Application for Membership form.

Successful applicants will be notified by a letter of acceptance; including a copy of the Association's By-Laws, and by a Certificate of Membership presented at the next Annual General Meeting. For those new members unable to attend the next Annual General Meeting, their Certificate of Membership will be mailed to them at the convenience of the Secretary.

There shall be the following classifications of membership comprising the Association. The membership shall be comprised of the following classifications:

1. ACTIVE: Active membership shall be available to those individuals who are actively engaged in, and primarily responsible for, the management/administration of departments of Radiological Sciences and Imaging, and those individuals who routinely assume these duties in the absence of the manager/administrator. Other persons whose duties involve supervision and/or education will be considered for active membership.

Membership is available to persons employed in such departments in any hospital or private clinic in Alberta.

Active members shall have full membership privileges of holding office, serving on committees as chairpersons or members, making motions and voting.

2. ASSOCIATE: Associate membership is available to those persons not eligible for Active membership but who wish to contribute to the goals and objectives of the Association.

Associate members shall have similar privileges to active members except those of holding executive office and voting on by-law amendments.

### 3. LIFE MEMBERS:

#### Eligibility:

- i) Nominees should have a minimum of ten (10) years in the field of Radiological Sciences and Imaging except under extraordinary circumstances;
- ii) Must have served on the executive or a committee for the AARM;
- iii) Must have been a member of the AARM for a minimum of five (5) years;
- iv) No currently active committee member shall be eligible for nomination.

#### Procedure for Nomination:

- i) Requires the endorsement of the Executive and any one (1) active AARM member;
- ii) The sponsors shall submit a detailed account of the nominee's qualifications;
- iii) There may be one person per year to receive life membership. Additional life membership awards may be granted, on the discretion of the Executive Committee.

#### Election:

- i) Election to Life Membership shall be through secret ballot by the executive;
- ii) A majority is required to approve selection;
- iii) Life Membership shall be presented at Annual General meetings;
- iv) Membership fees shall be waived and life members shall enjoy full membership privileges.

## **ARTICLE III EXECUTIVE OFFICERS**

### **SELECTION OF OFFICERS:**

Nominations of Active members for the offices of Vice President, Secretary and Treasurer are raised at the Annual General Meeting of the Association. The

office of the President is assumed by the incumbent Vice President. Executive Officers are voted in by all members present at this meeting by secret ballot.

### TERMS OF OFFICE:

The term of Executive office shall be effective from the date of election to the completion of the next Annual General Meeting. The term of office for the Secretary and Treasurer shall be two (2) years with the option of stepping down after one (1) year. No one member shall serve more than two (2) terms in the same office.

The immediate past President should be available as a resource person to provide assistance to the current President as required.

Removal of officers shall be initiated by the membership through a Special General Meeting with documentation stipulating the reason for the required action.

The following officers of the Association shall be selected by the members of the Association, and each shall have the duties stipulated.

#### 1. President:

- i) shall preside over all meetings of the Executive and the general membership;
- ii) shall assure that all the affairs of the Association are properly managed, and all activities are in keeping with the objectives herein defined;
- iii) shall provide public relations liaison with other organizations as required;
- iv) shall ensure that the necessary Association forms are completed annually per Provincial Government Regulations;
- v) shall represent the AARM at related conferences or appoint a designate;
- vi) shall ensure all records of the Association are centrally archived.

#### 2. Vice-President:

- i) shall, in the absence of the President, perform the functions of that office;
- ii) shall otherwise support and assist the office of the President in the effective management of that office;
- iii) shall be Chairperson of the Nominations/By-Laws Committee.

3. Secretary:

- i) shall record all the proceedings effected at the meetings of the Executive Committee, Annual General meeting and Membership of the Association;
- ii) shall be responsible for all correspondence of the Association except that which is otherwise delegated;
- iii) shall receive a current membership roster prior to sending out dues notices;
- iv) shall mail, to newly accepted members, a letter of acceptance and a copy of the Association's By-Laws;
- v) shall mail, the Certificate of Membership to those new members unable to attend the Annual General Meeting.

4. Treasurer:

- i) shall maintain an accurate and up-to-date record of financial transactions of the organization;
- ii) shall have custody of these records and shall make them available to members upon request;
- iii) shall serve as a standing member of the Education Committee;
- iv) shall maintain a current membership file.

5. Website Administrator:

- i) Shall serve as a liaison between the Website Developer and Executive Committee.
- ii) Shall ensure that all website content is reviewed and approved by the Executive Committee.
- iii) Shall ensure that all website content is accurate and up to date
- iv) Shall serve when requested by the executive in a non-voting advisor role on committees
- v) Shall notify the executive of costs/expenses to maintain the website and options to enhance the website for the membership
- vi) Shall serve a term of two (2) years with the option to step down after one (1) year with no limit on the maximum consecutive number of terms served. The position will be posted by the nominations committee each year after the first two-year term, to allow other members to assume the role, if interested and approved by the membership by vote.
- vii) Shall ensure new administrators receive sufficient training to perform the duties
- viii) This role can be filled by associate or active members as the limited powers of the role distinguish it from other executive

office roles in that the role can advise committees when requested but has no official authoritative power.

6. Signing Officers:

- i) in any financial transaction undertaken by the Association, the signing officers shall be any two (2) of the Treasurer, President, or Vice-President.

## ARTICLE IV COMMITTEES

Wherever possible, the business of committees shall be conducted by correspondence. Travel costs shall be restricted.

The President shall be exofficio a full voting member of each committee and shall be in receipt of meeting notices, minutes of proceedings, and all other relevant materials having to do with these activities.

There shall be standing committees of the Association as hereafter stated:

1. EXECUTIVE COMMITTEE:

This committee shall consist of the president, Vice-President, Treasurer and Secretary.

The President will chair all meetings of the Executive Committee.

The Executive Committee shall be responsible for the management of the affairs of the association with a view to further professional growth and education of administrative people in Radiology Departments, as well as to promote strong professional presence, information exchange and peer support.

2. EDUCATION COMMITTEE:

In addition to the Vice-President, Treasurer and Secretary, there shall be a **minimum** of six (6) members at large of the Association named to this Committee by the current Executive within (2) months of the completion of the Annual General Meeting. At least three (3) of these six (6) members should be replaced annually.

The President of the Association will chair the first meeting of the Education Committee, at which time a Chairperson will be appointed.

The management of the Educational Programs which are to be presented at seminars/conferences are the responsibility of this committee.

The duties of the Chairperson of this committee are stipulated as:

- i) shall preside over all meetings of the Education Committee;
- ii) shall assure all the affairs of the Education Committee and education conferences are properly managed;
- iii) shall provide liaison with all conference speakers;
- iv) shall maintain the conference procedure manual as required;
- v) appoint a secretary, distribute minutes to the President and Education Committee members.

3. NOMINATIONS/BY-LAWS COMMITTEE:

This committee shall consist of three (3) members. The Vice-President shall be the Chairperson, and two (2) members shall be selected from the membership at large by the Executive.

This committee shall be responsible for providing a full slate of nominees to the Annual General Meeting for any vacant executive office; costs related to this function will be reimbursed by the Association. Further nominations may arise at the Annual General Meeting.

This Committee will also ensure that the By-Laws of the Association remain current.

## **ARTICLE V        MEETINGS**

1. EDUCATIONAL SESSIONS

A minimum of one Education Session per year will be provided for the membership annually in conjunction with the Annual General Meeting

2. GENERAL MEETINGS

An Annual General Meeting of the Association shall be held in the Fall of each year at a location determined by the Executive and Education Committee.

3. SPECIAL MEETING

Special General Meetings may be called by the Executive Officers of the Association or by written request from any ten (10) members of the Association. The purpose of the Special General Meeting shall be clearly stated in the meeting notice.

4. NOTICE OF MEETING

Notice of General and Special Meetings shall be provided to each member not less than sixty (60) days prior to the meeting, in writing.

5. QUORUM

A quorum for General and Special Meetings will be 20 members qualified to vote.

**ARTICLE VI**                      **FEES**

1. DETERMINATION

Annual fees for each class of membership shall be determined by the Executive of the Association and ratified by the membership at the next Annual General Meeting.

2. DUE DATE

Fees shall be due and payable on the 15th day of August each year.

3. DELINQUENT MEMBERS

Delinquent members will be required to pay non-member registration fees at subsequent Educational Sessions.

A single notice of membership dues in arrears shall be sent to the delinquent member after August 15 of each year. All membership privileges shall be suspended for persons whose dues are in arrears.

4. REINSTATEMENT

Reinstatement applies to members in arrears by no more than two years. Concurrent membership can be achieved by payment of concurrent annual dues. ie) \$120.00

Members can forego concurrent membership status in a two year period. In this case membership payment shall be the current year's dues plus a re-application fee of twenty dollars. (\$20.00)

For membership in arrears for more than two years please see termination bylaw Article VI Fees 5.0.

5. TERMINATION

Termination of membership shall be effected upon written resignation or non-payment when membership dues become more than two year in arrears.

Re-application will then be necessary for reinstatement of membership privileges.

## **ARTICLE VII FINANCES**

### **1. EXPENSES INCURRED BY MEMBERS**

Reasonable expenses incurred by members on behalf of the Association shall be reimbursed.

Statements and receipts should be submitted to the Treasurer.

No other remuneration shall be provided to the members, unless approved by the Executive.

### **2. FISCAL YEAR-END AND AUDIT**

The fiscal year of the Association shall be January 1 to December 31.

The books, accounts and records of the treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the Association appointed for that purpose.

The books, accounts, and records of the Association may be inspected by members upon written request to the Treasurer for review at the Annual General Meeting.

### **3. BORROWING POWERS**

Borrowing Powers shall be conferred upon the Executive of the Association only upon written approval of two-thirds of the membership.

In all instances, the precise purpose and specific limitations shall be clearly and concisely stated in the petition to the members.

## **ARTICLE VIII SEAL**

The official seal of the Association shall be the design which appears on these By-Laws. The Executive shall have custody of the Seal, and shall apply it only to documents which are of sufficient importance to warrant that authority.

## **ARTICLE IX                      DISSOLUTION**

In the event that it becomes necessary to dissolve this organization, all physical properties of the Association shall be converted into cash assets and, together with whatever monies are remaining after all outstanding financial claims are satisfied, shall be remitted as a donation to a registered charitable agency in the health care field selected by the Executive.

## **ARTICLE X                      AMENDMENTS**

The By-Laws of the Association may be amended at any business meeting of the Association by a three-fourths majority vote of the ACTIVE members present; provided that the proposed amendments were submitted in writing to the members not less than sixty (60) days prior to the meeting.

## ARTICLE XI

## AUTHORITY

These By-Laws are established and effective on this, the 18th day of September, 2014.

Revision date September 18, 2014 as per Annual General Meeting vote from membership.

Revision Articles:

Article II Membership

Associate

Life Member nomination process

Article III Officers

Section 5 Signing Officers (i)

Article IV Education Committee

Article V General Meetings

Article VI Fees

Section 2 & 3 membership dues due date modified to August 15<sup>th</sup>

Section 4 & 5 Reinstatement and Termination

The undersigned on behalf of the membership, attest to the authority vested in this document.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
VICE-PRESIDENT

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
TREASURER