



SIR AND SIR FOUNDATION GOVERNANCE MANUAL

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SECTION 1: GOVERNANCE

1.01 Legal entities

The Society of Interventional Radiology, Inc. (SIR), and its foundation, the SIR Foundation, Inc., are two separate legal organizations, each incorporated in the state of Illinois.

SIR is designated as a 501(c)(6) nonprofit association by the IRS. It exists to serve, represent and advance the professional, socioeconomic and legislative interests of physicians, scientists and allied health professionals dedicated to improving lives through minimally invasive, image-guided, therapeutic interventions.

SIR Foundation is a nonprofit scientific foundation dedicated to fostering research in interventional radiology and is designated as a 501(c)(3) charitable organization by the IRS. The foundation is committed to encouraging the development and enhancement of innovative, minimally invasive, image-guided therapies from inception to mature clinical application and to conducting educational programs in the service of its mission.

Although both organizations are recognized as nonprofit entities, significant differences exist between the two because of their IRS designations. For example, the 501(c)(6) SIR is permitted to engage in advocacy and lobbying activities with few restrictions, whereas the SIR Foundation has significant limitations on the extent to which it may engage in these activities without jeopardizing its 501(c)(3) status. This is described further in Section 2.

1.02 Articles of Incorporation

The SIR and SIR Foundation Articles of Incorporation were filed for each organization in the state of Illinois. The Articles of Incorporation provide the basic outline for each organization including such items as name, term, purposes, exempt status, powers and members.

Amendments to the SIR Articles of Incorporation require approval of two-thirds of the voting SIR Fellows and members. Amendments to the SIR Foundation Articles of Incorporation require an affirmative vote of the SIR Executive Council.

1.03 Bylaws

SIR and SIR Foundation maintain separate bylaws for each organization. The SIR and SIR Foundation bylaws represent the official written rules for conduct for the organizations. The bylaws are, in effect a contract among members, and must be formally adopted and/or amended. SIR's bylaws provide rules and information regarding offices, membership, meetings and vote of members, executive council, officers, committees and councilors, amendments and miscellaneous items. SIR Foundation bylaws provide rules and information regarding offices, membership, meetings and vote of member, board of directors, officers, committees and chairs, amendments and miscellaneous items.

Proposed amendments to the SIR bylaws must be submitted to the membership by mail, facsimile or electronic transmission at least thirty (30) days prior to a vote of the membership. At the annual members' business meeting of the society, amendments must be approved by a two-thirds affirmative vote of the active and scientist members present. Proposed amendments to the foundation bylaws are approved by a two-thirds affirmative vote of the SIR Foundation Board of Directors and must be ratified by the SIR Executive Council or SIR Operations Committee representing SIR as the sole member.

SIR and SIR Foundation's full bylaws may be found at sirweb.org/volunteerresources.

1.04 Vision and mission

The two organizations have separate missions.

SIR vision

The vision of SIR is to optimize minimally invasive patient care.

SIR mission

The mission of SIR is to improve lives through image-guided therapy.

SIR Foundation mission

SIR Foundation is a scientific foundation dedicated to fostering research in interventional radiology for the purposes of advancing scientific knowledge, increasing the number of skilled investigators and developing innovative therapies that lead to improved patient care and quality of life. The foundation is committed to fostering the development and enhancement of innovative, minimally invasive, image-guided therapies from inception to mature clinical application and to conducting educational programs in the service of its mission.

1.05 Related organizations

SIRPAC, the nonpartisan political action committee of the Society of Interventional Radiology, is dedicated to advancing the interests of SIR members, their practices and patients before Congress, which it achieves through financial support of federal congressional incumbents, candidates and legislative or regulatory issues which are aligned with the society's legislative priorities. SIRPAC is registered with the Federal Elections Commission (FEC Committee ID: C00408435) as a separate segregated fund (SSF) and may solicit only certain groups of individuals specifically identified in the FEC Act of 1971 and according to commission regulations, not the general public. SIR Foundation does not maintain a relationship with SIRPAC.

The IVC Filter Study Group Foundation was incorporated in 2012 as a 501(c)(3) organization. The foundation has two members: the Society of Interventional Radiology ("SIR") and the Society of Vascular Surgery ("SVS"). Its mission is to encourage and support research and design and execute studies related to the use of inferior vena cava (IVC) filter devices, including the identification of potential adverse events and appropriate clinical practices; provide education and information in connection with such research; solicit and raise funds for the foregoing purposes and perform such other acts as may be necessary or desirable to carry out any of the foregoing purposes. The IVC Filter Study Group Foundation is the sponsoring organization for the PRESERVE (PREdicting the Safety and Effectiveness of InferioR VEna Cava Filters) Investigational Device Exemption (IDE) study — the first large-scale, multispecialty prospective study to evaluate the use of inferior vena cava (IVC) filters and related follow-up treatment.

SECTION 2: ORGANIZATION

2.01 Operational structure

Although SIR Foundation is clearly identified as a foundation of SIR, and both organizations are nonprofit entities, legal counsel emphasizes that the separation of the two organizational entities must be maintained throughout all aspects of their operations. This calls for separate bylaws, leadership (executive council and board of directors), leadership meetings, minutes, agendas and committees. It also requires separate financial records. All staff and volunteer activities must be classified as either SIR or SIR Foundation to permit the proper allocation of revenues and expenditures between the two organizations.

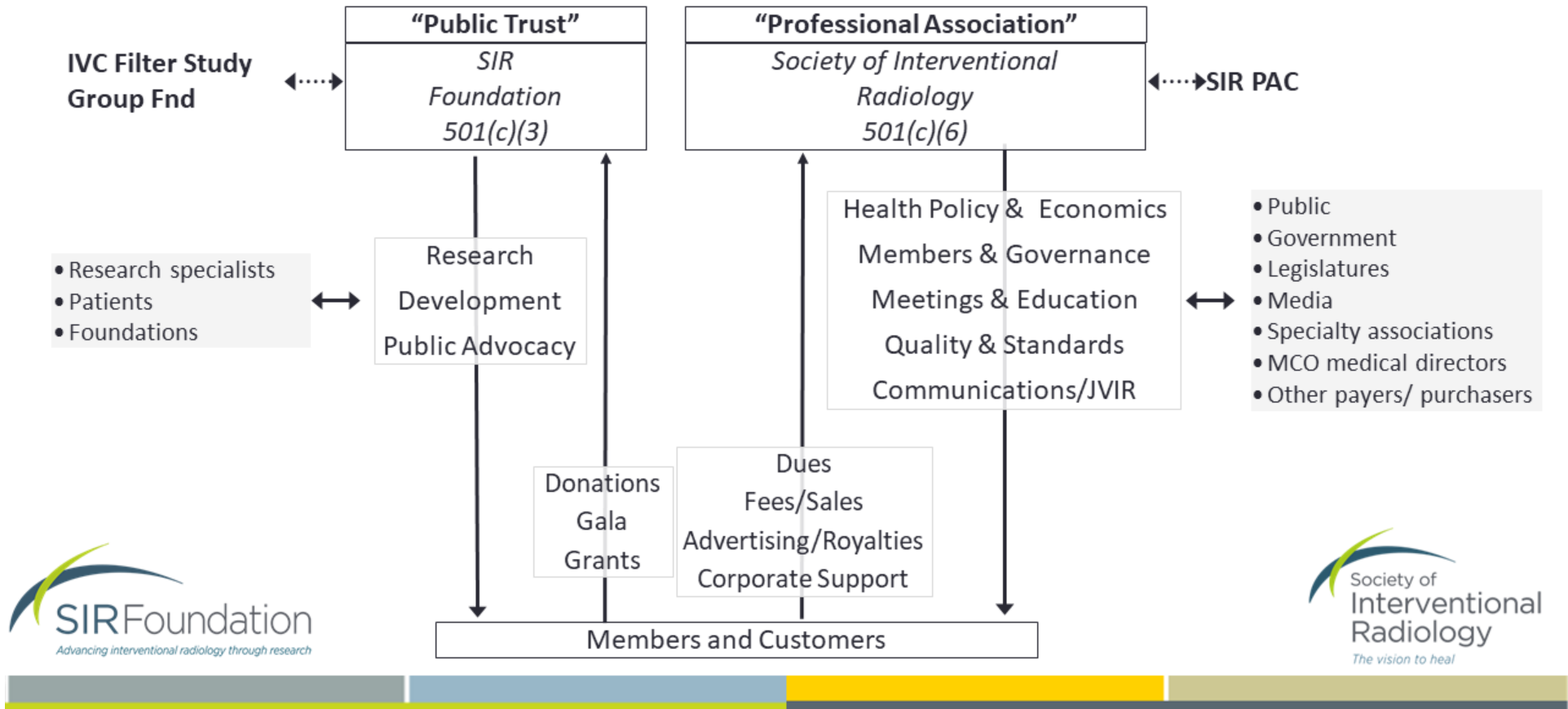
Dues and other contributions to SIR are not tax deductible, whereas contributions to SIR Foundation are tax deductible. Contributions to the SIRPAC are also not deductible as charitable contributions and are limited to \$5,000 per calendar year by any member. An additional \$5,000 contribution may be made by the spouse of a member.

It is also important to recognize that monies belonging to SIR may be freely given to SIR Foundation to carry out foundation activities, while the reverse is prohibited by the IRS. SIR Foundation funds may not be used to support SIR activities but may be used to purchase services or other items of value from the SIR at fair market value in a normal course of business.

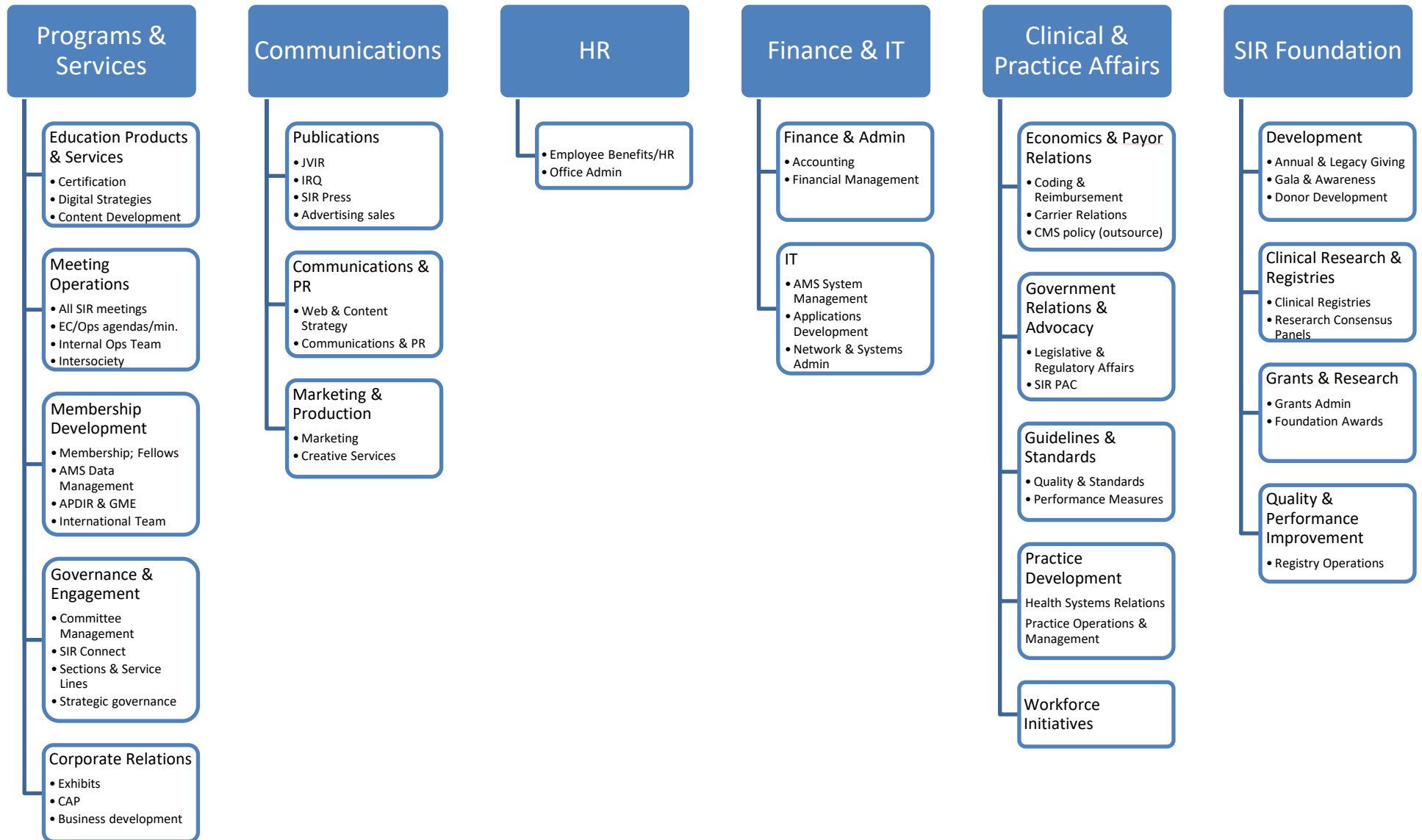
The current SIR and SIR operational structure and staff organization chart is presented below.

Membership is through SIR. SIR is the sole member of the foundation. The headquarters office at 3975 Fair Ridge Drive, Suite 400 N, Fairfax, Virginia, serves as headquarters for SIR, SIR Foundation and SIRPAC.

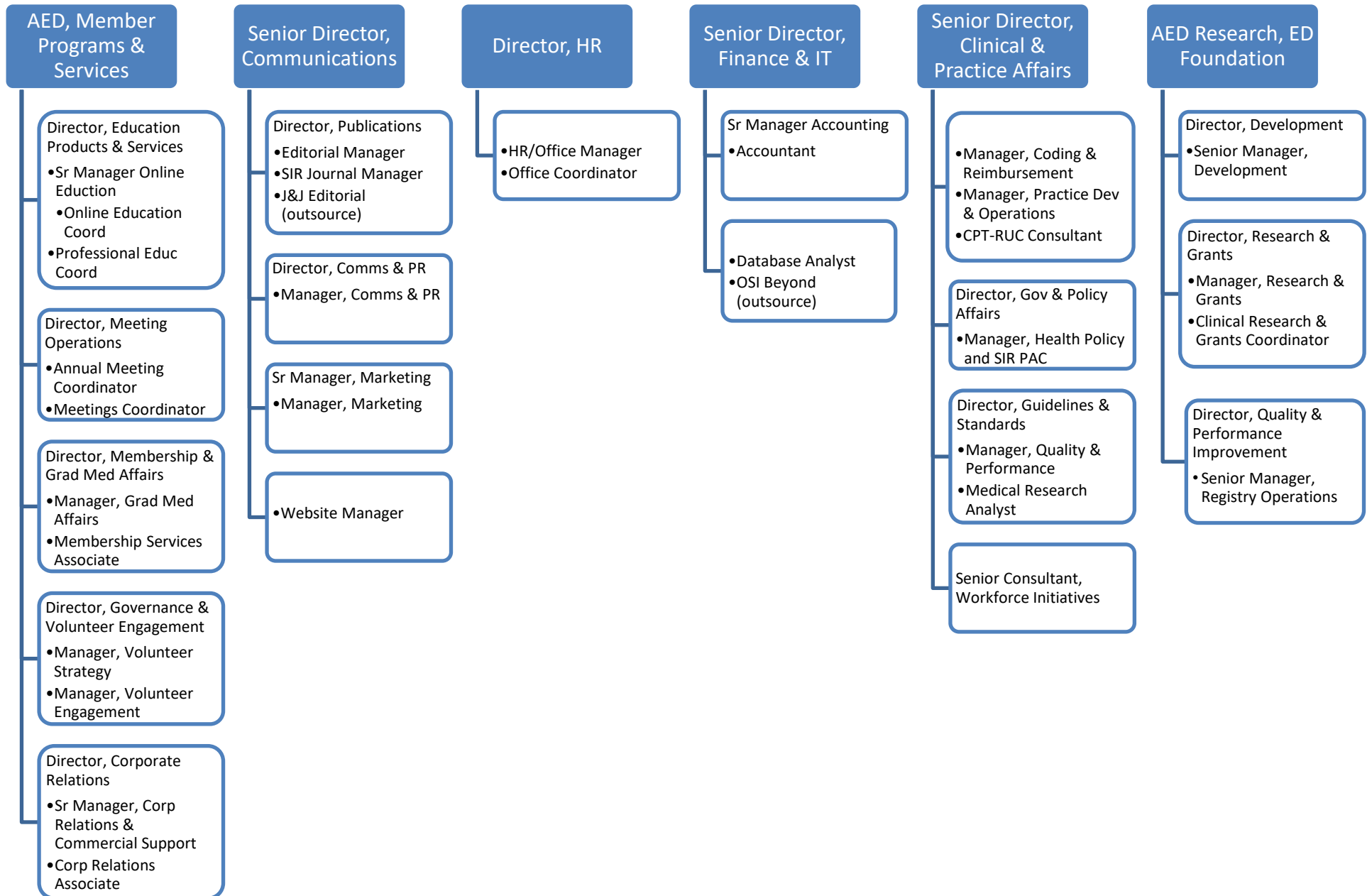
Organizational Diagram



Functional organizational chart



Staff organizational chart



2.02 Reports to members

Each year, the following reports are provided to inform members of ongoing organizational accomplishments and goals.

Strategic plan

The strategic plan is prepared based on the SIR Executive Council and SIR Foundation Board of Directors strategic planning meeting annually in June. Periodically, status updates are provided by staff to the executive council and board of directors.

Annual report

The annual report is presented to membership in the spring. The report summarizes SIR and SIR Foundation activities and programs undertaken during the previous year and provides an overview of the past year's strategic accomplishments.

Members' business meeting

The annual members' business meeting of SIR is held onsite during the SIR Annual Scientific Meeting. Members are notified in writing no less than thirty (30) days prior to the meeting.

PRIORITIES	GOALS	OBJECTIVES	OUTPUTS & OUTCOMES
IR PRACTICE AND WORKFORCE RESEARCH AND QUALITY TRAINING AND EDUCATION EXTERNAL RELATIONSHIPS	IR physicians will thrive in their chosen practice model leading to expanded access to high-quality patient care	1.1 Eliminate barriers to quality patient care through an improved understanding of IR workforce trends and practice models 1.2 Stimulate the demand for high quality IR in the market 1.3 Increase diversity within the specialty to align with the patient population 1.4 Adopt positions and take actions that increase patient access to high-quality IR care	<ul style="list-style-type: none"> • Increase the quantity and value of practice resources for SIR members and stakeholders • Increase satisfaction with practice among SIR members • Publish workforce resources to increase distribution of IRs per population • Benchmark increased diversity within IR
	Evidence is the foundation of IR's ability to translate innovation into better patient outcomes and value	2.1 Increase the amount, quality, and usability of information 2.2 Improve our culture of research and innovation within and across interventional radiology 2.3 Increase the capacity to communicate data and information across the spectrum from clinical to advocacy 2.4 Increase the number of IR investigators and the overall NIH grant dollars for IR	<ul style="list-style-type: none"> • Achieve 25% member enrollment in the IR Quality Registry • Publish annual analysis showing how IR research advances a prioritized agenda • Achieve a sustainable funding plan to support a major increase in research initiatives • Increase number of SIR members using Foundation grants and resources
	Comprehensive life-long learning will produce innovative, highly trained, and competitive IR teams	3.1 Enhance breadth and consistency of the education provided to residents according to the ACGME curriculum 3.2 Expand training and knowledge in disease specific areas not specifically reflected in the ACGME curriculum to validate new standards of competency 3.3 Expand opportunities for life-long learning across the entire global IR community	<ul style="list-style-type: none"> • Ensure all IR residents gain equivalent education and training through a universal curriculum • Increase engagement with and loyalty to SIR through SIR learning resources • Grow international attendance and participation in SIR annual meeting and US IR presence in international education efforts
	Alliances with external organizations will influence decision makers to advance IR's ability to improve patient outcomes	4.1 Transform how we engage with members and external organizations 4.2 More effectively distribute our message through stakeholders 4.3 Increase focus and alignment of pivotal society challenges through partnerships and external alliances	<ul style="list-style-type: none"> • Increase the number and value of non-member funding, support and partnerships • Track and expand the reach of key messages to policy makers and patients • Publish annual analysis showing how common priority goals are enhanced via alliances
OPERATIONAL PRIORITIES			
OPERATIONAL EXCELLENCE		MEMBER ENGAGEMENT	STRATEGIC COMMUNICATIONS
<ul style="list-style-type: none"> • Use strategic dashboards and tools for agile decision-making. • Continue digital transformation of high-value products and services 		<ul style="list-style-type: none"> • Assess and strengthen volunteer initiatives to increase the value of engagement, • Improve training and processes to support transparency and collaboration 	<ul style="list-style-type: none"> • Further leverage brand, website and other communication vehicles. • Leverage SIR Connect to increase engagement and diversity of thought.

SECTION 3: ETHICAL STANDARDS

The Society of Interventional Radiology and its foundation require all members, volunteers and staff to comply with several policies regarding ethics, conflicts of interest, antitrust compliance, intellectual property rights and confidentiality.

3.01 Code of ethics

The Society of Interventional Radiology has a comprehensive code of ethics that should be honored by all Fellows and members and is required for maintaining good standing with SIR. Interventional radiologists, as members of the medical profession, have ethical responsibilities not only to patients, but also to society, to other health professionals and to themselves. The following principles have been adopted by the Society of Interventional Radiology (SIR) as guidelines for honorable behavior by all interventional radiologists.

1. Interventional radiologists shall be dedicated to providing competent medical service with compassion and respect for human dignity.
2. Interventional radiologists shall deal honestly with patients and colleagues and help to ensure that patients are not exposed to fraudulent or deceptive practices or providers.
3. Interventional radiologists shall respect the law and recognize a responsibility to seek changes in those requirements that are contrary to the best interests of the patient.
4. Interventional radiologists shall respect the rights of patients, colleagues and other health professionals, and shall safeguard patient confidences within the constraints of the law. Protected patient information must not be shared or identifiable.
5. Interventional radiologists shall participate in continuing medical education activities to maintain current scientific and professional knowledge; make relevant information available to patients, colleagues and the public; obtain appropriate consultation and use the talents of other health professionals when indicated.
6. Interventional radiologists shall, except in emergencies, be free to choose whom to serve, with whom to associate and the environment in which to provide medical services. Discrimination on the basis of race, color, gender, age, sexual orientation, socioeconomic status, religion or national origin is inappropriate and illegal.
7. Interventional radiologists shall recognize the responsibility to participate in activities that contribute to the improvement of the community and the betterment of public health.
8. Interventional radiologists shall perform research with integrity and report results honestly. No claim shall be made to research or intellectual property that is not theirs. Plagiarism or the use of others' research without permission and recognition of the source is unethical.
9. Interventional radiologists shall not use any forum or medium of public communication to advertise themselves through deceptive, misleading or untruthful information.
10. Interventional radiologists who choose to provide expert testimony in professional liability cases shall be as objective as possible. Expert testimony must be informed, truthful and accurate. It is unethical for physicians to accept compensation for expert witness testimony that is linked to the outcome of the case.
11. Interventional radiologists shall take steps to avoid conflicts of interest in their clinical practice and research. Actual and potential conflicts must be disclosed appropriately. Decisions about treatments shall be based on solely on medical considerations and patient needs.
12. Interventional radiologists shall, while caring for a patient, regard responsibility to the patient as paramount.
13. Interventional radiologists shall support access to medical care for all people.

It is the policy of SIR to encourage every member's full compliance with these principles, to counsel members as appropriate and to assist them to achieve full compliance with these principles.

The full code of ethics, including the disciplinary process, is available at sirweb.org/volunteerresources.

3.02 Antitrust compliance

The Society of Interventional Radiology and its foundation have a strict policy of compliance with federal and state antitrust laws. Antitrust laws prohibit agreements among competitors that restrain trade, and SIR members may be considered competitors for purposes of antitrust challenges even if their practices are not in the same geographic areas. The penalties for violations of the antitrust laws are severe for medical societies and their members.

In all SIR and foundation activities, each member, as well as SIR staff, shall be responsible for following the SIR and foundation policies of strict compliance with the antitrust laws. SIR and foundation officers, councilors, committee chairs and executive staff shall ensure that this policy is known and adhered to in the course of activities pursued under their leadership. Antitrust compliance is the responsibility of every SIR member and staff.

A copy of the full antitrust compliance policy is available at sirweb.org/volunteerresources.

3.03 Conflict of interest/financial relationship disclosures

The Society of Interventional Radiology and its foundation support fair and unbiased participation of our volunteers in SIR and SIR Foundation activities. Any real or potential conflicts of interest must be identified and managed. All relevant financial relationships with commercial interests that directly impact and/or might conflict with SIR and SIR Foundation activities must be disclosed **annually**, or disclosure that you have no relevant financial relationships must be documented. Other relationships that could cause private interests to conflict with professional interests must also be disclosed. SIR and SIR Foundation are committed to the unbiased noncommercial advancement of knowledge and science and to a free exchange of medical education. Specifically:

- A written conflict of interest/financial relationship disclosure statement will be completed by all candidates nominated for elected positions within SIR and SIR Foundation.
- All members of the SIR Executive Council and SIR Foundation Board of Directors will complete a written conflict of interest/financial relationship disclosure statement annually and update as necessary. The submitted statements will become an appendix to each of the executive council and board agenda books making them a ready reference during the meeting for all attendees. Furthermore, it is the responsibility of each executive council and board member to declare any relevant conflicts openly during discussion at leadership meetings.
- A specific verbal or written conflict of interest/financial relationship disclosure statement will be made by any executive council and board member or guest prior to any discussion or vote on any agenda item for which the member or guest has a real and or potential conflict of interest or financial relationship. This disclosure acknowledgement should occur at all meetings (e.g., face-to-face, teleconference or online).
- A written conflict of interest/financial relationship disclosure statement will be completed by all member volunteers, as well as consultants, representatives and ex officio members volunteering within SIR and SIR Foundation.
- SIR endorses the guidelines for accredited continuing medical education (CME) programs set forth in the ACCME Standards for Commercial Support and adheres to those guidelines in the conduct of its educational activities. A full disclosure of financial interests in commercial entities or activities is required by all planners, faculty, authors and any individual who may have control over CME content. Disclosure by faculty and authors must be made for presentations on drugs, devices or uses of drugs or devices that have not been approved by the Food and Drug Administration. These disclosures must be made on every presentation and in the printed material. Failure to disclose this information on submission forms or failure to return a disclosure form will result in exclusion from the activity and from future CME activities for up to two years.
- Disclosure is required for any and all meeting activities sponsored or jointly sponsored by SIR and SIR Foundation.

The complete SIR and SIR Foundation Conflict of Interest/Disclosure statement is available at sirweb.org/volunteerresources.

SECTION 4: MEMBERSHIP

4.01 Categories

SIR has multiple membership categories with the basic requirements for all membership categories stated in the SIR bylaws. The SIR Membership department maintains the specific qualification required for each membership category. The categories of membership entitled to vote on any matter are specified in the SIR bylaws.

- A. **Member** shall include any US or non-US physician who holds a degree of Doctor of Medicine, Doctor of Osteopathy or equivalent medical degree as determined by the executive council and who has completed formal training in an interventional radiology (IR) residency or IR fellowship or has a special interest and competency in IR. Member shall also include any individual who holds a Doctor of Philosophy or equivalent and has a special interest and competency in interventional radiology research. The requirements for subcategories of members are as follows:
 - 1. Active member status shall be granted to individuals who meet the above requirements and hold a valid and unrestricted license to practice medicine.
 - 2. Emeritus member status shall be granted to individuals who, after having been an active member in good standing for at least ten (10) years, are permanently retired from the practice of medicine.
 - 3. Physicians who reside and practice outside of the United States who meet the above requirements may choose to be an international member or an associate.
 - 4. PhD scientists who meet the above requirements may choose to be a scientist member or an associate.
- B. **Member-in-training** shall include the following persons currently enrolled in formal training: a resident or fellow in vascular and interventional radiology, a resident in a radiology residency training program, a student enrolled in medical school or in their first year of post-graduate medical education or a graduate student or post-doctoral student who has an interest in interventional radiology research. Time-limit restrictions shall be placed on the number of years an individual may be a member-in-training.
- C. **Associate** shall include those physicians, scientists and nonphysician medical professionals who have special interest and competency related to interventional radiology, but who do not qualify to be a member or member-in-training.

4.02 Application process

SIR has a credentials-based membership application process. Applicants that meet the basic requirements for the appropriate membership category are approved following review by the SIR Membership department.

4.03 Dues

The SIR Executive Council determines membership dues rates each year. The rate of dues for the ensuing year shall be consistent with the operational needs of the society. Any increase in annual dues beyond cost-of-living adjustment (COLA), including automatic or phased-in increases that take effect over a period of years, must be approved by majority vote of the membership present at the annual members' business meeting or as determined by a mail ballot conducted in accordance with SIR bylaws, whichever the case may be, prior to the year or years in which the dues increase or increases will take effect.

Invoices are provided in the second quarter of the calendar year and payment in full is due June 30. Any member whose dues are not received by September 1 is dropped from the membership roster. Delinquent members must pay nonmember rates for all SIR services, including meeting registration fees and publications.

4.04 Disciplinary proceedings

SIR may take disciplinary action against any member or Fellow of the society who engages in conduct that the society considers unprofessional, unethical or offensive to the dignity or contrary to the best interests of the society. Such disciplinary action may include expulsion, suspension, probation or censure. The procedures for taking disciplinary action, including any penalties that may be imposed, shall be established by the executive council and included in the society's disciplinary procedures policy.

For the procedural guidelines for SIR disciplinary proceedings please contact **Joy Gornal** (jgornal@sirweb.org).

4.05 Termination

SIR may terminate membership for nonpayment of dues or if a member no longer possesses the qualifications for membership.

To ensure fair treatment of members and due process, SIR maintains an administrative policy on termination of membership in the event that any member's license to practice medicine is revoked, suspended or otherwise restricted by reason of disciplinary action by any medical licensing authority or the member is convicted of a felony involving moral turpitude.

For the complete policy on termination of membership please contact **Joy Gornal** (jgornal@sirweb.org).

SECTION 5: ANNUAL ELECTIONS

5.01 Slate of candidates

Each year membership is presented with an opportunity to vote on open leadership positions, as well as any proposed bylaws changes. As required by the SIR bylaws, voting members have 60 days to review the slate of candidates for elected positions and decide either to approve or to reserve approval of the candidates and petition for the nomination and placement of alternative candidates on a mail ballot. Any member nominated by a petition signed by three percent or more of voting members shall be placed on the ballot, provided that, in the judgment of the nominating committee, the named candidate is qualified to perform the responsibilities of the position to which he or she has been nominated. Nominees proposed by the nominating committee will be deemed elected to their position if no petition properly nominating an alternative candidate is received from the members with voting rights. Terms will begin at the close of the annual members' business meeting.

As required by the SIR Foundation bylaws, the slate of foundation board candidates will be approved by a vote of the SIR Foundation Board annually in November. The terms will begin at the adjournment of the annual SIR Foundation Board of Directors meeting that takes place in conjunction with the SIR Annual Scientific Meeting.

5.02 Nomination process

The SIR and SIR Foundation nominating committees are charged with the responsibility of determining the offices eligible for appointment and/or reappointment and selecting candidates from the SIR membership whose membership is in good standing. The committees attempt to identify candidates that reflect the broad diversity of the membership, are proven leaders within and outside of the SIR and SIR Foundation, have a record of service to SIR and SIR Foundation and are committed to the continued success of the society.

Each year a call for nominees is announced and members are encouraged to nominate eligible SIR members to the nominating committees for consideration. To be considered a viable candidate, each nominee is required to complete a confidential questionnaire and conflict of interest/financial disclosure form. In addition, the nominees are required to submit a written response to questions developed by the nominating committees which will be vetted by the committees during nominee deliberations.

The slate of candidates remains confidential until all candidates have been notified and accept candidacy. After all candidates have accepted, the slate is finalized and announced to the membership.

For a complete timeline of the nomination process please contact **Caitlin Couture** (ccouture@sirweb.org).

SECTION 6: LEADERSHIP ROLES AND TERMS

6.01 Council and board composition terms and voting privileges

The composition and voting privileges of the executive council and foundation board of directors is determined respectively by the SIR and SIR Foundation bylaws documents.

SIR Executive Council election, terms and voting privileges

Position	Selection process	Term length	2 nd term eligible?	Voting member
President	Succession	1 year	No	Yes
President-elect	Succession	1 year	No	Yes
Secretary	Elected	1 year	No	Yes
Treasurer	Appointed	3 years	No	Yes
Immediate Past President	Succession	1 year	No	Yes
Councilor, Annual Meeting Division	Appointed	1 year	No	Yes
Councilor, Graduate Medical Education Division	Elected	4 years	No	Yes
Councilor, Post Graduate Education Division	Elected	4 years	No	Yes
Councilor, Health Policy & Economics Division	Elected	4 years	No	Yes
Councilor, International Division	Elected	4 years	No	Yes
Councilor, Member Services Division	Elected	4 years	No	Yes
Councilor, Standards Division	Elected	4 years	No	Yes
Chair, SIR Foundation	n/a	2 years	No	Yes
Councilor-at-Large	Elected	4 years	No	Yes
Councilor-at-Large	Elected	4 years	No	Yes
Councilor-at-Large	Elected	4 years	No	Yes
Private Practice Councilor	Elected	4 years	No	Yes
Editor, JVIR (Ex officio)	Appointed	5 years	Yes	No
AMA Delegate (Ex officio)				No

SIR Foundation Board of Directors voting privileges

Position	Election process	Term length	2 nd term eligible?	Voting member
Chair	Succession	2 years	No	Voting
Vice Chair	Appointed	2 years	No	Voting
Immediate Past Chair	Succession	2 years	No	Voting
Treasurer	Ex Officio	3 years	No	Voting
Performance and Quality Improvement Division Chair	Appointed	3 years	Yes	Voting
Development Division Chair	Appointed	3 years	Yes	Voting
Research Grants and Education Division Chair	Appointed	3 years	Yes	Voting
Clinical Research and Registries Division Chair	Appointed	3 years	Yes	Voting
SIR President	Ex Officio	1 year	No	Voting
SIR President-elect	Ex Officio	1 year	No	Voting
Health Policy and Economics Councilor	Ex Officio	3 years	Yes	Voting
SIR Post-Graduate Medical Education Division Councilor	Ex Officio	3 years	Yes	Voting
JVIR Editor	Ex Officio	5 years	Yes	Voting
SIR Foundation Executive Director	n/a			No
SIR Executive Director/Foundation CEO	n/a			No

For the current SIR Executive Council and SIR Foundation Board of Directors rosters please contact **Molly Barlow** (mbarlow@sirweb.org).

6.02 SIR officers and roles

The officers of the society are the president, president-elect, secretary and treasurer. In addition, an executive director is selected by the SIR Executive Council.

- *President:* One of the president's main functions is to act as a spokesperson for SIR as directed by the executive council. The president is also expected to preside over meetings of the nominating committee and the SIR Members' Business Meeting, contribute a quarterly column to *IRQ* (optional), meet with the leadership of other societies involved with interventional radiology and respond to correspondence directed to the office of the president.
- *President-elect:* The president-elect is responsible for presiding over meetings of the executive council and operations committee. Other duties include meeting with leadership of other societies involved with interventional radiology, delivering remarks at the members' business meeting (optional), serving as an executive council liaison to selected committees, and performing other duties as assigned by the president.
- *Secretary:* To accomplish a smooth transition in the management of the society from year to year, the secretary shall become the president-elect, the president-elect shall become president and the president shall become the immediate past president.
- *Treasurer:* The treasurer of SIR and SIR Foundation works closely with key SIR and SIR Foundation staff on the development of effective budgets. The treasurer is also responsible for overseeing the administration of the general funds, securities, properties, and assets of the society and the foundation; ensuring accurate books of account are maintained; attending meetings of and chairing the finance committees; presenting a report at the annual members' business meeting; serving as executive council liaison to select committees; and performing other duties as assigned by the president.
- *Executive director:* In addition to day-to-day administration and liaison duties, the executive director is expected to represent the society and foundation at meetings related to the specialty, present a progress report at the members' business meeting, communicate relevant issues to the executive council for direction, present reports to the executive council regarding the status of current and proposed projects and initiatives to be undertaken by SIR and the foundation, ensure that the organization is managed appropriately, and be a spokesperson for SIR.

6.03 Foundation officers and roles

The SIR Foundation officers are the chair, vice chair, past chair and treasurer.

6.04 Councilors

Division councilors advise on and coordinate specific programs and activities of either the society; division chairs do the same for the foundation.

6.05 Ex officio and ad hoc positions

Editor, JVIR

The Editor of *the Journal of Vascular and Interventional Radiology (JVIR)*, sometimes also referred to as the editor-in-chief, shall be responsible for the scientific content and maintaining and enhancing the journal's high standards for authoritative and innovative content.

AMA delegate (Ex officio)

SIR shall appoint an individual to serve as its AMA delegate. See Section 11.01 for more information.

Ad hoc councilor

By request of the president-elect, the executive council may appoint additional nonvoting members of the executive council to serve for a term of no more than one year.

SECTION 7: COUNCIL AND BOARD GOVERNANCE

7.01 Meetings

The SIR Executive Council and SIR Foundation Board of Directors meet three times a year and, if necessary, may add meetings at the discretion of the president, by other appropriate means. Typically, the executive council and board meet at the annual scientific meeting and at two other times spaced during the year. In addition to the executive council and board members, other volunteer member leadership positions may be invited to the meetings. Full attendance is expected at all meetings. If it is necessary to miss a meeting, the executive council or board member should advise staff as early as possible. Executive council and foundation board meetings are open to all members in good standing, except for executive sessions.

7.02 Agenda items for meetings

The SIR President-elect and SIR Foundation Chair formulate agendas for executive council and foundation board meetings, respectively. Suggested agenda items and accompanying materials are solicited and submitted by executive council and board members, committees and staff. Electronic agenda books, which contain supporting information for agenda items and reports, are provided to all executive council and board members approximately fifteen days prior to the meetings. Members are responsible for downloading and becoming familiar with the contents of the agenda books prior to the meeting.

7.03 Board reports

All members and guests of the executive council and foundation board are invited to submit written progress reports. The deadline for written reports is six (6) weeks prior to the meeting; council and board members are sent a reminder memo at least one month in advance of the deadline, detailing the deadline and procedures for submitting the report. Reports may summarize official activities in which the individual has been involved since the last meetings. Reports may also be used to raise a new issue or action to be considered by the council and board.

7.04 Action items

Action items are agenda items submitted to the executive council and board that require any form of motion. These are submitted using an action item template that includes the request for action, budget implications and connection to the strategic plan. These items might be presented as a part of an executive council and/or board member report or a committee recommendation. All action items must be first submitted for review by the operations committee prior to being presented to the executive council and foundation board of directors. Additionally, action items must be linked to an element of the strategic plan and contain a fiscal note from financials operations staff.

Committees may also submit action items to the executive council and foundation board of directors. Items range from requests for funding of a committee-sponsored project to formation of new policies. Controversial action items often require considerable discussion by members of the executive council and board of directors. After action items are thoroughly vetted, a motion is made, and a vote is taken. The results are reflected in the minutes of the meetings, and actions by the executive council and foundation board of directors are communicated to members through the SIR Vision email.

For board report and action item templates contact **Molly Barlow** (mbarlow@sirweb.org).

7.05 Consent calendar

The consent calendar consists of action items from committees or staff deemed sufficiently uncontroversial that they can be grouped together on the agenda and be approved by executive council and foundation board of directors' vote without discussion. Any member may make a motion to extract an individual item from the consent calendar for separate discussion and vote. The consent calendar enables the executive council and foundation board of directors to focus more time and attention on substantive, strategic and/or controversial issues.

7.06 Meeting minutes

Staff liaisons are responsible for the accurate recording of minutes with the review and approval of the executive council and foundation board of directors and/or committees. SIR minutes are made available upon request to members in good standing to before the next scheduled meeting.

7.07 Travel expense reimbursement

Executive council and foundation board and invited guests

Executive council and foundation board members' and invited guests' reasonable travel expenses are reimbursed by SIR and SIR Foundation of the for attendance at all meetings. Board members are expected to make travel arrangements that allow ample time to participate in the entire meeting and should refrain from requesting agenda adjustments to satisfy other commitments or to make earlier flights. Reimbursement for attendance at executive council and foundation board meetings may be denied if members and invited guests do not stay for the entire meeting.

Travel expenses for meetings held in conjunction with the annual scientific meeting and other official societies meetings are not reimbursed. However, to allow them ample time to arrive for meetings, executive council and foundation board members and invited guests are reimbursed for a two-night stay and reasonable meal expenses during the annual meeting.

Committee members and liaison representatives of SIR and SIR Foundation

SIR and SIR Foundation will reimburse the reasonable travel expenses of members serving on behalf of the society or foundation in an approved capacity.

For full details related to reimbursements contact **Caitlin Couture** (ccouture@sirweb.org).

SECTION 8: VOLUNTEER GROUPS

In accordance with the bylaws of the Society of Interventional Radiology and its foundation, committees are broadly separated into standing committees (i.e., those that are mandated by the society's bylaws) and other committees. For SIR's purposes, "other committees" are further divided into workgroups, subcommittees, advisory groups and task forces. In addition to committees, SIR's volunteer groups consist of section governing councils, service lines and editorial boards.

8.01 Standing committees

Standing committees are authorized in the bylaws to perform specific functions. The current standing committees include the operations committee, the finance committee, the rules committee, the membership committee, the ethics committee, the Fellows' affairs committee and the nominating committee. Removal of or modifications to the charge and makeup of such a committee requires a change in the bylaws.

Operations committee

The SIR Operations Committee consists of the officers, the immediate past president and the foundation chair. The executive director is also a member of the operations committee and participates in all discussions but has no vote. Between meetings of the executive council, the operations committee has all the powers and responsibilities of the executive council. The operations committee may conduct any business matter that requires attention between executive council meetings. Operations committee meeting minutes are approved at the next subsequent meeting. Highlights from the operations committee meetings are posted to the executive council community on SIR Connect between 48 and 72 hours after each meeting.

The president-elect is the chair of the operations committee but, in his absence, the president shall act as chair; in the absence of both, the secretary shall act as chair. The executive council may also request that they be convened to ratify actions and recommendations of the operations committee.

Finance committee

The finance committee shall have the responsibility of overseeing the financial affairs of SIR and SIR Foundation. The finance committee shall include no less than three active members and the treasurer shall serve as the chair of the finance committee.

The authority and responsibilities of the finance committee include:

- (a) Overseeing the SIR and SIR Foundation financial activity including, but not limited to, risk management, cash flow management, insurance, performance against budget, and investment policies and performance.
- (b) In conjunction with staff, preparing and presenting the annual operating budget.
- (c) Recommend and review the findings of a Certified Public Accountant in conducting an annual audit of the financial records of SIR and SIR Foundation.
- (d) Periodically reviewing and making any necessary recommendations to the executive council and foundation board.
- (e) Providing regular reports to the executive council and foundation board.

Rules committee

The rules committee is a standing committee of the society and is responsible for considering revisions to the articles of incorporation and the bylaws. The rules committee shall consist of no less than three active Fellows in good standing, each of whom shall serve a two-year term. The rules committee is responsible for the bylaws and may be called upon to interpret bylaws when questions arise. It shall, on order of the executive council, prepare and submit amendments to the bylaws, edit and present to the members any amendments which it deems necessary. The rules committee shall present such amendments to the executive council for approval prior to the annual members' business meeting.

Nominating committee

The nominating committee shall consist of the SIR president, president-elect, secretary and, as designated by the operations committee, one councilor-at-large, one member-at-large and one additional member. The chair of the SIR Foundation Nominating Committee shall also serve as a member of the SIR Nominating Committee. The SIR president shall serve as chair of this committee. No member of the nominating committee shall be eligible for election to office during their term on the committee.

Fellows' affairs committee

The Fellows' affairs committee shall be comprised of no less than three active Fellows in good standing. The Fellows' affairs committee will be called upon to confer in all matters related to the Fellows in the society.

Ethics committee

The ethics committee is responsible for ensuring that all members respect and uphold the SIR Code of Ethics and related policies. The committee shall review and investigate all reports of professional misconduct and ethics violations, including abstract discrepancies, and report its findings to the SIR Executive Council. The committee will assist with amendments to the SIR Code of Ethics as well as related procedures, policies and positions statements.

Membership committee

The membership committee will act as an advisory committee to the member services division by providing oversight to all aspects of the volunteer engagement process. The committee shall review and screen all individuals suggested for membership in accordance with the provisions of these bylaws to assure that they fulfill the requirements for membership in their appropriate category.

8.02 “Other committees”

Formation/structure

The SIR Executive Council and SIR Foundation Board of Directors has the authority to form and disband what are referred to in the bylaws as other committees. Such committees are formed by a vote of the executive council or foundation board of directors, are not mandated by the bylaws and can be altered or abolished only by the same body. New SIR or SIR Foundation committees can be created directly by the executive council or foundation board or as the result of a request to the executive council or foundation board of directors.

Committees can be dissolved by vote of the applicable executive council or foundation board of directors.

Recommendations for dissolution can come from the following sources: members of leadership, chairs of committees or the operations committee. The member services division councilor is responsible for analyzing recommendations for committee dissolution. The executive council or foundation board votes for or against dissolution of the committee. The volunteer chair is then notified of the decision.

Divisions

All volunteer groups are organized under division clusters. Divisions group committees with similar programmatic focus into a cluster designed to foster better coordination, accountability and communication from the committees related to the program area's success and ensures coordinated communication with the SIR Executive Council and the SIR Foundation Board of Directors. All divisions are chaired by SIR Executive Council liaisons and SIR Foundation Board of Directors members and will consist of the chairs and vice chairs from each committee within that cluster. Staff liaisons may serve as consultants to the division.

Divisions meet during or directly following the Annual Scientific Meeting to share and review committee work plans, annual progress reports and action items within a cluster to eliminate duplicative efforts and ensure that all goals are aligned with the strategic plan. This is the first line of review prior to final approval of action items by the SIR Executive Council and the SIR Foundation Board of Directors.

Ad hoc and task forces

These groups are temporary in nature and charged with addressing specific goals or tasks with a defined conclusion. Task forces are generally made up of fewer members than a committee and are dissolved once the specified tasks are completed.

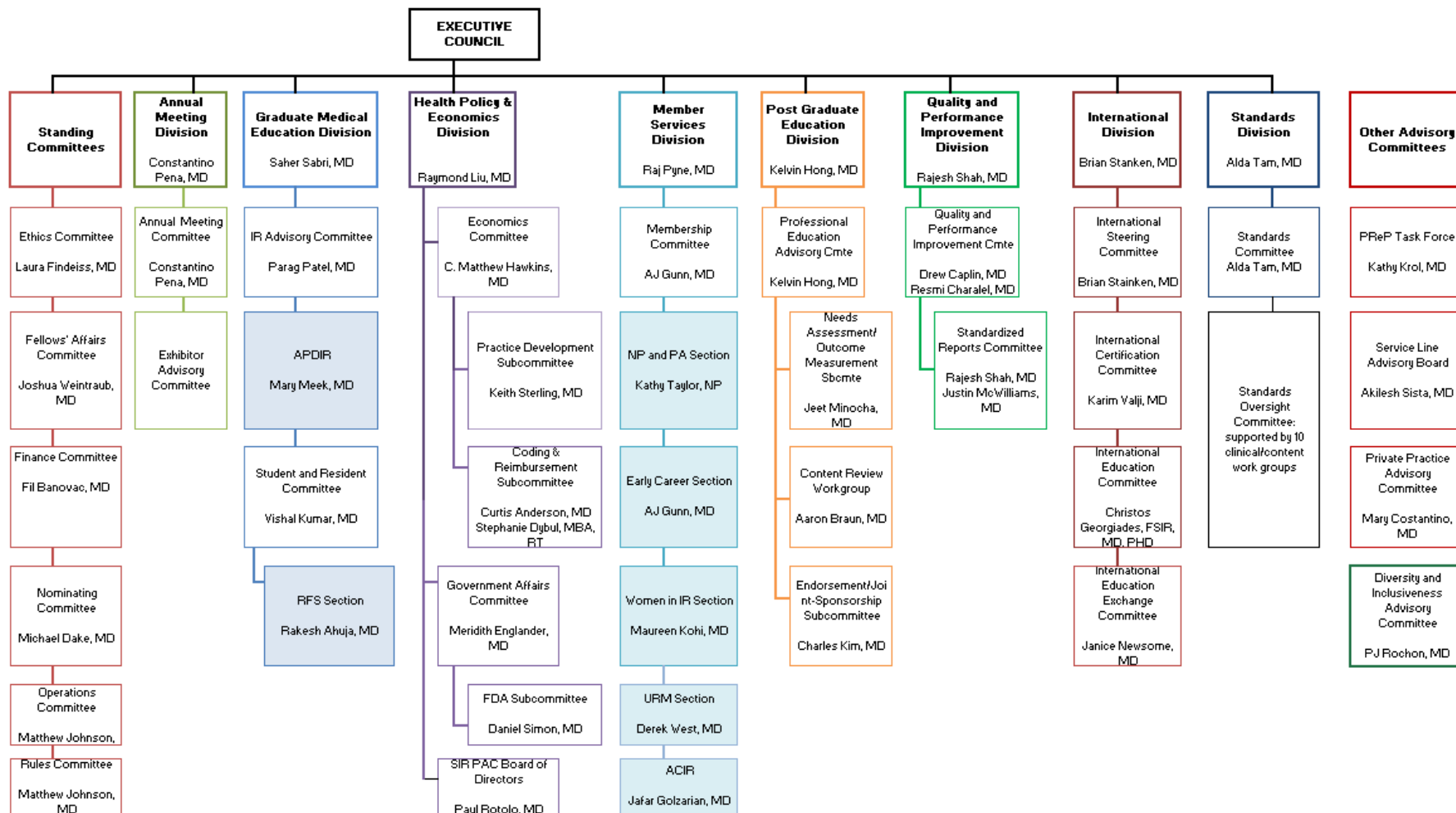
Subcommittees and workgroups

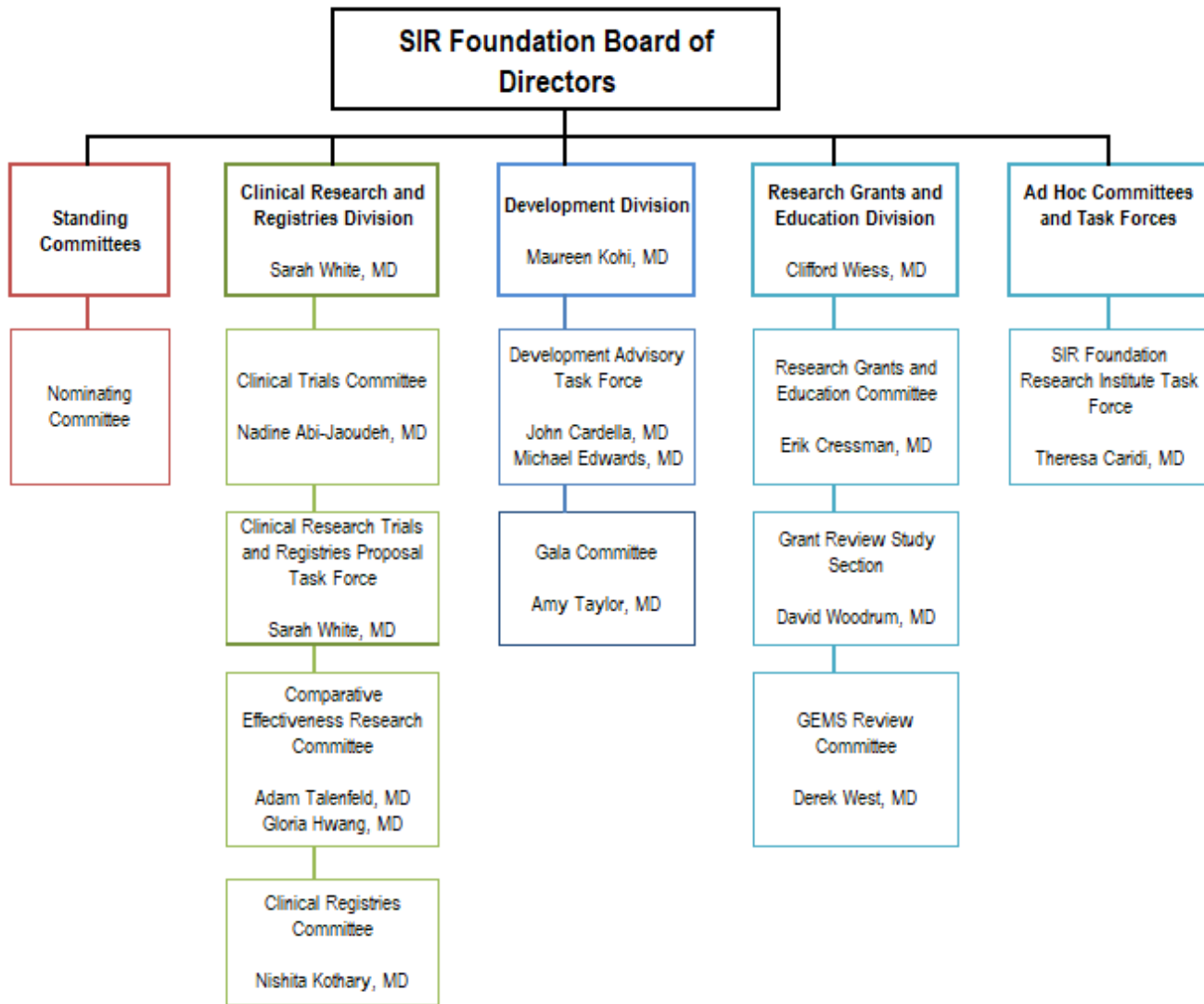
A subcommittee is a narrowly focused, topic-specific volunteer group reporting to a larger, broader group. A workgroup is an action-oriented group charged with completing several tasks. Often, a workgroup also functions as a subcommittee.

Governing councils

A governing council consists of the leadership and councilors of an SIR section and provides guidance and oversight to all volunteer groups within the section.

SIR Organizational Structure





Terms and positions

Most volunteer groups are structured as follows:

- Chair
- Vice chair
- Members (maximum of 20)
- Consultants (maximum of 5)
- Staff Liaison
- Ex officio (if necessary)

Members can serve on a specific group for a maximum of two consecutive three-year terms (up to six years). Upon completion of the second term, they cannot serve as voting members on the same volunteer group until the passage of at least three years.

All members who have completed their term and are not eligible for reappointment can be appointed as a consultant, at the discretion of the chair and the recommendation of the membership committee.

Volunteer group chairs entering their final year of service are advised to identify a candidate for vice chair. The vice chair will serve a one-year term to allow shadowing the chair on his/her final year to facilitate an easier transition of leadership, with increased opportunities to build strategic capacity within each volunteer group. Chair and vice chair appointments are made by the membership committee.

Limit on volunteer service

Volunteers are limited to serving on no more than three groups at a time; however, at the discretion of the membership committee, they may be approved to serve on more than three. Society and foundation policies enforce a maximum of 20 voting members on each group, not including the chair, vice chair, consultants and ex officio members. A member must wait three years after the end of their term to reapply for that same group. However, they may apply for membership on other SIR or foundation volunteer groups. The target number of consultants within a group will be no more than **five** per committee. Consultants may serve a single two-year term.

Volunteer appointment process

Any Fellow or member of the society in good standing can apply to be appointed to an SIR or foundation volunteer group. Per the SIR bylaws, all chairs shall have been members in good standing of the society for a minimum of three years.

The call for volunteers is published annually in the summer issue of the *IRQuarterly*. Applicants must submit an online application by mid-September of each year. The open call for applications may vary slightly each year; for the exact dates and deadlines visit sirweb.org. All applications received by the published date are processed by SIR staff and distributed to the volunteer group chair and the membership committee. Chairs and vice chairs (if applicable) make recommendations to the membership committee for reappointments, new appointments and removals. After a thorough review, the membership committee appoints new members based on the number of current volunteer obligations they hold and their areas of expertise. All volunteer appointments must be approved by the executive council.

Applicants are notified regarding appointments electronically in December. Terms begin April 1 and end March 31. Newly appointed members are given the opportunity to familiarize themselves with the volunteer group by attending the next meeting prior to their term as an invited guest.

Volunteer chair responsibilities

All appointed volunteer chairs of the SIR and SIR Foundation are expected to be committed to the society and its mission, willing to consider the perspectives from all segments and serve the broad agenda and strategic plan of SIR and SIR Foundation and all its members.

Staff involvement

Each volunteer group is assigned a staff liaison. The staff liaison is responsible for distributing materials before meetings, preparing draft minutes of meetings and assisting volunteer chairs between meetings. The staff liaison works with the volunteer chair to develop agendas for upcoming meetings and implement any action items.

SECTION 9: SECTIONS

SIR sections exist within the society for members who share a special area of interest or stage of life. Sections cultivate ideas and develop programs within this special interest that improve patient care through image-guided therapy.

The function of sections is to:

- Provide a forum for the exchange of information between members and the society.
- Provide a means for the society to utilize the expertise of an identifiable group of members on specific issues.
- Provide a forum for members with a special interest to speak as a unified group to the leadership of the society.
- Provide a pathway for professional leadership development within the organization.

9.01 Section status

An SIR section may be created by the SIR Executive Council or at the request of membership. To apply for section status, a proposed section must submit documentation containing 1) prospective section objectives; 2) description of the subject area to be addressed by the section; 3) description of how the establishment of a section will further the SIR's ability to meet its mission and 4) proposed first-year activities.

Section membership may be required annually by the executive council for any section based on the goals and objectives established by the section. Active members of each section are required to pay section dues (if applicable) in addition to SIR dues.

Upon receipt of the necessary information, the operations committee determines if section status should be recommended to the executive council. Sections can also be dissolved by vote of the executive council.

The section manual is available on sirweb.org/sections.

9.02 Residents, Fellows-in-Training and Medical Students (RFS) section

The purpose of the RFS section is to promote the clinical paradigm of interventional radiology practice at the resident, fellow and medical student level by introducing trainees to the ideas that embody the future of IR, by stressing the necessity of becoming disease experts and above all else, by focusing on patient-centered care.

In addition to the general mission and vision of the society as set forth in the bylaws, the objectives of this section shall be:

- We are the voice for residents, fellows and medical students in pursuit of their training as clinicians and interventional radiologists
- We will work to promote the clinical model of interventional radiology practice, as residents, fellows and medical students by stressing first and foremost service to the patient.
- We will continually expand our knowledge base to become true disease experts, with fundamental understanding of the epidemiology, pathophysiology, natural history, and evidence-based medicine of the diseases that we treat. This will ultimately serve our patients well as we deliver longitudinal care.
- We will embrace the IR residency and continue to advocate the development of resident, fellow and medical student-driven clinics.
- As the future of the society, we will work to recruit the best and the brightest like-minded physicians and students into the specialty and the society to help further propel interventional radiology to the forefront of clinical medicine and patient care.

9.03 Women in Interventional Radiology (WIR) section

The Women in IR (WIR) section promotes women within the specialty by inspiring and empowering women interventional radiologists to achieve their personal and professional goals and serve as a resource to the executive council.

In addition to the general mission and vision of the society as set forth in the bylaws, the objectives of this section shall be:

- To work with the society, the executive council and SIR and SIR Foundation committees to increase the number of women within SIR leadership by providing a pathway for professional leadership development within the organization.
- To provide a forum that supports women in interventional radiology and encourages the open exchange of information which will help individuals further their careers.
- To provide a forum for women in interventional radiology to meet, interact and network.
- To develop and present educational programs on a diverse range of topics relating to interventional radiology, career opportunities, career longevity and economic concerns.
- To prepare and distribute information to the members that is interesting, educational and relevant.

9.04 Early Career section (ECS)

The Early Career section is composed of interventional radiologists in their first eight years of practice however, membership is open to all individuals interested in supporting the mission and objective of the section. The purpose of the ECS is to provide a platform in which members of SIR new to the practice of interventional radiology can develop a knowledge and resource base, network, participate in decision-making and serve as a resource to the SIR Executive Council.

In addition to the general mission and vision of the society as set forth in the bylaws, the objectives of this section shall be:

- To provide an opportunity for physicians new to the practice of interventional radiology to exchange ideas and learn about furthering their careers in interventional radiology.
- To promote collegiality and cooperation among physicians who have recently started to practice interventional radiology.
- To develop and present educational programs on the many facets of interventional radiology including:
 - understanding economic, hospital, and health care policy
 - achieving a balanced lifestyle
 - furthering career opportunities
 - maintaining career longevity and economic viability.
- To prepare and distribute interesting, educational, and informative content for members of the section.
- To serve as a resource to the society, executive council, SIR and SIR Foundation committees, on issues relating to interventional radiology.
- To provide a pathway for professional leadership development within the organization.

9.05 Association of Chiefs in Interventional Radiology (ACIR)

ACIR is a nonprofit organization dedicated to the advancement of the art and science of interventional radiology by the promotion of medical education, research and patient care, the development of methods of undergraduate and graduate teaching in interventional radiology and the provision of a forum for discussion of problems and mutual interest among interventional radiology chiefs.

The ACIR shall be a nonprofit organization whose objectives shall be the advancement of the art and science of interventional radiology by:

- the promotion of medical education, research and patient care
- the development of methods of undergraduate and graduate teaching in interventional radiology
- the provision of a forum for discussion of problems and mutual interest among interventional radiology chiefs
- the development of policies and initiatives essential for the success of the clinical, research and educational missions of interventional radiology and image-guided medicine.

To accept, hold, invest and administer any property—real, personal or mixed—by gift, devise, bequest, purchase, lease, loan or otherwise, absolutely or in trust, for the any or more of the foregoing purposes and carry out the directions and exercise the powers contained in any trust or other instrument under which such property may be received, including but without limitation, the expenditure of the principal, as well as the income, of any property so received, if authorized or directed in such trust or other instrument. If any such property is received without any designation of specific use, the ACIR shall expend the income and principal thereof for any one or more of the foregoing purposes in such manner and amounts and at such time or times as deemed proper by the board of directors.

No part of the net earnings of the ACIR shall inure to the benefit of, or be distributable to, its officers, directors, members or other private persons, except that the ACIR shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this section.

9.06 Association for Program Directors in Interventional Radiology (APDIR)

The mission of the Association of Program Directors in Interventional Radiology (APDIR) is to work to stimulate interest in and to provide guidelines for teaching in cardiovascular and interventional radiology and to address the educational, regulatory and financial issues that affect the future of IR.

- APDIR membership includes the directors of all interventional radiology fellowship programs in the United States and Canada.
- The purpose of the APDIR is to address the educational and regulatory issues that affect the training of future interventional radiologists.
- The APDIR shall work to stimulate interest in and to provide guidelines for teaching and training in cardiovascular and interventional radiology.
- The APDIR holds a business meeting during the Society of Interventional Radiology's Annual Scientific Meeting and an annual meeting to implement these goals.

9.07 Nurse Practitioners (NP) and Physician Assistants (PA) section

The Nurse Practitioners and Physician Assistants section was established within SIR to provide a forum in which Clinical Associate members who are Advanced Practice Nurses (i.e., Nurse Practitioners and Clinical Nurse Specialists) or Physician Assistants, can work together to exchange information, education and resources to excel.

Objectives:

- In addition to the general mission and vision of the society as set forth in the bylaws, the objectives of this section shall be:
- Unify Advance Practice Providers working in interventional radiology and provide a supportive environment for learning.
- Increase steady enrollment and involvement of NPs and PAs in SIR
- Distribute most up to date research on best practice measures.
- Develop and present educational programs accredited by accepted credentialing bodies
- Provide a forum that supports NPs and PAs in IR and encourages exchange of information that will increase expertise in patient and procedural care

9.08 Underrepresented Minorities (URM) section

The Section for Underrepresented Minorities (URM) in IR is chartered to provide a forum for people interested in the advancement of the medical field of interventional radiology to underrepresented minority communities to share information, receive and give counsel and serve as a resource to others interested in this area of interventional radiology.

SECTION 10: DELEGATES AND LIAISONS

10.01 American College of Radiology representative

The delegate to the American College of Radiology shall be appointed by the executive council and serve a term length in accordance with ACR rules. The alternate delegate shall be the president of the society or their designee.

10.02 American Medical Association House of Delegates

The delegate(s) to the American Medical Association House of Delegates shall be appointed by the executive council and serve a term length in accordance with AMA rules. If additional seats become available, the executive council shall appoint additional delegates and alternate delegates.

10.03 Representative Appointment

The executive council shall appoint a representative to each board, council or organization as appropriate.

10.04 Liaison representatives

When necessary, SIR will appoint members to represent the interests of the society in an official capacity in an external medical specialty society or other entity (standard setting bodies, ISO, ANSI, CI, ad hoc NIH, CDC, NAS, FDA, NIDCD, etc.). The representative may be asked to serve for an extended period or on an ad hoc basis. These individuals are required to submit a written report to the operations committee following meetings or calls for which they have been appointed to represent the society. Appointments made by SIR can be terminated at any time at the discretion of the executive council.

SECTION 11: OFFICIAL STATEMENTS

11.01 Official spokespersons

The SIR President is the official spokesperson for the society with respect to national health policy issues, including but not limited to clinical indicators, relative values or reimbursement issues. Alternatively, the executive director may fill this role in the president's absence. In those instances when the editor, a councilor or a volunteer chair are more appropriate to serve as the SIR spokesperson, that person will be given limited authority by the executive director in consultation with the president. Any member who wishes to communicate, interpret or distribute an official statement, policy, or opinion on national health policy issues on behalf of SIR may only do so after first seeking the approval of the executive director. When appropriate, the executive director may consult with the president and/or the operations committee before issuing approval.

11.02 Position statements

Position statements are official declarations regarding the SIR's position on health policy, clinical procedures, state and federal advocacy and certain practices in medicine. Proposed position statements are typically generated from within SIR committees. However, individual members or groups of members may also request consideration of a topic for position statement development. Proposed position statements only become official with executive council approval.

SECTION 12: INFORMATION COLLECTION AND DISSEMINATION

12.01 Privacy statement

Privacy statement

The Society of Interventional Radiology and SIR Foundation take the issue of privacy very seriously. SIR is committed to protecting your privacy and the security of all personal data that SIR maintains on behalf of our members and customers. Personal data means any information that allows you to be directly or indirectly identified.

Member contact information

Member contact information is collected and housed in the SIR membership database. Postal addresses from this database are made available to industry, vendors and the public in the "Doctor Finder" section of the website. As a benefit to members, the "Doctor Finder" is available as a referral service, so patients and colleagues can locate IR within a specified region. An online membership directory is available to all members via SIR Connect.

Email and postal address usage

SIR members who provide an email address may be added to the SIR email list or approved other private lists. The SIR email list is only for important SIR communications. SIR and SIR Foundation does not sell or distribute email addresses to third parties, such as outside commercial, charitable or professional organizations under any circumstances. A member can remove their email address from SIR files at any time.

Electronic information

SIR may use "cookie" technology to aid in site navigation, [registration](#) and to obtain nonpersonal information from its online visitors. Such data may be collected and used in aggregate by the SIR to shape and direct the creation and [maintenance](#) of content on the website. Personal information is not extracted in this process nor is any information provided to third parties.

SIR has taken steps to make all information received from online visitors as secure as possible against unauthorized access and use. Security to protect the information is in place and appropriately reviewed and updated.

Note: The SIR and SIR Foundation website contains links to other sites. SIR and SIR Foundation assumes no responsibility for the privacy practices or the content of such websites.

12.02 Intellectual property

All SIR and SIR Foundation materials including those in print and those posted on its websites, as well as those distributed digitally, are subject to copyrights owned or licensed by the SIR or SIR Foundation unless indicated otherwise. SIR and SIR Foundation provide limited permission for users to reproduce, retransmit or reprint, for such user's own personal use only, part or all of any document as long as the copyright notice and permission notice contained in the document or portion thereof are included in such reproduction, retransmission or reprinting. All other reproduction, retransmission, or reprinting of all or part of any document in print, otherwise disseminated or posted on any SIR website is expressly prohibited without written consent from SIR and SIR Foundation.

SIR and SIR Foundation materials include any works authored, co-authored or contributed by the undersigned during his or her past, present or future service as a member of any committee, as well as any related materials used for audio-visual presentation.

The names, trademarks, service marks and logos of the SIR and SIR Foundation may not be used by any other party without prior, written permission. These names, trademarks, service marks and logos may not be used in any advertising, publicity or otherwise to indicate, suggest or imply SIR or SIR Foundation relationships, sponsorship or affiliation with any entity, individual, product or services, without prior express written permission.

Disclaimers

The Society of Interventional Radiology is providing information and services as a benefit and service of its nonprofit and tax-exempt status. SIR makes no representations about the suitability of this information and these services for any purpose.

This information is provided by the Society of Interventional Radiology, Inc., (SIR) and the SIR Foundation, Inc. for educational purposes only. Any information provided should not be considered medical advice or a substitute for a consultation with an interventional radiologist or other physician. SIR and SIR Foundation will not offer medical advice or recommend any physician for treatment of medical disorders; such requests cannot be answered.

12.03 Website

SIR (sirweb.org) and SIR Foundation (sirfoundation.org) have two separate but integrated websites that serve both members and the public. There is a wealth of information on the public and member portions of the websites. In the member only section, content especially for members is provided and only available after login.

The annual meeting website at sirmeeting.org, which is public, contains key annual meeting information and updates and is the launching point to access online registration and other online functions.

12.04 Social media

SIR and SIR Foundation maintains a social media presence on five social media sites: Facebook, Twitter, LinkedIn, YouTube and Instagram.

12.05 Surveys

SIR is committed to obtaining and responding to needs and feedback from its members and customers to prioritize and deliver high-quality programs and services. To accomplish this, it is necessary that the processes for surveying members are carefully designed and have consistency and coordination within the organization.

All requests to survey members or customers are reviewed by SIR or SIR Foundation committees and staff to ensure they are following established policy and procedures. Each survey must have a clearly defined purpose and provide value to the respondents and to the organization. Survey questions are reviewed for content and to ensure comparability with relevant prior surveys. Appropriate methods must be used to obtain the target response rate (e.g., website, email, mail, fax, etc.). Not all survey requests can be granted.

For more information about SIR's survey policy contact **Joy Gornal** (jgornal@sirweb.org).

SECTION 13: AWARDS

The SIR and SIR Foundation Awards Program recognizes excellence, extraordinary contributions and distinguished service to the society and the profession. SIR Foundation awards recognize and promote innovation and philanthropy within SIR and the profession. They also expose fellows, residents and medical students to the annual meeting and interventional radiology research opportunities.

13.01 Gold Medal Award

The SIR Gold Medal was established in 1996 and is the highest honor that can be achieved in the field of interventional radiology. This honor is bestowed for excellence and lifetime achievement in interventional radiology to those individuals who have rendered exceptional service to the field. Gold Medal recipients exemplify those individuals who have dedicated their past and present talents to advancing the quality of patient care through the practice of interventional radiology, and who, by their outstanding achievements, also help to ensure the future of the field.

The gold medal committee selects up to three recipients of this award each year.

13.02 Charles T. Dotter Lecturer

The Dr. Charles T. Dotter Lecture was initiated in 1984 as an annual invited lecture to honor one of the founding fathers of interventional radiology. The award provides a forum for the recipient to deliver the special Dr. Charles T. Dotter Lecture during the SIR Annual Scientific Meeting.

The SIR President selects one recipient of this award each year.

13.03 Leaders in Innovation Award

The Leaders in Innovation Award recognizes and promotes innovation within interventional radiology, continuing IR's historical innovative development that has revolutionized medicine over the last 40 years. The award acknowledges individuals who have conceptualized and implemented an idea that has had an advantageous impact on the practice of interventional radiology. The innovation can be a device, technique, approach, clinical practice model or anything having a significant improvement upon the quality of patient care or economics of interventional practice.

The SIR Foundation Board of Directors select one recipient of this award each year.

13.04 Dr. Gary J. Becker Young Investigator Award

The Gary J. Becker Young Investigator Award, named in honor of the first editor of the Journal of Vascular and Interventional Radiology, was established to identify promising young interventionalists and encourage them to pursue an academic career. The award is given to the author of the most outstanding clinical or basic science research paper submitted by an individual within five years of training. The award was established in 1990 and provides an opportunity for the recipient to present the paper during the SIR Annual Scientific Meeting.

The SIR Foundation Board of Directors select one recipient of this award each year.

13.05 Dr. Constantin Cope Medical Student Research Award

The purpose of the award is to introduce interested medical students to the greater interventional radiology community at the SIR Annual Scientific Meeting. The intent is to recognize the student author of an accepted abstract that best honors the spirit of inventiveness and scientific purity. The award was established in 2005.

13.06 Frederick S. Keller, MD, Philanthropy Award

The Frederick S. Keller, MD, Philanthropy Award honors an individual who, through exceptional generosity and through inspiring others to give, demonstrates outstanding commitment to SIR Foundation. This award is presented annually at the SIR Foundation Gala.

The SIR Foundation Board of Directors select one recipient of this award each year.

13.07 Resident/Fellow Research Award

The Resident/Fellow Research Award is designed to provide residents and fellows an opportunity to attend and present scientific research at the SIR Annual Scientific Meeting. The intent is to expose young researchers who wish to further their careers in interventional radiology to the SIR Annual Scientific Meeting.

The annual meeting research award committee selects up to three recipients of this award each year.

SECTION 14: CORPORATE RELATIONS

14.01 Industry support

SIR and SIR Foundation believe in forming collaborative relationships with industry so that important work for the specialty can be appropriately leveraged. By working together, SIR, SIR Foundation and industry can better serve and communicate with the specialty, its practitioners and patients. SIR and SIR Foundation accept corporate and industry-related foundations funding in support of many areas our mission.

SIR greatly values and relies upon financial and in-kind support from reputable corporations to further SIR's mission to advance the science and art of interventional radiology and promote community health, patient welfare and public education in this medical field. In many instances, financial support from corporate sponsors enables SIR to engage in continuing medical education programs, public education initiatives and other activities that could not otherwise be pursued. As an Accreditation Council for Continuing Medical Education (ACCME) accredited organization to provide continuing medical education (CME) to physicians, SIR has strict guidelines to ensure that all of SIR's corporate support arrangements advance its mission and strategic goals, serve the best interests of the membership, retain SIR's independence and avoid conflicts of interest.

SIR's Corporate Ambassadors Program (CAP) provides structure to giving and ensures successful corporate relationships. Recognition of corporate support is administered through the Corporate Ambassadors Program (CAP).

For details on the corporate recognition program contact **Jonas Nash** (jnash@sirweb.org) and **Terrienne Zeifman** (tzeifman@sirweb.org).