

The Society of Interventional Radiology Early Career Section (ECS) Governing Articles

The Section for Early Career physicians is chartered by the Executive Council (EC) of the Society of Interventional Radiology (SIR) to provide a forum in which SIR members with special interests pertaining to Early Career physicians can share information, receive and give counsel, and serve as a resource to others interested in this area of interventional radiology.

Because sections are considered a part of SIR membership, sections will not have separate bylaws or formal incorporation documents. Their existence and operations shall be subject to the terms and conditions stated in the SIR Section Manual, as adopted and/or amended by the EC.

These governing articles have been drawn up to facilitate operation of the section. They shall conform to the Bylaws of the Society, and the activities of the section to the decisions of the EC. Projects in the areas of education, internal governance, legislation, or public relations shall be undertaken only with the advice and consent of the EC. The activities of the section shall be intimately coordinated with those of SIR and SIR Foundation.

1. Name

The name of the section shall be the SIR Early Career Section (ECS).

2. Purpose

The purpose of the ECS is to provide a platform in which SIR members 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 EC.

3. 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:

- 3.1 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.
- 3.2 To promote collegiality and cooperation among the physicians who recently started to practice interventional radiology.
- 3.3 To develop and present educational programs on the many facets of interventional radiology including:

1. advancements in clinical care;
 2. understanding economic, hospital, and health care policy;
 3. achieving a balanced lifestyle;
 4. furthering career opportunities; and
 5. maintaining career longevity and economic viability.
- 3.4 To prepare and distribute interesting, educational, and informative content for members of the section.
- 3.5 To serve as a resource to the Society, Executive Council, SIR and SIR Foundation committees.
- 3.6 To provide a pathway for professional leadership development within the organization.

4. Membership

The membership of the ECS shall consist of interventional radiologists who are new to practice and who have a special interest in contributing toward the objectives of the section, and who fulfill membership requirements as defined in the SIR Bylaws. Activities of the section are ideally targeted to physicians in their first eight years of practice; however, membership is open to all individuals interested in supporting the mission and objective of the section. Members of the section who have greater than eight years in practice are eligible to join the section in the advisor and mentor capacity.

5. Reporting Structure

The ECS will fall under the Member Services Division of SIR, thus budgetary and financial requests will be directed through the Member Services Division. The Member Service Division Councilor shall serve as an ex-officio advisor to the ECS.

The Executive Committee of the section shall serve as the executive body of the ECS and its officers shall define and oversee the projects and initiatives as subject to the mission statement of the ECS.

The Governing Council (see Section 7) of the section shall serve as an advisory body to the ECS Executive Committee on current and new projects and initiatives. Members of the Governing Council shall assist in the planning and execution of ECS projects and initiatives.

6. Executive Committee

The Executive Committee of the section shall be composed of not less than three officers of the section. This shall include the chair, chair-elect, secretary, and up to three leaders from each designated

workgroup. Attendance at 75% of monthly Governing Council meetings is compulsory for Executive Committee members.

6.1 Officers

The officers of the section shall be the chair, chair-elect, and the secretary. The officers shall be members of the section. Officers will serve for a term of one year.

Succession

To accomplish a smooth transition in the management of the ECS from year to year, the secretary (who is selected by the Nominating Committee (see Section 7)) shall become the chair-elect and the chair-elect shall become chair. An open call for nominees to serve as secretary will be conducted annually as part of the SIR appointment process. The application process will be open for a minimum of 30 days for nominees to apply. All nominees will be members of the section.

Duties of the Chair

- 6.1.1 May be invited to attend SIR Executive Council meetings.
- 6.1.2 From time-to-time, section leaders may be asked by the President of the SIR to attend the Board meetings of other entities. In this case, their expenses will be paid by SIR.
- 6.1.3 Shall keep the Member Service Division Councilor and SIR Executive Council informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 6.1.4 Shall submit an annual report to the SIR Executive Council, which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.
- 6.1.5 Shall submit to the SIR Executive Council an informational summary of all section plans, goals, objectives, budgets, and meetings.
- 6.1.6 Shall preside at the annual general assembly of the section and at any other meetings of the section. If the chair is absent, the chair-elect will assume the functions of the chair.
- 6.1.7 Shall make recommendations to the SIR Membership Development Committee on appointments of section members to SIR and SIR Foundation committees or section members representing the interests of the Society with external organizations.
- 6.1.8 Shall be an ex-officio member of all standing and special committees of the section.

Duties of the Chair-Elect

- 6.2.1 Shall serve as an officer of the section.

6.2.2 Shall assist the chair in section duties as designated by the chair.

6.2.3 Shall serve as chair in the absence, resignation, or death of the chair.

Duties of the Immediate Past Chair

6.3.1 Shall serve as an advisor to the section and Governing Council.

6.3.2 Shall assist the chair in their duties for the section as designated by the chair, including; ex-officio advisor to committees, project task forces, or other groups within the ECS, as requested by the section chair.

Duties of the Secretary

6.4.1 Shall take the minutes of the annual meeting of the section and submit them to the section newsletter.

6.4.2 Shall provide the SIR Executive Council the names of the elected section officers.

6.4.3 Shall assist the section chair in the preparation of an annual meeting and the chair of other committees of the section, as requested.

6.4.4 Shall distribute to the membership via the section newsletter or other communications vehicle:

- The minutes of the annual meeting of the section
- Information of interest to members of the section

6.4.5 Shall notify members regarding their appointment to any committees of the section.

6.4.6 Shall give due notice of all meetings of the section and the Governing Council to the membership of the section and the SIR Executive Council.

6.4.7 Shall carry out such other duties as are assigned by the chair of the section and the SIR Executive Council.

6.5 Workgroup Chairs

An open call for nominees to serve as workgroup chairs will be conducted prior to the annual meeting or as necessary during the year. The application process will be open for a minimum of 30 days for nominees to apply. The selection of workgroup chairs will occur via majority vote of section officers (see Section 6.1). All workgroup chairs will be members of the section. Workgroup chairs will serve a term of one year. Workgroup chairs can serve successive terms upon approval by section officers via majority vote.

Duties of workgroup group chairs

- 6.5.1 Shall appoint members to the workgroup
- 6.5.2 Shall direct and organize the activities of workgroup members
- 6.5.2 Shall report standing committee activities on a periodic basis to section officers, the ECS Executive Committee, and the Governing Council

7. Governing Council, Workgroups, and Special Committees

7. 1 Governing Council

The Governing Council of the section shall serve as an advisory body to the Executive Committee on current and new projects and initiatives. Members of the Governing Council shall serve to assist in the planning and execution of ECS projects and initiatives. The section chair shall appoint members of the Governing Council. All members of the Governing Council will be members of the section. Attendance at 50% of monthly Governing Council meetings is compulsory for Governing Council members. Governing Council members will serve a term of one year. Governing Council members can serve successive terms upon approval by the section chair.

7.2 Workgroups

An open call for the addition or removal of workgroups within the section will be conducted annually as part of the SIR appointment process. All section members will be invited to submit proposals. The submission period will be open for a minimum of 30 days. Addition or removal of standing committees will occur via a majority vote from members of the ECS Executive Committee. After the nominating process for chairs of workgroups (see Section 6), these chairs shall appoint members to their workgroups. All committee members shall be section members. Workgroup members will serve a term of one year. Workgroup members can serve successive terms upon approval by the Workgroup Chair(s).

7.3 Nominating Committee

The Nominating Committee shall consist of the immediate past chair, chair, chair-elect, and two members at-large with the immediate past chair serving as chair. The members at-large will consist of a non-ECS member and an ECS member with experience in the functions of the section. The announcement of the new secretary will occur prior to the annual meeting each year.

7.4 Special Committees

The section chair shall appoint special committees when indicated.

8. Meetings

The general assembly of the section will be held during the SIR Annual Scientific Meeting and consist of two portions:

- a. A professional program open to all SIR members, professionals and guests
- b. A general assembly will be open to all SIR members with voting limited to ECS members.

8.1 Quorum

Attendance by a majority of the members of the ECS Executive Council at any regularly scheduled meeting of the ECS will constitute a quorum for conducting business at any such meeting of the section.

8.2 Voting

Any member in good standing of the ECS will have the power to propose resolutions, second resolutions, and vote on any matter before the body of the ECS. Members serving in an advisor or mentor capacity are non-voting members of the section.

8.3 Proxy Voting

There will be no proxy voting at any meeting of the ECS.

9. Submission of New Initiatives

All ECS members are able to submit proposals for new initiatives to the Governing Council in writing. The ECS member proposing the initiative must be present at the Governing Council meeting to present his/her ideas. With a quorum present, a discussion will be undertaken, and a majority vote is necessary for approval. Subsequently, the initiative will be placed under the appropriate committee's purview with the presenting member involved in the project.

10. Resignation of Removal of Members

10.1 Resignation

Any member of the ECS may resign by given written notice to his or her resignation to the section staff liaison.

10.2 Removal

ECS Executive Committee members are eligible for removal from the council for lack of participation in ECS meetings. Attendance at 75% of monthly Governing Council meetings is compulsory for the ECS Executive Committee. . Expulsion of an ECS member may be carried out immediately by the Member

Service Division Councilor in the event of unprofessional or unethical conduct of an ECS member.

Subsequently, if concurrent circumstances warrant such action, demotion and/or release from his/her duties after a majority vote of the ECS Executive Committee with Member Service Division Councilor final approval may be carried out.

11. Governing Articles Amendments

Any member of the section membership may propose a change to the Early Career Section governing articles. Proposed amendments to the governing articles must be submitted in writing by email to the chair in care of the section's SIR staff liaison at least ninety (90) days prior to the scheduled annual meeting.

Proposed amendments will be published in the section newsletter or emailed to section members no less than forty-five (45) days before the meeting at which such action is to be considered. Any proposed amendments must be approved by the majority of the voting members present and voting during the general assembly of the ECS.

The SIR Executive Council will review adopted amendments. Amendments approved by the SIR Executive Council will be published in the section newsletter and website.