

CODE OF PRACTICE

of the

Society of Radiopharmaceutical Sciences

December, 2010

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PREFACE

This Code of Practice is primarily meant as a guideline for the SRS officers and the SRS Management Office. It outlines day-to-day organizational and operational matters of the Society. Rather than strict regulations, the information outlined in this document is designed to provide a written framework of established practices, especially for newly elected members of the SRS BoD. and Executive Committee. While the SRS By-Laws define the scope and rules for members and officers of the Society, which can only be changed by consent of the General Membership Body, this Code of Practice allows flexibility and can be readily adapted by the Board of Directors to accommodate planned and unforeseen circumstances in the Society.

I. MEMBERSHIP

SRS Membership runs from January 1 to December 31 each year. The SRS membership renewal cycle will begin in September each year. Staff will develop the renewal letter and send to the SRS President by September 30 of each year. Staff will also develop an ad to be included in the Nuclear Medicine and Biology Journal that outlines what SRS dues are used for and encourages individuals to renew online. The ad will run in the last two issues of the year.

The names and total number of SRS members must be rectified on January 31 of each year, between SRS Management and NMB/Elsevier.

In addition to regular e-mail blasts, membership renewal notifications will be distributed in the timeline outlined below.

Date	Notice
End of September	Email Blast
End of October	Renewal Notice Mailing (1)
Mid of November	Email Blast
Begin of December	Renewal Notice Mailing (2)
1 st week of December	Email Blast - –Last Chance for 12/31 Deadline!
1 st week of January	Renewal Notice Mailing (3) –Last Chance for NMB!
3 rd week of January	Email Blast – Last Chance for NMB subscription!

SNM Staff shall distribute the list of all SRS members who have not renewed by January 31 to the SRS Executive Committee for review. The Executive Committee will decide next steps with regard to further contact with the lapsed members.

Membership Reports will be provided quarterly (as included in the management report). Additional membership reports may be requested by the SRS President or Executive Committee member.

II. DUES

Dues for membership in the SRS will be determined by the SRS Board of Directors. Dues are payable on January 1 of each year. SRS leadership will be notified by the staff when membership dues are delinquent. The rights and privileges of membership including voting, holding of office, committee membership, and the participation in meetings are suspended during the period of delinquency. Rights and privileges will be reinstated upon payment of arrears within the year. If a member wishes to renew in the middle of the year, he/she will pay the full dues amount and receive all back issues of the journal. SRS membership dues will be reviewed annually by the SRS Board of Directors during the summer Board meeting.

III. Bursary Calculation

A. Meeting Year

In the year of the ISRS Meeting, a portion of the meeting registration revenue should be set aside for bursaries. The formula is illustrated below:

1/3 Member Fees of all member registrants:

Total # of Member Registrations × SRS Membership Dues Fee × 1/3

Example: 300 Member Registrants × \$160 × 1/3 = \$16,000

1/2 SRS Membership Fees of all nonmember registrants*:

Total # of Nonmember Registrations × SRS Membership Dues Fee × 1/2

Example: 400 Nonmember Registrants × \$160 × 1/2 = \$32,000

**The meeting fees for nonmember registrants is set at a level slightly greater than the SRS membership above the registration fees of SRS member registrants. The rates for each meeting must be approved by the SRS BOD.*

B. Non-Meeting Year

In the year without the ISRS meeting, 1/3 of membership dues will be set aside for bursaries. This formula is illustrated below:

1/3 Member Dues = Total # of Members × SRS Membership Dues Fee × 1/3

Example: 600 Members × \$160 Dues Fee × 1/3 = \$32,000

C. Elsevier Rebate

As stated in the SRS/Elsevier contract (revised every three years) Elsevier shall pay to the SRS a royalty should certain goals be met, as follows;

- a. If Society membership in a given year is between 300-399 paid members, Elsevier shall pay a royalty of 25% of all member subscription revenue.
- b. If Society membership in a given year is between 400-499 paid members, Elsevier shall pay a royalty of 33% of all member subscription revenue.
- c. If Society membership in a given year is 500 or more paid members, Elsevier shall pay a royalty of the higher of (i) 50% of all member subscription

revenue, or (ii) 5% of annual total journal revenue, not including membership subscriptions. Elsevier shall provide a calculation of non-member journal revenue by March 15 of the following year.

Any royalties due to the Society shall be paid by April 15 of the year following the year on which the royalty is based.

D. Assignment of Bursaries

In the year of the biennial ISRS all bursary-money will be reserved for participants of this meeting, except for special disbursements approved by the Executive Committee.

The Chair of the ISRS meeting must play the leading role, with assistance of the SRS president, in the distribution of bursaries for students and trainees to participate in the ISRS meeting. The Chair must be motivated to solicit and collect donations from sponsors. The prerequisites for applicants to receive bursaries are: a) currently a M.S., Ph.D. student or post-doctoral scholar, b) having an oral or poster presentation contribution accepted to the ISRS meeting, and c) providing a letter of confirmation from the mentor or institution. The amount of the bursary granted to each trainee shall depend upon the availability of funds and on the geographic and economic conditions of the applicants' institution. Reimbursement of the bursary to the trainee must be provided in a timely manner and cash should be provided at the meeting for awardees when economic circumstances dictate. The bursary is awarded to the trainee and is non-transferrable. The Mentor of the trainee will receive notification that the student received the award.

IV. Board of Directors Meeting

SRS Board of Directors meetings will be held (face-to-face) during the SRS Biennial Meetings during the ISRS Symposia and in alternate years at a meeting site (e.g., SNM, EANM, etc.) selected by the SRS President. In addition, the SRS Board of Directors and/or Executive Committee will have quarterly conference calls (at least every four months). The SRS President may contact staff, at any time, to request a conference call. SNM Staff will work with the SRS President to identify the most convenient time for all members of the SRS Board of Directors.

In preparation for all SRS Board meetings and conference calls, SNM staff will develop a draft agenda (with relevant background information) at least one week prior to the conference call. Upon approval from the SRS President, SNM Staff will distribute the agenda and background information to the board for review, prior to the call. (Ideally meeting material should be distributed at least three days prior to the meeting to ensure enough time to review information.)

SNM staff is responsible for ensuring a quorum is present for the meeting and for taking the minutes, including all action items. The minutes will be sent to the President, for review, no more than two weeks after the meeting/conference call. Once the President has reviewed the minutes, staff will distribute the edited minutes to the Board of Directors for approval.

V. Selection of Meeting Locations

Applicants for future SRS-meetings may submit proposals to any SRS Executive Committee member no less than one month prior to the next ISRS meeting. Each proposal should include the specifics of the information and questions below. The applying individual, a scientist with high recognition and reputation in the field of Radiopharmaceutical Sciences, will present the

proposal, to the SRS Board of Directors during the Board of Directors meeting at the ISRS meeting. The ISRS meeting Chair shall be responsible for the Scientific Program. Locations are selected four years in advance. (For example, the 2013 meeting site was selected during the 2009 ISRS meeting). Consecutive ISRS meetings in the same geographical area are excluded.

All applicants should refer to the meeting proposal guidelines, as outlined below:

The format, i.e. the number of days should be approximately the same as in the past with an opening ceremony, a break in the middle, evening or pre-meeting workshops, and plenary speakers, at least two poster sessions, no parallel sessions. Radiopharmacology, radiopharmacy, targetry, etc groups/fields shall be adequately involved in the program.

The conference hall should seat at least 800 (but judging the membership for 2013 will be difficult).

There should be poster board space for up to 600 posters.

1. The city and the time of the year, where and when the symposium should take place, and the proximity to major meetings should be stated.
2. The number of hotel rooms that can be reserved (again up to 800) within reasonable travel distance.
3. An overview of transport possibilities to and from the city of the planned symposium.
4. Upon request by the local organizing committee or the BoD, the SRS-management office can be selected for assistance in organization of the meeting.
5. A proposal for the members of the scientific committee and the extent the BOD will be involved in the review process and the final program construction. At least half of the International Scientific Committee should be members of the BOD. Travel expenses for final program construction meeting should be included in the expenses for the meeting.
6. A general budget plan on the mix between company, grant support and registration fees. SRS members receive a reduction in the registration fee that is at least equal to the annual SRS membership dues.
7. A general plan for timelines for (pre)registration website, promotional activities, abstract submission and review deadlines, etc. in the broadest terms.

VI. COMMITTEES

A. SRS COMMITTEES WITH EXECUTIVE POWER

Committees established by the SRS By-Laws (www.srsweb.org) are the Board of Directors and the Executive Committee.

B. SPECIAL FUNCTION STANDING COMMITTEES

The Standing Committees are composed of members from the SRS membership with the power to accomplish the functions specified in the Code of Practice.

- **Composition:**

The composition of a Standing Committee will be members of the SRS, unless otherwise specified. Standing Committees consist of a minimum of three members from the SRS including Chair, unless otherwise stated. The Chair of each Standing Committee selects members of the Standing Committee with approval of the Board of Directors. The President or his/her designee may be an “Ex-Officio” member of all committees, except the Nominating Committee.

- **Term:**

The term of the office of the member is limited to two years unless otherwise stated, and may be renewable for one further term.

1. Education Committee:

The Education Committee generally consists of the President-Elect and at least two members of the SRS.

The duties of the Education Committee include:

- (a) Recommending to the SRS Board of Directors the dissemination of student bursary funds for educational programs or meetings other than the ISRS meeting.
- (b) Review documentation submitted from students/organizations in which bursary funding was dispersed, to ensure appropriate spending.

2. Finance Committee

The Finance Committee consists of the Treasurer and at least two members of the SRS.

The duties of the Finance Committee include:

- (c) Determining the budgetary needs of the SRS
- (d) Working with Staff to preparing SRS’s financial reports for distribution and presentation to the Board of Directors
- (e) Review of the SRS’s financial records

3. Nominating Committee:

The Nominating Committee consists of the immediate Past-President of the SRS, who will serve as Chairperson, and at least two SRS members appointed by the President with approval of a majority of the Board of Directors. The Chair and members will serve for one year. The President is not a member.

The schedule below outlines the Election process and timeline. Please note: The timeline may change depending on the dates of the upcoming meeting.

Date	Action
mid-October	First Call for Nominations Sent to SRS Membership
Beginning-Dec	All candidate materials sent to SNM from the IPP*
End-Jan	Final round of edits back to SNM from IPP*
Beginning-Feb	Final SRS ballot sent to the IPP* for approval
End-Feb	Notice sent to SRS membership regarding elections (SNM Staff)
Beginning-Mar	SRS Ballot sent to membership (SNM Staff)
End-Apr	SRS Election closes at midnight (ET) (SNM Staff)
End-Apr	SRS Election Results delivered to the IPP*

*IPP: Immediate Past President

4. Membership Committee

The Membership Committee consists of the President and at least two members of the SRS. It is the duty of the President to work with the SRS Management Office and Elsevier to ensure that the membership roster and SRS membership list for the annual subscription of NMB are rectified by the end of February each year.

The duties of the Membership Committee include:

- (a) Supervision of the SRS's membership roster
- (b) Evaluation of benefits offered to members
- (c) Recruitment of new members
- (d) Review of Elsevier rebate vs. total number of members
- (e) Make recommendation to SRS Board of Directors regarding dues increases

B. Ad-Hoc COMMITTEES

Special Ad-Hoc committees may be authorized by the SRS BoD or the Executive Committee. The members and Chair of these committees will be appointed annually by the President in consultation with the Executive Committee or the SRS BoD.

VII. Election of BoD and Executive Committees

SRS elections are conducted every two years. The year of the Election, SNM Staff will develop a "Call for Nominations," to be sent to the SRS Membership. The Call for Nominations will be sent to the Immediate Past President, as Nominating Committee

Chair, to review prior to distribution. Once approved, the call for nominations will be distributed in the manner outlined below.

All nominations should come to the SNM Staff designee and be forwarded to the SRS Immediate Past President (IPP).

In order to be considered for a position, a candidate must submit all appropriate paperwork by the December deadline.

VIII. List Rentals

SRS will advertise list rentals as an effective way to reach out to decision makers within the radiopharmaceutical community. SRS will provide the following types of lists:

- SRS Members/Subscribers
- SRS Annual Meeting Attendees

Various list selects will be available, including: Member type, state/country and specialty. All list rentals will be processed in the SNM Membership Department.

SRS makes its mailing list available to the public on a RENTAL ONLY, one-time basis. Its contents remain the property of SRS. Lists may not be copied or transcribed, in whole or in part, for any reason or for any purpose. Usage of the list is limited to one mailing carrying the appropriate mailing piece or pieces approved by SRS at the time the list was requested. Any other unauthorized use of the list is unlawful.

IX. AMENDMENTS TO THE CODE OF PRACTICE

Amendment of the SRS's Code of Practice will require approval by the SRS Board of Directors. The Executive Committee shall determine whether the Code of Practice needs amending. If deemed necessary, the amendment will be voted on by the Board. Board vote may be by postal or e-mail ballot or by vote at any Board meeting, where a quorum is present. A majority vote of those members voting shall be required to adopt changes in the Code of Practice. Proposed amendments for changes in the Operating Procedures shall be mailed to all Board members not less than two weeks prior to the next Board meeting. The Code of Practice of the SRS must be in keeping with general principles of the SRS Bylaws.