

**Article I – Name**

The name of this Society for Imaging Informatics in Medicine (SIIM) Affiliated User Group shall be Centricity Radiology Information Systems Society (CRISS).

**Article II – Purpose**

The objective of CRISS is to advance the effective utilization of Centricity RIS by promoting the free interchange of information concerning the use of the system.

The immediate and specific objectives shall be:

1. To promote open communication between GE Healthcare and CRISS members.
2. To advance the area of image and information management through mutual education and the free exchange of ideas.
3. To improve the quality and efficiency of the product through honest and constructive feedback to GE Healthcare regarding product quality and direction.
4. To solidify the relationship between users of Centricity RIS and create an environment that will provide users a forum to exchange ideas with their RIS colleagues throughout the world.

**Article III – Limitations**

1. CRISS shall have no power or authority over its member organizations or representatives of the member organizations.
2. CRISS shall not be responsible for the actions of any representative of its member organizations or attendees at its sessions.
3. CRISS shall operate in accordance with these bylaws and if appropriate, under the direction of the SIIM Board of Directors.

**Article IV – Membership**

1. Qualifications

An organization with an interest in CRISS may apply for membership provided such organization is a duly licensed user of a Centricity RIS system.

## 2. Procedure for Joining

A prospective member organization must submit an application for membership. Organizations shall be considered for membership by the CRISS Executive Committee, and upon approval of such application shall become a member of CRISS.

## 3. Structure

- A. Membership is by institution. A CRISS institutional membership allows up to three representatives per institution; the primary representative and two alternates. Changes in institutional representatives must be submitted in writing by the primary representative to the SIIM office.
- B. If an institution wishes to have more than three representatives, in total, from the same site, additional representatives may become members of CRISS through the purchase of a supplemental membership. Each supplemental membership allows up to three additional representatives; however, the primary representative for the institution will not change. The annual dues for each supplemental membership will be 50% of the primary institutional membership dues.
- C. If a multi-facility institution wishes to have more than one site within its system participate as a member of CRISS, each additional site may either join as a member separate from the primary institution, or as a supplemental member.
  - If a site joins as a member separate from the primary institution, representation will consist of one primary and two alternates, and annual membership dues will be paid by the institution at the rate appropriate to its institutional membership status with SIIM (\$200 for non-SIIM institutional members/\$100 for SIIM institutional members).
  - If a site joins as a supplemental member, representation will consist of up to three alternates; however, the primary representative for the institution will not change. The annual dues for each supplemental membership will be 50% of the primary institutional membership dues.

## 4. Responsibilities

A member organization is expected to maintain active membership by payment of dues. Nonpayment of dues will result in the termination of the organization's membership. A member organization should notify the Secretary/Treasurer of the CRISS Executive Committee if resignation from CRISS is desired.

## 5. Dues

To reduce administrative processing, member institutions may pay dues for one-, three-, or five-year membership terms. Three- and five-year membership terms will reflect a discount of 10% and 20% respectively.

## Article V – Governance

### 1. CRISS Executive Committee

#### A. Authority

A CRISS Executive Committee composed of representatives from the CRISS membership, will direct the activities of the user group.

#### B. Composition

The Executive Committee shall consist of four (4) members and one (1) ex-officio non-voting member, fulfilling the following responsibilities:

- Chairperson
- Chairperson-Elect
- Past Chairperson
- Secretary/Treasurer
- Ex-officio representative, appointed by GE Healthcare

#### C. Duties

The Executive Committee shall have the following responsibilities:

- Establishment of the mission, goals, and objectives of CRISS.
- Recommend the membership dues and appropriate special service fees (SIIM members may receive discounts on dues and other fees as deemed appropriate).
- Oversee the development of an annual budget for CRISS and its activities.
- It shall not wait until called upon for advice, but shall take an active interest in CRISS. In the pursuit of this duty, members of the Executive Committee shall maintain a close liaison with one another to monitor closely all activities and to act as a continuing stimulus to the user group.

#### D. Conduct of Business

A quorum of the Executive Committee is a majority of its membership. A simple majority carries a proposal. The Executive Committee may conduct its business by whatever means it deems appropriate.

## 2. Officers

### A. Composition

The officers of CRISS shall consist of a Chairperson, Chairperson-Elect, and Secretary/Treasurer.

### B. Duties

#### Chairperson:

- Preside at all meetings of the Executive Committee and CRISS.
- Make provisions for the discharge pro tempore of the necessary duties of absent members of the Executive Committee.
- Carry out assignments and instructions given by vote of the user group members.
- Perform such other duties as customarily pertain to the office of Chairperson.
- Complete the business of the current session.
- Serve one year as Past Chairperson.

#### Chairperson-Elect:

- Assist the Chairperson in carrying out the functions of the Executive Committee.
- Perform the Chairperson's duties in the event of the Chairperson's absence or inability to serve.

#### Secretary/Treasurer:

- Prepares minutes/record of all educational meetings of CRISS.
- Oversees the following administrative functions:
  - Prepares minutes of all group business meetings and conference calls;
  - Records attendance at meetings and determine if a quorum exists;
  - Maintains a roster of active and inactive members and a current mailing list containing membership information;
  - Updates the CRISS Rules and Operating Procedures as necessary;
  - Mails meeting announcements to current members;
  - Receives and disburse all CRISS funds; and
  - Maintains financial records and report on the financial condition of CRISS in accordance with the Executive Committee and the SIIM Board of Directors.

### 3. Elections

A representative of a member organization in good standing (current dues paid) may be nominated for any elective office in CRISS.

#### A. Term of Office

- Elections of new officers will be conducted at the annual educational meeting, coinciding with the SIIM annual meeting. Officers will serve two year terms beginning July 1 of the election year.
- The Chairperson-Elect automatically becomes Chairperson if the Chairperson is unable to fulfill the term of office.
- The Chairperson-Elect automatically becomes Chairperson at the beginning of the calendar year following their term as Chairperson-Elect.

#### B. Nominations

- The Executive Committee will identify a slate of candidates, for presentation to the members, for the offices of Chairperson-Elect and Secretary/Treasurer.

#### C. Election Procedure

- Elections will be conducted at the annual educational meeting, coinciding with the SIIM annual meeting.
- During the annual educational meeting, the member organization shall have the opportunity to add to the slate of nominations.
- The recommended slate of officers shall be elected by a simple majority vote of attending member organizations then submitted to the Chairperson of the SIIM Board of Directors for official appointment.

#### D. Vacancies

A vacancy in any office position will be filled by special appointment of the Chairperson and serve until the time of the next election at the CRISS Annual Meeting.

### **Article VI – Task Forces**

The Executive Committee has the authority to create and disband any committee/task force as it deems appropriate to help carry out its duties. Before establishing a task

force, the Executive Committee must approve a scope of work, timetable, budget, and size.

## **Article VII – Conduct of Business**

### 1. Rules of Order

The rules contained in “Robert’s Rules of Order Revised” shall govern the procedure at all general or committee meetings of CRISS, except where these rules are inconsistent with the rules and operating procedures or special rules of order of the user group, in which case the latter shall govern.

### 2. Voting

- A. Active status in CRISS entitles a member institution to receive CRISS mailings and to vote.
- B. The Chairperson or other officer presiding at a meeting of the user group, shall determine in each case whether a motion may be voted upon at that meeting, or whether it must be referred to a mail or electronic ballot.
- C. Voting on matters of business during a general meeting or by mail or electronic ballot, will be by only one representative of each member organization, with a simple majority carrying the motion.
- D. When a question has been proposed for vote of the membership by mail or electronic ballot, the Secretary/Treasurer shall initiate a ballot to the membership within 30 days. Thirty business days after sending out the ballots, the Secretary/Treasurer will count the votes and notify the Executive Committee of the vote.
- E. Proposed amendments to the CRISS Bylaws will be submitted in writing to the Chairperson(s) by any active member of CRISS. Approval of amendments will be constituted by a simple majority vote of a quorum (5% of the active members) of the CRISS members.

### 3. Meetings

- A. One annual meeting of the membership shall be held each year coinciding with the SIIM Annual Meeting. The purpose of the meetings shall be to exchange information, recommend action for the guidance of the user group and provide education. The Business portion of the meeting shall be limited to only representatives of member organizations.

- B. Nonmembers may be invited to attend the education sessions at the discretion of the Executive Committee.

#### Article VIII – Corporate Sponsorship

Corporate Sponsorship may be established and maintained by an annual donation to CRISS. Benefits of Corporate Sponsorship may include receiving CRISS news, invitations to attend presentation sessions after the business meetings, corporate attendance at the business meetings themselves, opportunities to sponsor workshops, meals, and social events or to provide other services. While sponsorship will not include access to, or use of, the user group mailing list, sponsors may offer articles or announcements of a noncommercial nature to be distributed to the CRISS membership.