

CODE OF PRACTICE

of the

Society of Radiopharmaceutical Sciences

May 2019

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PREFACE

This Code of Practice is primarily meant as a guideline for the SRS Board of Directors and the SRS Executive Director. 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 Board of Directors. 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. However, in such case this will be communicated to all members.

I. MEMBERSHIP

SRS Membership runs from January 1 to December 31 each year. The SRS membership renewal cycle will begin in September each year. SRS Executive Director will develop the renewal letter and send to the SRS President by September 30 of each year. SRS Executive Director will also develop an ad to be included in *Nuclear Medicine and Biology* 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!

Membership Reports will be provided quarterly (as included in the management report). Additional membership reports may be requested by an Executive Committee member or a member of the BOD. BoD members are requested to be active, contacting colleagues and encouraging them to join the SRS.

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. The SRS Executive Director's staff will notify SRS leadership 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 Policy

A. Bursary Fund

The Board of Directors will determine the annual bursary fund as part of the SRS budget process. Consistent with historical practice, the target will be to transfer approximately 33% of membership revenue from the preceding year to the bursary fund, but an even higher percentage is recommended given the number of new entrants into the field.

B. Bursary Disbursement

1. ISRS: The Board of Directors will determine the amount of the bursary fund that will be devoted to ISRS Bursaries annually.
2. SRS Affiliated/Co-organized meetings (e.g. TERACHEM): The Board of Directors will determine the amount of the bursary fund that will be devoted to affiliated/co-organized meetings. SRS affiliated/co-organized meetings only receive funds for training, if i) more than 10 students participate in the course, ii) the SRS Course Outline is followed, and iii) disbursement of funds for students is dependent on verification of course attendance.

C. Eligibility and Selection Process

The Education Committee will strive to distribute individual bursaries and course/workshop support globally.

1. ISRS and Affiliated/Co-organized Meetings

- a. The SRS Board will decide the total amount of bursary funds available for the meeting.
- b. The SRS Education Committee will select the recipients for the bursaries.
- c. Funds will be disbursed to the individuals directly from the SRS bursary fund.

2. Individuals

- a. Eligibility – Trainee or mentor must be a member of SRS.
- b. Eligibility – Trainee is defined as a pre-doctoral graduate student or a postdoctoral fellow within five years of graduate degree award.
- c. Student must complete the “SRS Trainee Bursary Application”
- d. Student must attend the respective conference and will be strongly encouraged to attend pre-symposium workshops designed for them.
- e. SRS Education Committee will evaluate the applicant qualifications and the need. The committee will decide whether to fund the student bursary.
- f. SRS Education Committee will determine the amount of each bursary. The President Elect chairs the Education Committee, and, in case of bursaries for meetings, it is important that the corresponding chairman/organizer must be involved, to consider the local and financial conditions and possibilities.
- g. Funding recommendations will be forwarded to the BOD for final approval and fund disbursement.

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., SNMMI, EANM, etc.)

selected by the SRS President. In addition, the SRS Executive Committee will have quarterly conference calls (at least every four months). To make sure that the BOD meets at least twice per year, a BOD teleconference will be scheduled approximately six months following each face-to-face meeting. The SRS President may contact Executive Director at any time, to request a conference call. The Executive Director 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, the SRS Executive Director will develop a draft agenda (with relevant background information) at least one week prior to the conference call. Upon approval from the SRS President, the Executive Director 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.)

The SRS Executive Director is responsible for ensuring that a quorum, i.e., a simple majority of the entire BoD, 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, the Executive Director will distribute the edited minutes to the Board of Directors for approval.

V. Selection of Meeting Locations

The selection of the location will be determined according to the following site selection processes.

Member Site Suggestion Process

1. Members will be sent an email in April/ May the year before the next ISRS meeting (e.g. 2020 for 2025 meeting selection at 2021 ISRS) with an invitation to participate in the process by selecting a link to a simple “Google Forms” survey
2. The email will solicit meeting venues from a particular region (Americas – South America, Asia/ Oceania – includes India, Europe - includes Africa) they have visited/experienced and submit their recommendations. Venue is defined as a conference center or large meeting hotel (recommending that we go to a particular city is not a complete/valid recommendation).
3. The survey will gather responses to prompts like:
 - a. Member’s name and email address
 - b. Name and full mailing address of the venue.
 - c. Is there enough space for exhibition (50 booths), sessions (900 attendees), and scientific posters (600)?
 - d. Is the venue easily accessed via airports?
 - e. Are there affordable hotels near the meeting venue?
 - f. Are there a variety of restaurants within walking distance of the venue? (optional)
 - g. Are there any other benefits to meeting at this venue that you would like to describe? (optional)
 - h. Is the venue reasonably close to local attractions?

4. Before or upon completing the survey, members will be thanked for participating.
5. As the survey progresses, Executive Director can begin accessing input and get a sense of how things are proceeding.
6. The survey will close in about 1 month with periodic reminders to the membership.

Leadership Evaluation Process

1. Shortly after the survey closes, Executive Director will provide to the Executive Committee (EC) a spreadsheet detailing member responses.
2. A teleconference will be scheduled and the Executive Committee will briefly evaluate the responses and develop a relatively short list of viable options.
3. Executive Director will engage HelmsBriscoe (or similar company which assists with meetings procurement and negotiations). [The assistance of a company like HelmsBriscoe costs the society nothing. They make a commission from hotel rooms sold (and sometimes conference centers pay them a commission, too). The benefit of using such a company is they have enormous negotiating power due to their knowledge of past rates/fees, and they can reduce or eliminate our risk related to hotel room pickup attrition. HelmsBriscoe has US and international capabilities.]
4. Within a couple of weeks, HelmsBriscoe will return a complete (but preliminary) list of proposals from the suggested venues and from hotels that surround the venue.
5. Executive Director will explore these options further (ask questions, negotiate, etc.).
6. By August the Executive Director will have a detailed list of costs related to each venue (and nearby hotels) as well as a list of positives/negatives regarding each venue. This will be forwarded to the EC. A teleconference will be scheduled.
7. On this EC teleconference, we will:
 - a. Review each suggestion
 - b. Eliminate the least attractive
 - c. Decide on a final 3-4 for further consideration.
8. From this final list of 3-4, Executive Director (and HelmsBriscoe) will negotiate further and develop complete proposals for Board review. Site visits may be approved by the EC for the Executive Director or designee.
9. Once sites are finalized, ideally by December before the next ISRS meeting, the EC will ask “champions” to prepare a Powerpoint presentation that will be given to the BOD at the next ISRS meeting. “SRS Site Selection Presentation Guidelines” are given in a separate document. Executive director will provide the champion information about the meeting venue and hotels.

10. At the ISRS meeting the Board should select the preferred site and 1 alternate,
 - a. The Board may identify the champion as someone who could serve as Local Arrangements Committee (LAC) and/or Scientific Program Committee (SPC) Chair. Alternatively, the Board may recruit a SPC Chair either from elected leadership or from an esteemed colleague in the venue region.
11. If a site visit was not conducted prior to the final selection, the Executive Director will visit the site verifying in-person that everything is acceptable.

Local Arrangements Committee (formerly known as Local Organizing Committee)

The function of the Local Arrangements Committee is to assist SRS to plan, prepare, and provide the local services necessary to conduct the biennial meeting. The LAC works closely with the SRS Executive Director and the SRS meeting team to coordinate all aspects of the meeting logistics. The LAC chair will be selected by the SRS BOD. The LAC chair may be the SRS member that initially suggested the venue or a local SRS member close to the selected venue. The LAC chair will enlist other local/ regional members to join the committee.

Scientific Program Committee (formerly known as international Scientific Committee)

The chair of the Scientific Program Committee will be selected by the SRS BOD. The SPC chair may be an SRS BOD member, the chair of the local arrangements committee or a scientist from the host region. The committee composition will include the selected chair, the local arrangements committee chair (if they have not been selected as SPC chair) and 10-15 members. At least 50 % of the members of the SPC must be SRS BOD members. The balance of the committee may be local, regional or international scientist SRS members. The SPC chair in collaboration with the local arrangements committee chair (if they are different) will select the Scientific Program Committee.

VI. COMMITTEES

A. SRS COMMITTEES WITH EXECUTIVE POWER

Committees established by the SRS By-Laws 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. A member of the BoD will be the chair in all standing committees, where the chair is not explicitly mentioned.

- **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 all standing committees is limited to two years (from ISRS meeting to ISRS meeting) 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:

- (a) Determining the budgetary needs of the SRS
- (b) Working with the SRS Executive Director to preparing SRS's financial reports for distribution and presentation to the Board of Directors
- (c) 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 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 and President-elect are not members.

- 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 Executive Director 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

C. Ad-Hoc COMMITTEES

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

VII. Election of BoD

SRS elections are conducted every two years. According to the schedule below, the SRS Executive Director 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 to the SRS membership. Nominations can be sent to any one of the current members of the SRS Board of Directors for recommendation, who in turn will forward them to the SRS Nominating Committee.

Board members are expected to devote significant personal time and energy. They must be willing to provide the SRS critical leadership in maintaining and enhancing the Society, to provide service to SRS members, and to assist in advancing radiopharmaceutical sciences at the international level. SRS officers and board members should attend all SRS conferences and meetings.

Elected individuals will begin their term at the SRS Business Meeting during the International Symposium on Radiopharmaceutical Sciences following the balloting.

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-June	First Call for Nominations sent to SRS Membership
Early August	Deadline for nominations to be sent to SRS BoD by SRS membership
Mid-August	Deadline for names of nominees be sent to the IPP*
Late September	All candidate materials sent to the SRS Executive Director
Late-October	First draft of Slate of officers and BoD sent to SRS Executive Director by IPP*
Mid-November	First Draft of Ballot sent to SRS Nominating Committee
Late November	Approval of Final SRS ballot by Nominating Committee
Early December	SRS Ballot sent to membership
Mid January	SRS Election closes at midnight (CST)
Mid February	SRS Election Results delivered to the IPP*

*Immediate Past President

VIII. Member and Non-Member Data Privacy

In 2018, the European Union began enforcing legislation called the “European Union General Data Protection Regulation (GDPR). In order to comply, the following policy statement was posted to our website and will be referenced in periodic emails to both members and non-members. The immediate implications of the GDPR and our policy is that we should not rent our list to any entity. Only those who have plainly indicated (by checking the appropriate online boxes) that they want to hear from us and/or our ISRS corporate partners may be contacted by us and/or our corporate partners.

SRS Data Privacy Statement

How data is collected and used

The SRS exists to support you in your advancement of radiopharmaceutical sciences and your career. We collect or record basic personal information (e.g., name, e-mail address, mailing address, phone number) which is voluntarily provided through our online database, through the

electronic mail or through other means of communication between you and us. We have no intention to collect more information than what we need to effectively serve you.

All member data is used to serve members: including access to online and print versions of journals and notifying them of meetings, employment opportunities, election processes, modifications to our website, or other services that they either expect or may benefit from. We will not make member information available to corporate partners or other organizations marketing intent without the member's explicit consent (e.g. through a meeting registration check-box that enables members to permit or refuse consent).

The SRS also possesses and processes non-member data. When this data is less than three years old, we will use this to contact them regarding meeting notifications, modifications to our website or to provide any information that we genuinely feel will be useful for them. When this data is more than three years old, we will seek consent to continue communication. Additionally, non-member data will not be made available to corporate partners without the non-member's explicit consent (e.g. through a meeting registration check-box that enables non-members to permit or refuse consent).

The use of cookies and analytics

Cookies are files with small amounts of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many websites, our membership database uses "cookies" to collect information and verify that you are a member. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use the "Members Only" portion of our website.

Like many websites, we also collect very limited and anonymous information that your browser sends whenever you visit our site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our site that you visit, the time and date of your visit, the time spent on those pages, and other statistics. In addition, we use our web host's service called Squarespace Analytics to collect, monitor and analyze data like most popular content, referring sites, platforms and page views in order to provide you with an improved website and member experience. To reiterate: this data is anonymous.

Individual rights under the European Union's General Data Protection Regulation (GDPR)

There are several rights an individual may exercise under the GDPR, including:

- Right of access: Individuals can ask for a copy of the personal data retained about them and an explanation of how it is being used.
- Right to rectification: Individuals have the right to correct, revise or remove any of the personal data retained about them at any time.
- Right of erasure: Individuals can ask to have their personal data deleted.
- Right to restrict processing: If an individual believes, for example, that their personal data is inaccurate or collected unlawfully, the individual may request limited use of their personal data.
- Right to object: When an individual decides that they no longer wish to allow their personal data to be included in analytics or to receive direct marketing emails or other

personalized (targeted) marketing content at any time, the individual may opt out of use of their data for these purposes.

The SRS acknowledges and supports each of these rights.

Third-party data processors

The SRS uses third-party processors to communicate with and serve members and non-members. These include, but are not limited to, 123signup (our current membership management software/service), Elsevier (journal publisher) and Constant Contact (used for sending email blasts). Each of these processors has indicated their willingness to comply with the GDPR and other recognized guidelines in their roles as data processors on behalf of the SRS.

Data storage

Each processor and the SRS make use of advanced technology like encryption keys as well as the employment of industry-standard measures and processes for detecting and responding to inappropriate attempts to breach their systems.

Data protection officer

Though the SRS does not make data processing a core part of our business, and we—therefore—do not believe we have to designate a data protection officer (DPO), our Executive Director, Charles Metzger, is our appointed DPO. Should you have any questions, complaints or needs, please contact him via email (cmetzger@srsweb.org), phone (+1-830-370-6554) or mail (SRS, 223 Green Oaks Loop, Fredericksburg, TX 78624-4576 USA).

Changes to This Privacy Policy

This Privacy Policy is effective as of May 25, 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

IX. AMENDMENTS TO THE CODE OF PRACTICE

Amendments of the SRS's Code of Practice shall be determined and approved by the SRS Board of Directors. 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. All SRS members will receive information about any amendment to the By-laws and the Code of Practice.