

**SASKATCHEWAN  
ASSOCIATION  
OF  
MEDICAL IMAGING MANAGERS**

**SAMIM**

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## **MISSION STATEMENT**

We are a non-profit association of Medical Imaging Managers whose goal is to promote professional growth among our members

## **OBJECTIVES**

To promote professional growth of the members by providing educational opportunities in current management theories and skills, and application of this knowledge to the work environment.

To educate members in new technology and techniques to promote and maintain high standards.

To establish opportunity for members to network with other SAMIM members for the purpose to share knowledge, problem solving and information gathering.

To establish liaison between SAMIM members, other healthcare agencies and government departments as required.

# **Saskatchewan Association of Medical Imaging Managers**

## **Bylaws**

**April 6, 2001**

### **Article I NAME**

1. The name of the group shall be the Saskatchewan Association of Medical Imaging Managers (herein known as the Association).

### **Article II PURPOSE**

1. The purpose of this group shall be to provide information and promote education in the fields of Medical and/or Diagnostic Imaging among members. Medical/Diagnostic Imaging includes the disciplines of Radiography, Nuclear Medicine, Radiotherapy, Magnetic Resonance Imaging and Sonography.

### **Article III MEMBERSHIP**

1. Members
  1. Any manager, instructor, supervisor employed in a Saskatchewan Medical/Diagnostic Imaging facility.
  2. Representatives of a company supplying or servicing Medical/Diagnostic Imaging equipment and/or consumables.
  3. Radiation Physicists and/or biomedical technologists/engineers.
2. Membership in this group shall consist of active members.
3. All persons who wish membership in the Association must apply to the Association and have their application reviewed and approved by the Executive Officers of the Association. Membership will be granted at the discretion of the Executive Officers according to established guidelines.
4. Application for membership shall be accepted upon approval of the application and payment of dues to the treasurer.
5. Associate Membership
  1. Any health care provider with high potential to serve in management, instruction or supervision in a Saskatchewan Medical/Diagnostic Imaging facility.
  2. Associate members must have a current member of SAMIM listed as their sponsor for membership.
  3. Associate members are NOT eligible for office or hold any voting capacity at SAMIM business meetings.

#### **Article IV EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the duly elected Executive Officers.
2. The Executive Committee, at scheduled executive meetings, shall exercise general supervision of the business of the group between Annual General and Special meetings. The Executive Committee shall appoint members to fill vacancies arising between elections in the various offices of the group.

#### **Article V EXECUTIVE OFFICERS**

1. Selection of Officers
  1. Nomination of active members for the offices of President, Vice-President, Secretary and Treasurer shall be elected at the Annual General Meeting of the Saskatchewan Association of Medical Imaging Managers. All members present at this meeting vote executive officers in by secret ballot.
2. Terms of Office
  1. The term of office for the President and the Vice-President shall be effective from the date of election for a term of 2 years. They may be elected to the same position for two consecutive terms with a minimum of one year before the member can be re-elected to a previously held executive office.
  2. The secretary and treasurer shall be elected at the Annual General Meeting for a term of two years. They may be elected to the same position for two consecutive terms with a minimum of one year before the member can be re-elected to a previously held executive office. The elections for secretary and treasurer shall be in opposing years.
  3. Removal of an officer shall be initiated by the membership through a special general meeting with documentation stipulating the reasons for the required action.
  4. To allow for continuity of information the President shall remain on the Executive for 1 year as Past President with full voting rights.
  5. In the event that an executive officer cannot complete their term of office their duties will be reassigned to another Executive Committee Member and the position will be filled at the next AGM.

### 3. Duties of the Executive Officers

#### 1. President

1. Shall preside over all meetings of the Executive and the General Membership.
2. Shall ensure that all the affairs of the Association are properly managed, and that all activities are in keeping with the objectives of the Association.
3. Shall provide liaison with other organizations as required.
4. Shall represent the Association at related conferences and meetings as directed by the executive and/or membership. If the president is unable to attend said functions then the President shall appoint an alternate.
5. Shall be available to attend committee meetings as required.

#### 2 Vice-President

1. Shall, in the absence of the President perform the functions of that office.
2. Shall support and assist the office of the President in the management of that office.
3. Shall be chairperson of the Bylaw Committee.

#### 3 Treasurer

1. Shall maintain an accurate and up-to-date record of the financial transactions of the Association.
2. Shall have custody of these records and shall make them available to members upon request.
3. Shall present an annual financial statement at the Annual General Meeting.

#### 4 Secretary

1. Shall record all the proceedings of the meetings of the Executive Committee, Annual General Meeting and Special General Meetings.
2. Shall distribute the minutes of the meetings within 30 days.
3. Shall be responsible for the correspondence of the Association except that which is otherwise delegated.
4. Shall receive and maintain a current membership roster and yearly provide this list to each member.
5. Shall mail to newly accepted members a letter of acceptance and a copy of the Association's Bylaws.
6. Shall send notice of Annual General Meeting and Special Meetings to the membership at least 60 days prior to the meeting.
7. Shall receive applicable membership dues from the members and forward to the treasurer.

5 Signing Officers

1. Any financial transaction undertaken by the Association shall have two signing officers, the Treasurer and one other executive member.

**Article VI COMMITTEES**

1. Education Committee

1. There shall be an Education Committee with a minimum of three (3) members who are elected at the Annual General Meeting.
2. The Education Committee shall be responsible for the educational content of seminars and conferences of the Association.
3. The Education Committee shall select a chairperson within thirty (30) days after the Annual General Meeting. The term of office for the Education Chairperson shall be one (1) year and can be reelected.
4. Duties of the Education Committee Chairperson
  1. Shall preside over all meetings of the Education Committee
  2. Shall ensure the affairs of the Education Committee and education conferences are properly managed.
  3. Shall provide liaison with all conference speakers.
  4. Shall appoint a secretary to record and distribute minutes to the Education Committee members and the Association President.
  5. Shall submit an operating budget to the Executive Committee with 90 days following the Annual General Meeting of the Association.
  6. Shall submit a conference budget to the Executive Committee 60 days prior to the Annual General Meeting.

2. Bylaws Committee

1. There shall be a Bylaws Committee consisting of two (2) members, the Vice President and the Treasurer.
2. The Vice President will chair this committee.
3. The Bylaws Committee shall ensure that the bylaws of the Association are current.

3. Special Committees

1. The Executive and/or membership as required shall form special committees.

## **Article VII MEETINGS**

1. Annual General Meeting
  1. The Association shall hold an Annual General Meeting once per year.
2. Special General Meetings
  1. Special General Meetings may be called by the Executive Officers of the Association as required or may be held following written request from any ten (10) members of the Association. The purpose of the meeting must be clearly stated in the meeting notice.
3. Notice of Meetings
  1. Notice of Annual General Meeting and Special Meetings shall be provided in writing to each member not less than 60 days prior to the meeting.
4. Quorum
  1. A quorum for any votes undertaken at the Annual General and Special Meetings of the Association will be 15 active members.

## **Article VIII AMENDMENTS**

1. Bylaws
  1. The Bylaws may be amended by a two-thirds vote of the members present at the Annual General Meeting.
  2. Notice of the proposed amendment must be submitted at a previous Special or Annual General Meeting or published in a notice at least 60 days preceding the meeting where the amendment will be voted on.
  3. Any member wishing to submit an amendment to the bylaws must forward the amendment in writing to the Executive Committee by December 1.



## **Article IX PERMANENT OR TEMPORARY DISOLUTION**

1. Dissolvement of the Saskatchewan Association of Medical Imaging Managers
  1. If, at the Annual General or Special Meeting of the Association, a resolution to dissolve the affairs of the Association shall have been duly proposed and passed, the assets of the Association shall be realized as may be required to discharge all liabilities. Any remaining assets shall be disposed of by donation to a charitable organization or organizations to be determined at the time of dissolution.
  2. No such resolution may be passed unless carried by two-thirds of the members present.
  
2. Temporary Suspension of Saskatchewan Association of Medical Imaging Managers
  1. The President or the President's designee(s) may declare a temporary suspension of any or all operations due to an emergency situation that adversely affects the operations of the Saskatchewan Association of Medical Imaging Managers, or the well-being and safety of its members. Events which might require suspending operations include, but are not limited to:
    - Severe weather or natural disaster.
    - Spread of a communicable disease.
    - Fire or related hazard.When a decision to suspend operations has been made, information will be shared through the Member email lists and on the Saskatchewan Association of Medical Imaging Managers web page <http://mysamim.ca/>.
  2. The President or the President's designee(s) may also declare the temporary suspension to be over. At such time a Special General Meeting or Annual General Meeting (if due) must be called and Executive Elections shall take place if required.
  3. All assets will remain in the bank accounts and only the automatic ongoing expenses will be paid until the President or designee(s) have declared the suspension over. Signing authority can be adjusted at the bank if it becomes necessary with the appropriate documentation (SAMIM meeting minutes designating alternate signing authority or written instructions from the Executive Director of Medical Imaging).
  4. In the event that none of the executive remain to declare the suspension over or hold the Annual General Meeting and/or elections if required the Executive Director of Medical Imaging for the Saskatchewan Health Authority or their designee(s) may do so.

**Article X     PARLIAMENTARY AUTHORITY**

1. All meetings of this group shall be governed by parliamentary law as set forth in ROBERTS RULES OF ORDER REVISED.

**Article XI     VOTING**

1. Voting for election of Officers and Committee members shall be carried out at Annual General or Special Meetings, by secret ballot.
2. Voting on affairs of the group shall be by a show of hands.

**Article XII     GROUP FUNDS**

1. All money belonging to the group will be kept in accordance with the duties of the Treasurer.
2. All money belonging to the group and not invested shall be paid by the treasurer into a separate account in the name of the group at a bank to be named by the executive.
3. All cheques payable by the Association will have two (2) signatures, that of the Treasurer and one (1) other Executive Officer.

## **Appendix A**

## **GUIDELINES FOR COMMITTEE MEETING EXPENSES**

1. Expenses incurred by the Executive Committee, Education Committee, Bylaws Committee and Special Committees while carrying out the duties of the committee will be paid out accordingly:
  1. Travel – to be paid as per current SAHO guidelines
  2. Parking – actual costs, receipts required
  3. Hotel – actual costs, receipts required
  4. Meals – actual costs, receipts required to a maximum of \$40/day
  5. Postage/stationary – actual costs, receipts required

**SASKATCHEWAN ASSOCIATION OF MEDICAL IMAGING MANAGERS**  
**COMMITTEE EXPENSE REIMBURSEMENT**

All areas must be completed in full prior to payment. Please return the completed form to the SAMIM Treasurer.

\* receipts required

**PAYABLE TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date (dd/mm/yyyy) \_\_\_\_\_

**Purpose & Details of Expense**

\_\_\_\_\_

\_\_\_\_\_

Mileage \_\_\_\_\_ km x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(as per SAHO)

Parking \* \$ \_\_\_\_\_

Lodging \* Hotel \_\_\_\_\_ \$ \_\_\_\_\_

Meals \* (maximum of \$40/day) \$ \_\_\_\_\_

Other \* (specify) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Approved by \_\_\_\_\_

Cheque Issued