

How to Start an SVU Affiliated Chapter

(Revised November 2010)

“I truly believe that if it were not for those SNIVT, SVT, and SVU members who have come before us, volunteering their time, money and effort to promote the field of vascular technology/ ultrasound, I would not have a job right now in a profession that I love. If you get involved, you help shape the changes that will come.”

—Joseph P. Hughes, RVT RVS FSVU, Taunton, MA

JP is not alone, nor are you...

We hope this Chapters Information Kit will provide encouragement as well as practical information on how to start a chapter in your area. Feel free to copy, edit and use any of the information here.

CONTENTS

Introduction	2
Getting Started	3
Detailed Guidelines	5
Sample Introductory Letter	7
Sample Survey of Prospective Members	8
Sample Meeting Announcement	9
How to Take Minutes	10
Rules of Order	11
Financial Considerations	12
Sample Bylaws Outline	13
Sample Bylaws	14
Affiliation With SVU	19
SVU-CMEs: One of Your Most Valuable Benefits	22
Affiliated Chapter Guidelines	23

Introduction

The Society for Vascular Ultrasound (SVU) welcomes as potential affiliated chapters local organizations dedicated to the advancement of noninvasive vascular technology. SVU's chapters are primarily educational organizations, and most have been formed to meet the needs within a small geographic community for accessible educational programs and resource networks. Check to see if there already is an active chapter in your region. If not, perhaps now is time to begin one?

This Information Kit has been designed to help local organizations form, develop and become affiliated as SVU chapters. It includes detailed descriptions of everything you need to get a Chapter started from an introductory letter and survey of prospective members, to sample Bylaws and meeting management information. It may seem somewhat daunting, but the intent is to provide as much information as possible to assist members that want to establish a viable local organization. And, if you are considering taking on this task, realize you are not alone. Not only are there likely to be colleagues in your area interested in networking and having local educational opportunities, and SVU has Regional Chapter Advisors that are here to help and guide you thru the process. <http://www.svunet.org/i4a/pages/index.cfm?pageid=3325>

We want you to succeed, because a strong national organization depends on membership involvement, and Chapters provide the basis for this to happen.

Is establishing a chapter important? Read; Managing Continuing Medical Education on the Local Level and Other Benefits of an Active Local Chapter by Cliff Araki, PhD RVT
<http://www.svunet.org/i4a/pages/index.cfm?pageid=3326>

A big initial benefit is that SVU can provide up to 8 CMEs for your first meeting if you file an Application of Intent to start a Chapter. The Application of Intent can be obtained at http://www.svunet.org/files/chapters/Chapter_Application_of_Intent.pdf. If you wish, you can review the Affiliated Chapter application, but it is suggested you first submit the Application of Intent and contact your Regional Chapter Advisor. http://www.svunet.org/files/public/chapter_application.pdf

Note: You can access the above documents at <http://www.svunet.org/>

A strong piece of advice is that organizations sometimes plan unrealistically, taking on unlikely projects or setting unachievable timetables. Always plan carefully and allow for contingencies. Nurture your resources. The best way to succeed is to keep the organization responsive to its membership and to keep the members aware of their responsibilities. You should continually reassess your members' needs and areas of interest, encourage their involvement, and seek opportunities to groom potential officers and speakers.

Getting Started

Assess Need: The first job is to assess the need for a local vascular ultrasound society in your area. A good way to do this is by sending out an introductory letter and survey to your potential membership. Start a mailing list of these people by contacting other vascular labs, local hospitals, and the sales representatives of ultrasound equipment companies. Ask the people you contact to provide other names. Manufacturer representatives are usually willing to join your group for the opportunity it affords to meet your members. They can be solicited for contributions to provide refreshments or defray other legitimate costs for your meetings, but keep this on a professional basis and acknowledge their sponsorship equally.

Initial Meeting: If your survey indicates sufficient interest in forming an organization, the second step will be to hold a meeting. It is not unreasonable to have a pre-meeting planning session with a few of the interested people. A good speaker with a relevant topic will encourage attendance, and this should be an early consideration. Check with local hospitals regarding meeting room availability and requirements. Offering educational credits also may be an incentive. SVU may be able to provide SVU-CMEs for your meeting; the SVU CME Information Kit and application are on the SVU website (<http://www.SVUnet.org>), from the office (tel: 800-788-8346) or email the Membership Director from the SVU website

Interim Officers: The next step in forming an organization will be to select an interim, or pro tem president and secretary, who will serve in those capacities for the initial business meeting(s) and until bylaws are adopted. The President should provide oversight and help in setting the direction of the organization and in the planning and execution of the first few meetings. The Secretary is responsible for maintaining the membership list and mailing meeting announcements. The Secretary is also responsible for minutes of business meetings. See How to Take Minutes (Page 10) in this Kit. Minutes provide a written record of the organization's activities, allowing members unable to attend to keep informed, and help achieve orderly progress toward established goals. Minutes also can be a useful tool for the leadership, providing information on the history and direction of the group, particularly in how problems were solved or created in the past. Should any legal implications arise out of the actions of the group (unlikely as that is); minutes provide a record of when and why these actions took place.

Committees: Organizations may fail if one person, or just a few people, assumes all the responsibility for the group. If those founders move or suffer from burnout, the group may disintegrate. Divide the work of the organization into committees and appoint people to specific tasks. This not only allows more to get done, but also involves the membership, grooms future leaders, and furthers the goals of the organization.

Bylaws: At this point in the process, the potential members should discuss the purpose and goals for the organization and choose a name. It is also common to appoint a Bylaws Committee, which is assigned the task of drafting bylaws. See Sample Bylaws (Page 14).

Educational Meetings: Recognizing that most organizations that seek to become affiliated SVU chapters are dedicated to education; this information kit provides some general meeting planning guidelines:

NOTE: SVU Affiliated Chapters are prohibited from scheduling a meeting either 30 days before or 30 days after the SVU Annual Conference.

Decisions also should be made about dues and future meetings; i.e., how many and what type will be held and where. It is a good idea to appoint or select someone to make arrangements for meeting facilities and speakers. This task can be rotated among the members.

When setting a date and time for the meeting, try to avoid conflicts with holidays and allow for travel time. Try to find a location central to the potential membership. Most hospitals can make meeting rooms available through their educational departments or a "host" lab may be suitable. Try to gauge the number of people expected when seeking a meeting site.

Announcements about the meeting should be mailed at least two-three weeks in advance. After each meeting, someone, preferably the person who invited the speaker, should write a thank you letter on behalf of the group. This is not just a courtesy; good relations with speakers are a valuable asset.

Speakers should be knowledgeable and good presenters in order to stimulate attendance. However, think about allowing some time to develop the speaking skills of the members too. Case presentations may be a good way to achieve this.

Detailed Guidelines

This section of the Chapters Information Kit provides detailed guidelines and suggestions for the steps outlined above.

Assess Need

1. Contact other technologists.
Suggestion: Make sure interest is present (most necessary ingredient) among people in your area.
2. Create a mailing list.
Suggestion: Augment list through professional contacts, manufacturer representatives, and local hospitals. Check telephone book for private labs. Contact SVU national office for help.
3. Send an introductory letter with a survey form (Samples are included in this kit).
Suggestion: Stress potential benefits of local chapter. Survey topics of interest, best times and locations for meetings.

Organize Initial Meeting

1. Consider surveyed needs regarding location, speaker/topic, and agenda.
Suggestion: Find a good "host" facility with a central location. Consider physical and social environment.
Suggestion: Select a good guest speaker with a pertinent topic.
2. Set the date
Suggestion: Give speaker sufficient lead time and a compatible date.
3. Plan arrangements.
Suggestion: Determine speaker needs (i.e., projector, blackboard) and refreshments.
4. Publicize meeting: prepare and send meeting announcement (see sample on Page 9 in this kit).
Suggestion: Contact SVU to announce meeting in *e-Spectrum*. Place announcements in local medical publications and have announcements made at local medical meetings, if possible. Also, put up meeting signs in host facility.

Initial Chapter Meeting

1. Welcome
Suggestion: Start on time. This is very important.
2. Introduce speaker.
Suggestion: Be brief.
3. Presentation.
4. Discussion.
Suggestion: Try to stimulate discussion of speaker's topic, perhaps prepare questions in advance.
5. Break/refreshments.
Suggestion: A chance to meet each other.
6. Conduct business meeting.

Initial Business Meeting

1. Follow prepared agenda.
Suggestion: Planning is important.
2. Discuss purpose of group.
Suggestion: A chapter's main goal is to provide education. The group as a whole should establish a statement of purpose to help draft bylaws.
3. Choose a name for the group.
4. Select temporary officers and contact person.
Suggestion: Consider President and Secretary Pro Tem to keep group going until bylaws are adopted.
5. Select a Bylaws Committee
Suggestion: Two or three people are probably best.
6. Arrange next meeting.
Suggestion: Select "host" for next meeting.
7. Open discussion.
Suggestion: Always allow for membership input.

Subsequent Meetings

1. Adopt Bylaws.
2. Discuss budget and dues.
Suggestion: A chapter needs financial support for postage, bookkeeping, supplies, and telephone expenses. Refreshments may be donated, budgeted, or "pot luck."

Between Meetings

1. Write thank you letter to speaker.
2. When second meeting is set, notify members.
Suggestion: Announce location, date, time, topic, and speaker. Make chapter name prominent. Include map if possible. Make sure directions are clear and complete. MapQuest www.mapquest.com or Google Maps maps.google.com or other map sites may be helpful.

Later

1. Maintain records.
Suggestion: Update membership lists from meeting sign-in sheet, include email addresses.
2. Begin to consider ways to keep membership active between meetings.
Suggestion: Try to augment mailing list.
3. Keep assessing membership needs.
4. Set up other committees as necessary.
6. Consider becoming an Affiliated Chapter of SVU (See Affiliation Application, Application of Intent).

Sample Introductory Letter

Hello:

I am writing to you because I believe we have a common interest in vascular technology. I invite you to help me establish a local organization dedicated to vascular technology. Rapid advances occurring in our profession make it important for us to keep abreast of changes. Local meetings could address this need.

Another advantage to a local organization is the opportunity to share our experiences. Often, others have resolved or know who to contact to resolve the problems, equipment troubles, or unusual test results that may be bothering you. Just the opportunity to share information can provide an invaluable network. Some organizations have established study sections for the registry examinations. Others have shared forms, job descriptions, or protocols. There are many significant possibilities, if we are willing to share and work together.

The biggest advantage can be to our patients. The more we learn about our profession, the better we can serve the people we study.

The first meeting will be primarily organizational, but we can include a talk on the subject of interest. The location, time, and topic depend on the response to the enclosed survey.

Please take a moment, fill out the survey, and return it promptly.

Help spread the word about this proposed meeting among your professional contacts who also may be interested in vascular technology. Have them contact me if they wish to be included on the mailing list.

Thank you,

Name:

Address:

Telephone Number/Email:

Sample Survey of Prospective Members

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

1. Would you be interested in participating in a regional society for vascular ultrasound?
☐ Yes ☐ No (If no, you need not answer the following questions, but please return the survey and I will remove your name from the mailing list.)

2. Which areas are you interested in? (Please check **all** that apply.)
☐ Cerebrovascular ☐ Extracranial ☐ Intracranial (TCD) ☐ Peripheral arterial
☐ Peripheral venous (including insufficiency) ☐ Abdominal vasculature
☐ Other: _____

3. Is your laboratory accredited?
☐ Yes ☐ No (If no, are you considering accreditation? ☐ Yes ☐ No)

4. Are you interested in obtaining educational credits? ☐ Yes ☐ No

5. Are you interested in taking a registry examination for vascular ultrasound? ☐ Yes ☐ No

6. What location would be most convenient for holding a meeting? Please indicate best or second best
a. Place, e.g., Albuquerque _____
b. Place, e.g., Santa Fe _____
c. Place, e.g., Farmington _____

7. What day of the week and time would be best to meet? _____

8. What vascular diagnostic equipment do you use? _____

Please feel free to make comments. Also, if you know of anyone in our area working in this profession who did not receive this letter, please make a copy and pass it on, or send me their name and address.

Thank you. I look forward to working with you in the near future. Please return the survey to:

Name _____

Address _____

Telephone Number/E-mail _____

Sample Meeting Announcement

Dear Friend in Vascular Technology:

Greetings! It is my pleasure to announce the first meeting of a local group of people interested in vascular studies.

Date: January 15, 2011

Time: 1:00 p.m.

**Place: Southwest Room, Second Floor, Haven Hospital
200 Central Street, Boston, NM
Parking is available in the visitor's lot across the street.**

We are honored to have Dr. Ralph Goodbody, Professor of Vascular Surgery, as our first speaker. Dr. Goodbody will be speaking about the Pre-Operative Evaluation of Vascular Patients and the Vascular Laboratory.

We also will conduct a business meeting, following the guest speaker, to establish a chapter of vascular technologists in our area to provide continuing education.

Anyone with an interest in vascular technology is welcome to attend. Please help pass the word to your professional contacts. Refreshments will be served. If you cannot attend, but wish to be notified of future meetings, please let me know.

Thank you,

Name _____

Address _____

Telephone number/Email address _____

Meeting announcements should always include who, what, when, where, the topic and speaker, and any important business to be conducted. If possible, provide a map to assist members in finding the location. Indicate parking availability. Also include the name, e-mail address, and telephone number of your contact person. If future meetings are planned, you may want to include the date(s), or a calendar of events. If you keep minutes, the minutes of the last meeting may be enclosed to keep your members informed. This may facilitate dispensing with the reading of the minutes at the business meeting.

How to Take Minutes

It is the job of the Secretary, or designated substitute, to make notes at business meetings. Committees also may keep minutes; this is a good practice.

1. Always begin with the following information.
 - a. Name of your group;
 - b. Time, date, and location of meeting;
 - c. Type of meeting (regular, committee, special);
 - d. Name and title of presiding officer;
 - e. Name of secretary and person taking minutes (if different); and
 - f. If a small group, include the names of those present.
2. Record all business briefly and without personal comment.
 - a. Record motions in full, including the motion in the exact words used and the action taken;
 - b. Record motions even if defeated.
3. Main points of discussion can be included in the minutes, but every word said does not have to be recorded. Procedural motions do not have to be included, unless there appears to be conflict.
4. The minutes should be written from the notes made during the meeting, as soon as possible, following the meeting.
 - a. Keep minutes in a permanent binder;
 - b. Maintain margins and double space for corrections if needed; and
 - c. Notes or rough drafts must be kept, to refer to if problems arise.
5. Minutes can be copied and distributed, or otherwise be made available to the membership. The reading of the minutes of the last meeting may be waived by consent of the members. If minutes are to be read, read clearly and slowly from the permanent copy. Minutes must be approved at each meeting.

Rules of Order

Note: Most chapters do not need to strictly follow rules of order. But if there is contention within the membership, the rules can greatly minimize difficulties in resolving issues. While meetings, particularly the first one, do not need to be formal, a set of rules can help people work together better. Robert's Rules of Order is the most commonly used guide for meetings. Rules should not inhibit the presentation of ideas or decision making, nor should they allow a meeting to drag on. A good leader will keep the meeting moving, call for common consent votes if the membership appears unanimous on an issue, and see that both sides are presented if there is conflict.

Order of Business

1. Call the meeting to order
2. Reading of the minutes of the previous meeting
3. Treasurer's report
4. Committee reports
5. Old business
6. New business
7. Adjournment

Quorum

A quorum is the minimum (usually a majority) number of officers and members of the chapter who must be present for the valid transaction of business.

Obtaining the Floor

Before a member can make a motion or address the assembly in debate, it is necessary that he/she should obtain the floor—that is, he/she must rise after the floor has been yielded and address the presiding officer by his/her official title ("Mr. Chairman" or "Mr. President" or if the officer is a woman "Madam Chairman" or "Madam President"). If the assembly is so large that the member's name may not be known to the chair, the member should give his/her name as soon as he/she catches the eye of the chair after addressing him/her. It is out of order to be standing when another person has the floor. If the member is entitled to the floor, as shown hereafter, the chair "recognizes" him/her, or assigns him/her the floor by announcing his/her name.

Motions and Resolutions

A motion is a proposal that the assembly take certain action, or that it express itself as holding certain views. It is made by a member obtaining the floor as already described and saying, "I move that" (which is equivalent to saying, "I propose that), and then stating the action he/she proposes to have taken.

Second Motions

As a general rule, with specific exceptions, every motion should be seconded. Nominations do not require a second. A motion is seconded by a member saying "I second the motion," or "I second it," which he/she does without obtaining the floor, and in small assemblies without rising. If a motion is not quickly seconded, the chair may request a second.

Debate

After the chair has stated a question, it is before the assembly for consideration and action. No one can speak longer than three minutes at a time without permission of the assembly. Speakers must address their remarks to the presiding officer, be courteous in their language and deportment, and avoid all personalities, never alluding to the officers or other members by name, if possible to avoid it, nor to the motives of members. No member shall speak more than twice during the same day to the same question and no member can speak a second time to a question as long as any member desires to speak who has not spoken to the question.

Reference: Robert's Rules of Order Newly Revised, 10th Edition, Perseus Publishing, Cambridge, MA 2000.

Financial Considerations

When you begin to hold meetings, you will find that you need a source of income. Initially you may only need to pay for printing and postage costs. Later you may find you need to buy additional office supplies, to pay for checks at the bank, to purchase gifts, to pay speaker honoraria, or to pay for SVU-CMEs and the Chapter Affiliation fee. One way to deal with the financial issue initially is to ask for a voluntary donation from each attendee at the meeting. After your group becomes more organized and you develop bylaws, you will want to consider collecting dues. Even a nominal fee per member may be sufficient to defray your expenses. Sometimes a manufacturer may donate a sum of money to your organization, either as a show of support or as a sponsorship of a function (i.e., a reception following a meeting).

When significant sums of money become a reality, you will want to open a bank account, preferably either a checking account or a savings account on which you can write checks. These accounts should require two officers' signatures on the application so that either one of the officers can have access to the account. It is very important to keep accurate records at all times of all monies received and disbursed by your group, even from the beginning.

Once your organization has a significant income from dues, donations, etc., you may want to consider applying for a tax-exempt status from the Internal Revenue Service (IRS) and the state or local governing body. Once you become a tax-exempt organization, you will not have to pay income tax on your income. However, you will still have to file certain forms with the IRS. When you get to the point of applying for tax-exempt status, a consultation with a certified public accountant will be worth its cost. The application process is a time consuming one, don't get discouraged!

Please note that the Internal Revenue Service requires that you maintain records. You could be liable to file tax returns whether or not you have tax-exempt status.

Sample Bylaws Outline

Article I. NAME The name the group has chosen

Article II. PURPOSE the reason for forming the group, its goals and objectives

Article III. MEMBERSHIP

Section 1. Membership Eligibility

Section 2. Membership Categories

Section 3. Application for Membership

Section 4. Membership Privileges and Limitations

Section 5. Membership Fees, Dues and Assessments

Article IV. MEETINGS When or how often regular meetings will be held or how a regular or special meeting may be called

Article V. GOVERNANCE The Board of Directors eligibility, election, and tenure, how to fill a vacancy, and causes and procedures to remove officers and/or board members

Article VI. DUTIES OF OFFICERS

Section 1. President

Section 2. Vice President

Section 3. Secretary

Section 4. Treasurer

Article VII. STANDING COMMITTEES

Section 1. Finance

Section 2. Membership

Section 3. Program

Section 4. Nominations

Section 5. Bylaws

Section 6. Publications

Article VIII. SPECIAL COMMITTEES

Article IX. DISSOLUTION

Article X. AMENDMENTS OF BYLAWS

STANDING RULES

Sample Bylaws

Article I. NAME

The society shall be known as _____,
(Society Name)

Hereafter referred to as _____ or the Society.
(Abbreviation/Acronym)

Article II. PURPOSE

This Society is organized exclusively for scientific and educational purposes as a non-profit organization. It shall be so conducted that no part of its income and earnings shall benefit any member, director, officer, or other individual. Upon dissolution, any assets of the Society shall be distributed to an organization enjoying an exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986 or Successor Statutory Authority.

The purpose of this organization shall be to:

1. Provide support for area vascular technologists by means of educational programs and sharing of information.
2. Provide an opportunity for continuing education.
3. Operate as a non-profit organization for scientific and educational purposes.

Article III. MEMBERSHIP

1. **Membership Eligibility:** Membership is a privilege and not a right, and is contingent upon compliance with these bylaws. No person shall be accepted unless that person is of good moral character and follows professional ethical standards.
2. **Categories of Membership:**
 - 2.1 Regular Member: Any person with an interest in the vascular diagnostics profession who has joined the society.
 - 2.2 Charter Member: Persons who were members of the Society as of _____ (Month) _____, _____ (Year) _____ will be considered Charter Members.
3. **Application for Membership:**
 - 3.1. An application form shall be completed by the applicant and submitted to the Membership Committee for review and subsequent action in accordance with these bylaws. The applicant shall receive a copy of these bylaws with the notification of acceptance.
 - 3.2. Membership shall not be denied because of race, color, gender, ethnic background, or national origin, and shall be open to all who share in its purposes.
 - 3.3. Resignations shall be accepted by the Membership chairperson. Dues shall not be refunded.
 - 3.4. The Board of Directors shall have the right and privilege to terminate the membership of any persons at any time if the member falls into disfavor professionally or fails to comply with the objectives of the Society.

4. **Membership Privileges and Limitations:** Regular members shall be entitled to vote on any question coming before a meeting of the members, to hold appointive and elective office, and to attend all meetings and functions of the Society.
5. **Membership Fees, Dues, and Assessments:**
 - 5.1. Members shall pay an annual fee to be determined by the Board of Directors.
 - 5.2. Annual fees shall be payable on January 1 of each year or upon acceptance into the organization.
 - 5.3. Applications for membership received after July 1 of each year shall pay a prorated fee of one half of the current dues.
 - 5.4. All members whose dues are 90 days in arrears may have their membership terminated.
 - 5.5. No dues shall be refunded to any member whose membership terminates for any reason.

Article IV. MEETINGS

1. Business and/or program meetings shall be held _____ times per year.
2. Notice of the meetings shall be mailed to the members at least _____ days prior to the meetings.
3. Special meetings may be called by the President, a majority of the Board of Directors, or one-third of the active membership, providing that _____ days notice have been given to the members.
4. A quorum shall consist of _____ % (usually 51% of the members) of the active membership for the purpose of conducting business of the organization.
5. *Robert's Rules of Order Newly Revised, 10th Edition*, shall govern the conduct of all meetings.

Article V. GOVERNANCE

The Board of Directors may be nominated, elected, or dismissed by those voting members in good standing with the Society as hereinafter set forth.

1. The Board of Directors is the governing body consisting of President, Vice President, Secretary, and Treasurer. The immediate Past President shall serve as an ex-officio member of the Board.
2. Election of officers shall be held at the last business meeting annually. Newly elected officers shall assume office immediately upon election.
3. A candidate for office shall be an active member in good standing and must consent to serve the Society and abide by its bylaws.
4. The President must be a member of the Society for Vascular Ultrasound (SVU).
5. Elections shall be held by secret ballot or by mail ballot. The candidate receiving the majority of the votes shall be elected.
6. The office of a member of the Board of Directors may be vacated for one of the following reasons:
 - 6.1 Upon delivering a notice in writing to the Secretary and/or President of the Society stating that she/he resigns from office.
 - 6.2 If a criminal offense is committed by that member.
 - 6.3 If she/he is grossly negligent in carrying out her/his duties.
 - 6.4 If, at a business meeting, a resolution is passed by two-thirds of the members present at the meeting that she/he be removed from office.
 - 6.5 If the officer ceases to be involved with vascular technology.

7. Vacancies in office shall be filled by election. This election is to take place at either the next scheduled business meeting, at a special meeting as described in Article IV.3, or by a mail ballot. In the event of a vacancy in the office of President, the Vice President shall immediately assume the duties of the President.
8. Term of office shall be _____ year(s) for all officers.

Article VI. DUTIES OF THE OFFICERS

1. President

- 1.1 Shall act as chair of meetings and the Board of Directors.
- 1.2 Shall serve as Chief Elected Officer of the Society and ex-officio member of all committees.
- 1.3 Shall preside at all regular and special meetings.
- 1.4 May call special meetings of the membership, Board of Directors, and committees.
- 1.5 Shall perform such other duties as are necessary and incidental to the office, including:
 - 1.5.1 Appointing committee chairpersons;
 - 1.5.2 Appointing Society members to represent the Society to the public;
 - 1.5.3 Taking appropriate action to fill vacancies on the Board of Directors.
- 1.6 Shall be a member of the Society for Vascular Ultrasound.
- 1.7 Shall serve as a liaison between the Society and the Society for Vascular Ultrasound.
- 1.8 Shall vote only to resolve ties.
- 1.9 Shall serve on the SVU Affiliated Chapters Committee

2. Vice President

- 2.1 Shall assume the duties of the President in the case of her/his absence and succeed to the office of President in the case of vacancy.
- 2.2 Shall assist the President in her/his duties.
- 2.3 Shall determine that a quorum is present for each business meeting for the purpose of voting.

3. Secretary

- 3.1 Shall keep accurate records of all chapter meetings. In the absence of the Secretary, she/he shall appoint a recording secretary to record the minutes at the meeting.
- 3.2 Shall maintain a roster of members and their status.
- 3.3 Shall maintain a current copy of the bylaws.
- 3.4 Shall see that all notices for meetings are dully given in accordance with Article 4.2.
- 3.5 Shall conduct correspondence in accordance with direction from the Board of Directors and/or President.
- 3.6 Shall apply for SVU-CMEs through the Society for Vascular Ultrasound. Additionally shall keep records of said applications, fees paid for applications, etc., as well as distribute SVU-CMEs certificates once awarded.
- 3.7 Shall be chairperson of the Membership Committee. Shall review applications for membership to assure qualifications under Article 3, Section 2.

4. Treasurer

- 4.1 Shall have the custody of the funds and securities of the Society and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Society in the books belonging to the Society and shall deposit all monies, securities, and other valuable effects in the name and to the credit of the Society, in such chartered bank or trust company as may be designated by the Board of Directors.
- 4.2 Shall disburse all funds of the Society as directed by the Board of Directors.
- 4.3 Shall report on the financial status of the Society at all regular meetings of the Society or when called upon by the President or Board of Directors.
- 4.4 Shall relinquish the books to the Finance Committee immediately following the last business meeting of that Treasurer's term of office.

Article VII. STANDING COMMITTEES

1. Finance

- 1.1 Shall review the books of the Society as described in Article 6, 4.4.
- 1.2 In the event of a vacancy in the office of Treasurer, shall hold a review of the books within ten days of receipt of a written resignation of the Treasurer.
- 1.3 Shall consist of the chairperson and at least two members.

2. Membership

- 2.1 Shall establish criteria and procedures for admission and termination of members as specified in the bylaws.
- 2.2 Shall receive and review applications for membership to assure qualifications according to the bylaws.
- 2.3 Shall consist of the Secretary as chairperson and at least two members.

3. Program

- 3.1 Shall be responsible for planning the educational meetings/programs of the Society.
- 3.2 Shall consist of the chairperson and two members.

4. Nominations

- 4.1 Shall solicit nominations from the membership to run for elected office in the Society.
- 4.2 Shall review all nominations for election to assure compliance with the bylaws.
- 4.3 Shall consist of a member of the Board of Directors as chairperson and at least two members.

5. Bylaws

- 5.1 Shall review bylaws; propose changes, revisions, or amendments as required, to be presented to the membership for a vote.
- 5.2 Shall consist of the chairperson and at least two members.

6. Publications

- 6.1 Shall be responsible for the publication of the Society's newsletter.
- 6.2 The Editor of the newsletter shall be appointed by the Board of Directors annually.

Article VIII. SPECIAL COMMITTEES

Special committees may be appointed by the President with the approval of the Board of Directors as deemed necessary. A special committee shall limit its activities to the accomplishment of the task to which it is appointed. Upon completion of this task, the committee shall be dissolved.

Article IX. DISSOLUTION

Anything to the contrary notwithstanding, the purpose or purposes for which this Society is organized are limited to such as will qualify it as an exempt organization under Section 501(c) (3) of the Internal Revenue Code. Upon dissolution of the Society, the Board of Directors shall distribute all remaining assets to such organizations which are also exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or Successor Statutory Authority.

Article X. AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting at which there is a quorum present provided the members have been notified at least 21 days in advance.

STANDING RULES

1. Dues shall be \$ _____ annually.
2. The newsletter of the Society shall be published _____ times per year and distributed to the membership.

Note: *These are only sample bylaws; bylaws should reflect your organization's individuality, but should not conflict with the SVU Bylaws. A PDF file of the SVU bylaws is available at SVU Website;*

http://www.svunet.org/files/public/SVU_Bylaws01-06.pdf

Affiliation With SVU

The chapter affiliation process was established to allow a formal recognition of societies desiring an active relationship with SVU. This agreement details specific responsibilities of both the national organization and the local chapter and details the benefits from affiliation.

Once your society is established and you have held that first or second meeting, it is extremely important that you submit an Affiliated Chapter Application to the SVU national office. At that time, your application will be considered for chapter affiliation with SVU.

Benefits of Chapter Affiliation The SVU Board of Directors has agreed to provide Affiliated Chapters (who are in compliance with the agreement of affiliation) with the following services:

1. Certificate of Chapter Affiliation.
2. Listing as an Affiliated Chapter in the Chapter Registry, SVU Online Membership Directory, and *e-Spectrum monthly* online newsletter.
3. An invitation to attend the Chapters Subcommittee meeting at the SVU Annual Conference and to place an item on the agenda for the meeting.
4. Two sets of mailing labels for a Chapter's state, and up to one additional state in the region, to be provided each year at no cost.
5. Placement of announcements in the SVU online newsletter, *e-Spectrum*, per editorial policy.
6. Submission of information for *e-Spectrum* feature articles to announce new chapters or to highlight significant accomplishments.
7. One set fee of mailing labels per year for SVU-CMEs.
8. Participation in the SVU Chapters listserv for easy communication with other Chapter Presidents, Chapters Subcommittee Regional Directors, SVU Board of Directors, and SVU Staff.
9. Participation in the SVU Chapter Recognition Award Program.
10. Chapters are encouraged to promote membership in SVU, and from time to time, special membership promotions will provide the opportunity for additional Chapter benefits.
11. Access to assistance from the Chapters Subcommittee Regional Advisors.
12. Representation on the SVU Board of Directors via the Chapters Subcommittee Chair.
13. Assistance from the SVU National Office with membership promotion, conduct of regional meetings, speakers, incorporation, bylaws, etc.
14. Chapter broadcast email service

SVU Awards: SVU has established two Chapter Recognition Awards; the Outstanding Affiliated Chapter, and the Outstanding Individual Member of an Affiliated Chapter. These awards are presented by the Chapters Subcommittee Chair during the SVU Annual Conference. To nominate an individual or chapter

for these awards, contact your Chapter Representative. Nominations, including supporting statements, should be submitted to the SVU national office by the deadline each year.

Chapter News Section in e-Spectrum: All affiliated chapters can include information, organizational news and announcements of annual meetings or special conferences, in the Chapter News Section of the SVU e-Spectrum monthly online newsletter.

The Chapters Subcommittee works on specific projects from time to time. Generic chapter bylaws were one such project. The past few years have seen a dynamic growth in the Society for Vascular Ultrasound (SVU) and its relationship to chapters. The function of the SVU Chapters Subcommittee is to support and nurture this relationship with our chapters. To accomplish this, the Chapters Subcommittee has established a group of Regional Chapter Advisors.

Whether you are considering starting a chapter, or you have been involved in a local chapter for many years, the Chapters Subcommittee is here to serve you. There are few problems that a chapter faces that the diverse experience of this Subcommittee cannot assist with. We are all here because we want to help.

Regional Advisors are appointed for each region of the country. These are people experienced in the functioning of local chapters who have volunteered their time and expertise to help with the day-to-day problems of chapter management. They also serve as the Chapters Review Committee and in that capacity review chapter bylaws as submitted for the chapter affiliation process. Regional Advisors communicate with the chapters in their regions and report back to the Chapters Subcommittee Chair on the progress of the chapter and ways in which SVU can better serve our chapters. Developing a good relationship with your Regional Advisor can benefit everyone involved. The Regional Advisors and the chapters within their regions are listed in the current chapter registry.

<http://www.svunet.org/i4a/pages/index.cfm?pageid=3321>

Chapter contact persons are responsible for keeping the SVU national office apprised of any address changes, status changes, or bylaw changes. The contact person (President) needs to keep the chapter informed of the information they receive from SVU national office and also from the Chapters Subcommittee.

The Chapter Registry is a listing of our affiliated chapters and lists the person to contact for information regarding the chapter. The registry also is posted on the SVU website so new members of SVU may contact the chapter nearest to them and participate.

Affiliated Chapter Representatives Meeting The affiliated chapter representatives meeting allows delegates from our chapters to be updated on national issues as well as to allow them input regarding the national organization's relationship with its chapters. Members of affiliated chapters will be able to vote on issues. Members from non-affiliated chapters will have a voice, but no vote.

SVU Affiliate Chapters Section on the SVU website was established as a chapter specific area. Affiliate chapters can see what other chapter events; chapter and regional advisor contact information, SVU Award information, and Chapter News from the e-Spectrum are also posted here for your convenience. Chapters are also encouraged to submit information and ideas that would be helpful for all affiliated chapters.

Chapters Committee Private Site on the SVU Website was created improve regular communications between the SVU Affiliated Chapters Subcommittee including all Chapter Presidents, Chapters

Subcommittee Regional Advisors, SVU Board of Directors, and SVU staff. Information is posted here that might be of particular use to Chapter Presidents, such as information on the Chapters Listserv, broadcast email service, etc.

Society or Chapter Officers: As your role as an officer in a chapter, you are instrumental in promoting and establishing an active chapter. However, it is also important as an officer of your chapter to look around you and find other potential candidates that can serve in this role in the future. You may be the best President that a chapter has ever had, but if you don't seek out and train your replacement, you may lose what you've worked so hard to gain. You could be growing a full forest of production while you are in office, but if when you leave it turns to desert, than you probably weren't as successful as you thought. Take the time to train and help someone take over your responsibilities and give them all the tools they need to be successful in future years.

This will promote a strong chapter for years to come that you can be proud to have participated in.

Chapter Awards As your organization grows, consider establishing an Awards Committee. For voluntary organizations, a good awards program is a way to thank people for their contributions and to encourage future commitment. The most common awards are Certificates of Appreciation, Distinguished Service Awards, or Charter Membership Certificates. These awards need not be expensive to be meaningful; simple certificates serve the purpose nicely. Certificates are available to affiliated chapters for SVU members of chapters. Criteria for awards should be written and the selection process delineated

SVU-CMEs: One of Your Most Valuable Benefits

by *Daniel J Meibers, BS RVT RDCS*

The ability to earn SVU-CMEs for continuing education in Vascular Technology is one of the most valuable benefits of affiliating with the Society for Vascular Ultrasound (SVU).

SVU-CMEs are used by technologists and physicians to fulfill two continuing medical education needs. First, they meet the requirements set forth by the American Registry of Diagnostic Medical Sonographers (ARDMS) for all registrants (RVT, RDCS, RDMS), as well as for the Cardiovascular Credentialing International (CCI) for RVS registrants. Second, they meet the requirements for the Intersocietal Commission for the Accreditation of Vascular Laboratories (ICAVL) for all medical & technical personnel in accredited Vascular Laboratories.

Recent Improvements in the SVU-CME Process

- The application and review process is more streamlined
- The application is available online at the SVU website.
- SVU-CME Certificates are emailed to the program director.
- Applications are accepted in additional categories (hospital-based, commercial, journal club, correlation conference).
- SVU-CME Credits are granted for hands-on portion of courses.

Summary of Guidelines for SVU-CME Applications

- Submit CME fees in advance
- Plan your program and confirm your speakers well in advance.
- Submit application no later than 2 weeks prior to program date.
- State the purpose and objectives of your program.
- List your planning committee and faculty members.
- Provide an outline or summary of each topic to be presented.

Note: No application received less than 2 weeks prior to or after a program will be accepted. Furthermore, it is the responsibility of the chapter to contact SVU if your SVU-CME certificates have not been emailed to you at least 3 business days prior to your meeting.

The SVU-CME process is easy. The programs are educational. SVU-CMEs are extremely valuable in maintaining your Registry and Vascular Laboratory Accreditation. We urge you to take advantage of this priceless benefit of SVU membership. Encourage your society to become an affiliated chapter and receive SVU-CMEs.

Affiliated Chapter Guidelines

I. Definition of an Affiliated Chapter

An affiliated chapter is a city, state, or regional organization, independent from the Society for Vascular Ultrasound (SVU), whose primary interest is continuing education in the field of noninvasive vascular technology.

II. Purpose of Chapter Affiliation

The purpose of affiliation is to promote communication between the affiliated chapter and SVU and to encourage cooperation to attain common objectives.

III. Application Procedure for Affiliation

An organization that desires to become an Affiliated Chapter may obtain an application from the SVU website (http://www.svunet.org/files/public/chapter_application.pdf). The completed application, the Chapter's Bylaws, current rules or regulations, a list of present officers and their addresses, a list of voting members with addresses, and, if applicable, a copy of the Chapter's Application of Intent along with the application fee, must be returned to the SVU National Office. Any other documents deemed appropriate may be included.

The Chapters Committee will review this material and forward it, along with its recommendations, to the SVU Board of Directors. The SVU Board of Directors will make the final decision regarding the affiliate status and may request additional information or clarification prior to its decision. If the application is not accepted, the SVU Board of Directors will direct the Chapters Subcommittee Chair to respond to the applying organization in writing regarding the reasons for denial.

The primary criteria for judging an application for chapter affiliation shall be whether the applicant organization's documents are essentially consistent with, and not in conflict with, the Bylaws and philosophy of SVU.

IV. Duties and Responsibilities

The Agreement of Affiliation contains a list of the specific duties and responsibilities of the affiliated chapter and SVU. It should be noted that affiliated chapters are separate legal entities and retain control of their own obligations and individual responsibilities. Chapter liabilities can be minimized by reasonable bylaws, incorporation, insurance, and good sense. Chapters and their members cannot act as an agent for SVU, nor can SVU act as an agent for Chapters unless this is specifically indicated in writing by the governing boards of the individual organizations. Chapters need to be aware of and comply with state and federal laws, including tax, antitrust, and liability laws.

V. Chapters Subcommittee

SVU will maintain a Chapters Subcommittee as specified in its Bylaws. The Subcommittee will be responsible for promptly reviewing chapter applications for affiliation and forwarding the application, along with a recommendation and any additional information deemed proper, to the SVU Board of Directors for their consideration. The Chair of the Chapters Subcommittee will be responsible for reporting the actions of the Board of Directors to the applying organization.

The Chapters Subcommittee Chair also will arrange and chair an Affiliated Chapter Representatives meeting each year at the SVU Annual Conference to provide a forum for matters of interest to Chapters. In recent years there has been a joint AC meeting with members of the SVU Membership Committee. Representatives' attendance is voluntary and not reimbursable by SVU. The Chapters Subcommittee will provide an organized channel of communications with the SVU Board of Directors and Affiliated Chapters and oversee the delivery of services as stipulated by the SVU Board of Directors.

VI. Fees

An annual fee of \$100 will be required for Affiliated Chapters due January 1 of each year. There also is a separate \$125 annual fee if your chapter wants SVU-CMEs for your ongoing educational programs.

VII. Duration of Agreement and Termination

All Agreements of Affiliation will be subject to annual review by the SVU Board of Directors. The Board of Directors of SVU may terminate the Agreement of Affiliation of any organization if it determines the Affiliated Chapter to be engaged in any course of conduct which is contrary to the objectives or best interests of SVU. In all such instances of proposed termination, the Affiliated Chapter will be given written notice, including a statement of the reasons for termination. The Affiliated Chapter will be afforded the opportunity to request an appearance before the SVU Board of Directors in order to hear and respond to charges. The decision of the SVU Board of Directors will be binding and final as to all things. The Board also may suspend affiliate status on a temporary basis, pending this appearance.

An Affiliated Chapter may terminate its affiliation with SVU by transmitting written notice to the SVU Board of Directors and Chapters Subcommittee Chair, specifying the reasons for termination. On the date of receipt of this letter, all Affiliated Chapter benefits and the affiliation will be terminated. To be reinstated, the application process must be repeated.

In rare instances, an affiliated chapter may petition the SVU Board of Directors to approve a change in their chapter status from Active to Inactive. Upon approval by the SVU Board of Directors of the change of an affiliated chapter to Inactive status, the chapter will donate all remaining chapter funds to the SVU Advocacy Fund, provided that all of the chapter's financial obligations have been satisfied. Affiliated chapter benefits will be suspended until a time when the chapter returns to Active status. The return to Active status is contingent upon receipt of one year's SVU Affiliated Chapter annual dues, and the completion of any other SVU requirements for an Active Affiliated Chapter. Reinstatement does not require a new application process and the previous Bylaws of the chapter will be reactivated.