

ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Rules of Operation May 2006

Updated March 2007, March 2009, March 2012, April 2013,

April 2014, March 2016, May 2018, April 2019, April 2021,

March 2022, April 2023, April 2024, February 2026

Article I – Name

The name of this association shall be the Association of Program Coordinators in Radiology, hereinafter known as the Association or APCR.

Article II – Purpose

The purposes of the organization will be:

- A. To encourage excellence in the administration of radiology residency and fellowship programs.
- B. To provide educational opportunities in the field of graduate medical education and residency and fellowship program administration.
- C. To provide a forum for professional growth and a means for exchange of information.

Article III – Membership

- A. Criteria for eligibility for membership will be appointment as a program coordinator, administrative assistant, or any other administrative capacity in any graduate medical education program in any residency program in Diagnostic Radiology, Interventional Radiology, Nuclear Medicine, or any subspecialty fellowships. Applications from other members of the GME community or affiliated radiology organizations, such as the ACR and the AIRP, may be considered by the Chair of the Membership Committee and appointed by the Board of Directors as non-voting members. Non-voting members are not eligible to hold office.
- B. Membership applications will be reviewed by the designated management company of the Association of Program Directors in Radiology to verify eligibility.
- C. Members will automatically become Coordinating Members of the Association of Program Directors in Radiology, hereafter referred to as APDR.
- D. Any active member who terminates their position and or otherwise no longer meets the criteria for membership in the Association shall be required to inform the Association of the change in status. Members will be granted a 6-month grace period to transition to new employment in radiology before membership is terminated.

E. Emeritus Members: Retired program coordinators may continue as a member of the Association in the emeritus category. Emeritus members shall retain all the rights and privileges of regular membership, but shall not pay dues, hold office or vote.

Article IV – Organization

A. Officers: The officers of the Association will be President, President-Elect, Treasurer, Secretary, and Immediate Past President.

B. Board of Directors. The Board of Directors shall be comprised of each Officer and three Members-at-Large. Each Member-at-Large shall be elected by a vote of the majority of APCR active members present and voting at the annual meeting. In addition, the Board of Directors may appoint up to two alternate directors (each an “Alternate Director”). The Alternate Directors shall attend meetings of the Board of Directors but shall not possess the rights or responsibilities of the Officers or Members-at-Large.

C. The Officers shall serve a term of one year, subject to the officer’s death, resignation, or removal.

D. The President-elect will succeed automatically to the presidency at the conclusion of the annual meeting each year. At that time, the Treasurer will become the President-elect, and the Secretary will become the Treasurer. The President will succeed to Immediate Past President status. Given this succession of officership, the Association will appoint a new Secretary annually from among the Members-at-Large. Upon an individual serving three years as a Member-at-Large, he or she shall become the Secretary. In the event the Office of Secretary is vacant but either: (i) no individual has served as a Member-at-Large for three years; or (ii) there are two individuals with equal seniority serving as Members-at-Large, the selection process for appointing one of the Members-at-Large to the Office of Secretary would use these guidelines: a) Seniority/tenure in APCR-the person with more seniority in the Association would be chosen first. b) Involvement level in APCR-if both persons have equal seniority in APCR, the person who is most actively involved in the Association and/or is/has chaired a committee will be chosen first. Only in cases where an officer is unable to fulfill the responsibilities of office will additional officers be elected.

E. Any officer or member of the Board of Directors may be removed from office by a two-thirds majority vote of the remaining members of the Board of Directors whenever in its judgment the best interests of the Association would be served by such removal.

F. If any APCR officer or member of the Board of Directors resigns or is removed before their term is completed, the next individual in line in succession for that role under Article IV.D. and Article VI moves up to fill that position till the end of the term. The succession of the rest of the board will also move up in order of their roles.

G. New offices can be created and filled by majority decision of the Board of Directors. An officer elected to fill a new office will serve the designated term of office, or until his or her death, resignation, or removal.

H. A term year shall be defined as the period of time from the conclusion of one annual meeting until the conclusion of the next annual meeting.

Article V – Duties of Office

A. It shall be the duty of the President to call and preside at all meetings of the Association 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 Board of Directors. The President or designate shall be the spokesperson of the Association upon public issues within the area of interest of the Association and shall represent the Association on issues relating to other professional organizations. The President will present proposed changes in the Rules of Operation to the Board of Directors for approval by electronic vote or at the annual spring board meeting. To the extent necessary and consistent with the other Rules, the President or the President's designate will appoint committees and representatives of the Association. 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.

If the President's home institution will not financially support attendance at the annual meeting, and when the chairman or director of the institution or department has provided the Association with a letter stating that the institution will not financially support attendance at this mandatory meeting, the Association will reimburse the President for costs associated with meeting registration, travel, and related expenses, up to \$3000.

B. In the absence of the President, the President-elect shall preside and carry out all the duties of the President. The President-Elect shall serve as Chairman of the Program Planning Committee.

The President-elect, as Chairman of the Program Planning Committee, shall oversee all APCR programming at the annual meeting. If the President-elect's (or his/her designee's) home institution will not support attendance at this meeting, and when the chairman or director of the institution or department has provided the Association with a letter stating that the institution will not financially support attendance at this meeting, the Association will reimburse the President-elect for costs associated with meeting registration, travel, and related expenses, up to \$3000.

C. The Treasurer will be the principal financial officer of the Association and will be responsible for the maintenance of the financial records of the Association. Association funds will be received and administered by the designated management company of the Association of Program Directors in Radiology, and the Treasurer will coordinate with the designated APDR staff to ensure that complete financial records are maintained. The Treasurer will work with the APCR officers to create the annual budget to submit for APDR approval. The Treasurer shall present the annual financial report and the current budget at the annual meeting. The Treasurer also serves as the APCR's liaison with APDR for the year term along with the radiology program director from their institution. The Treasurer will create a report to be presented on APCR's behalf at the annual APDR meeting with guests at the RSNA or virtual meeting in December and at the APDR meeting with guests at the annual AAR meeting in the Spring.

D. The Secretary is the chief information officer of the Association and will be responsible for ensuring that the Association's records are created and maintained. The Secretary shall set up the calendar invitations with zoom links for the meetings, send reminders with the set agenda for upcoming board of director and committee chair meetings, record the proceedings of the meetings, report unfinished business of previous meetings, and send minutes to the board of directors for approval. The Secretary will preserve all books, records, papers, and articles belonging to the Association via basecamp.

E. The Immediate Past President helps provide guidance to the President and the rest of the officer group for an easy transition of roles within the Association. The Immediate Past President will mentor the Alternate Directors and incoming Board Member-at-Large, helping them learn how the board of directors works. The Immediate Past President will work along with the other officers on budget and special events to be proposed to the APCR Board of Directors for approval.

Article VI – Board of Directors

Board of Directors. The Board of Directors will consist of the President, President-elect (who is chair of the Program Planning Committee), Immediate Past President (who is chair of the Nominating Committee), Treasurer (who is chair of the Finance Committee), Secretary, and three additional active members. Members are appointed to the Board for eight years, including three years as Members-at-Large followed successively by one-year terms as Secretary, Treasurer, President-Elect, President and Immediate Past President. During the initial three years on the Board, each board member will be assigned chairmanship of a committee whenever possible. Board members may advance more rapidly if there are unexpected resignations from the Board. The Board of Directors is empowered to conduct the business of the Association between annual meetings. In the event of the resignation, removal, or death of any Member-at-Large, The Board of Directors will hold the option to designate an Alternate Director to serve as a member-at-Large until the next annual meeting. The Immediate Past President remains on the Board as an ex officio member for one year. All past presidents should meet during the annual meeting and present any suggestions they have to the Board of Directors.

Article VII – Committees

The Association will have standing committees. To the extent these Rules do not otherwise specify a committee's chair, the President shall choose the committee's chair. Unless otherwise specified, the term for all committee appointments is one year, with eligibility for reappointment annually for a period of five years. Elevation to chairmanship of a committee from within a committee will be considered a new appointment. Each committee will include a chair. Members volunteer to serve on committees and can be added to serve on a committee anytime during the year. Committees are required to submit reports with committee listings to the President and APCR Officers group twice a year, once in July/August and once in January/February. The committee reports will be hosted in basecamp. The committee chairs will report updates of their committees and bring new proposals at quarterly committee chair meetings.

Article VIII – Annual Meeting of Members

A. There will be at least one annual meeting in conjunction with the meeting of the Association of Program Directors in Radiology. All members will be notified of the date and place of the annual meeting by designated APDR management.

B. The Board of Directors may elect to hold additional meetings at its discretion, at a time and place to be designated by the President. Notice of such meetings, including a statement of the business to be conducted, shall be sent to each voting member no fewer than 30 days before the date of such meeting.

Article IX – Amendments

The Rules of Operation may be amended or repealed and new rules of operation may be adopted at any time by a majority vote of those active members in good standing, provided that written or electronic notice of the proposed amendment(s) is given at least 14 days in advance. Proposed changes to the Rules of Operation will be presented by the APCR President to the APDR Board of Directors for approval. If rules changes are approved by the APCR Board of Directors, they will then be presented to the APCR members for ratification by electronic vote or at the annual meeting.

Article X – Dues

- A. Annual dues of the Association shall be established and determined by the Association of Program Directors in Radiology (APDR). The fiscal year will be determined by the Board of Directors.
- B. Annual dues will be charged and will be payable to the APDR. They shall be considered past due three months after the due date, and the benefits of membership shall be suspended by the Board of Directors. The suspended member will have the right to reapply for membership upon payment of dues in arrears.
- C. Dues for members who join after the beginning of the current fiscal year will be prorated.

Article XI – Contracts, Checks, and Deposits

- A. Contracts: APDR staff, at the direction of the APCR Board of Directors, will enter into any contract or execute and deliver any instrument in the name of and on behalf of the APCR.
- B. Checks, Drafts, Etc.: All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the APCR shall be signed by APDR staff.
- C. Deposits: All funds of the APCR shall be deposited from time to time to the credit of the APDR in such banks, trust companies, or other depositories as determined by APDR management.
- D. Gifts: Any officer or the President may accept on behalf of the APCR any unrestricted or unconditional contribution, gift, bequest, or device for the general purposes or for any specific purpose of the APCR. Any restricted or conditional contribution, gift, bequest, or device may be accepted only by the Board of Directors on behalf of the APCR.