

CHARTER OF THE DUKE RADIOLOGY INTEREST GROUP

Preamble

We, the members of the leadership board of the Duke Radiology Interest Group, hereby ordain and establish the following charter. This charter is created with the intent to act as a guide to future members of the group. The aim is to sustain continuity among every iteration of the group for years to come so that the group will always maintain a high level of purpose and focus.

ARTICLE I: Mission Statement

The Duke Radiology Interest Group has been formed to disseminate information about the field of radiology to the broad body of medical students interested in this realm of medicine. We aim to provide students with information and resources about research opportunities in radiology, as well as what a career in radiology might hold. We also intend to aid medical students considering applying to radiology residency programs in understanding the experience in store for them during the application process, and what to expect out of a radiology residency. The primary vehicle to accomplish these goals is through the organization of meetings in which individuals with expertise in various specialties of radiology are invited to speak.

ARTICLE II: MEMBERSHIP

Section 1. Faculty advisor

- A. The faculty advisor shall be an honorary member of the Duke Radiology Interest Group. This person is the most senior member of the group with advanced knowledge in the field of radiology and the ability to provide continuity for the group over the span of years.
- B. The faculty advisor shall be grandfathered into the position on an annual basis until which time the person no longer wishes to act as faculty advisor or is unable to for another reason.
- C. In the event that a new faculty advisor must be found it will be up to the discretion of the current leadership board to search out and invite a new faculty advisor. If possible, the leadership board should solicit the counsel of the immediate past faculty advisor in this search.

Section 2. Leadership board

A. The activities of this group shall be run a by a leadership board consisting of four members to include the President, the Vice President: Webmaster, the Secretary, and the Treasurer.

B. The President shall preside over general meetings and leadership board meetings. The president shall coordinate a meeting with the faculty advisor in August of each year to create a tentative schedule for the general meetings that will occur over the course of the academic year. Points to be determined for each meeting shall include topics of discussion, speakers, and dates. Thereafter the president will serve as the group's primary liaison with the faculty advisor. This person will also be responsible for soliciting funding for the group from appropriate sources.

C. The Vice President: Webmaster shall review and maintain an up-to-date website for the group. This person shall serve as the group's primary liaison with the informatics staff of the Department of Radiology. Also, this person shall coordinate audio-visual support when it is required for any meetings. The Vice President: Webmaster will also serve as the chair in any instance where the current President is absent from a meeting.

D. The Treasurer and the Secretary shall together be responsible for coordinating resources and recording important talking points or resources for students discussed at meetings. These people will keep an accurate record of the balance in all of the group's accounts and recommend what account to use when funds are to be withdrawn. They will send any minutes that could be useful to interested students to the Vice President: Webmaster to be posted to the group website.

E. Together, all four officers shall be responsible for successfully organizing all group meetings. This responsibility includes inviting speakers, reserving a room, and procuring an appropriate amount of food and beverages.

Section 3. Members at large

Any student enrolled in the Duke University School of Medicine with an interest in radiology shall be considered a member at large and is eligible to attend meetings. Maintaining an active and changing membership directory is not in accordance with the mission of this group.

ARTICLE III: Appointment of Officers:

Section 1. Eligibility

A. Members of the leadership board should be in good standing with the medical school.

B. Members of the leadership board should have a strong interest in pursuing a career in radiology.

C. Members of the leadership board members must be motivated to devote the time and energy required to serve on the leadership board.

D. Members of the leadership board should be comprised of medical students engaged in research in the Triangle area for at least ten months of the current academic year. This will ensure fresh ideas are brought to the group on an annual basis, and allow medical students from every class an eventual opportunity to contribute leadership to the group. If no suitable individual as described above is available to fill a leadership board position then eligibility of that position will be open to medical students not engaged in at least ten months of research, though requirements A, B, and C would still apply.

Section 2. Term of Office

The term of office for all leadership board positions shall be for one year. Medical students shall be limited to one term total on the leadership board unless a position cannot be filled by an eligible individual engaged in at least ten months of academic research. In this circumstance past members of the leadership board are eligible to apply for a position along with other newly eligible medical students.

Section 3. Appointment of Officers

A. In May of each year the members of the current leadership board will solicit applications to the rising third year class of medical students. The call for applications should include a brief description of the group, its mission, and the leadership positions available. Interested students will be asked to apply via a written statement of no greater than one page that describes their interest in radiology, the commitment in time and energy they will be able to make to the group, and a description of leadership roles they have held in the past. Applicants may rank their order of preference for one of the four positions available and may indicate positions that they are unwilling to accept.

B. A third party will be selected by the leadership board to accept the applications. This third party person can be anyone who is determined to be reliable by the leadership board, and who is not interested in pursuing a career in radiology. The third party will assign each applicant a number before blinding the names from the applications and passing them on to the leadership board for review. The third party person is only responsible for blinding the names of applicants to the leadership board; therefore it is irrelevant if the third party is acquainted with the applicants.

C. After reviewing all applications each member of the leadership board will rank the applicants with the most qualified applicant receiving a rank of one. The members of the leadership board will sum their ranks for each applicant. The four applicants with the lowest sum ranks will be offered positions on the following year's leadership board based on the

preferences they requested, with position priority given to the applicants with the lowest sum rank. In the event of any ties the three members of the leadership board will vote on who should win the tie. If the leadership board cannot decide how the tie should be broken then the faculty advisor should be asked for assistance in breaking a tie.

D. Before August of each academic year, a meeting shall be held to officially handover leadership to the new leadership board members. At this meeting this charter will be reviewed with the new leadership board along with counsel on running the interest group. Any documents pertinent to the successful management of the group will also be handed over to all three new leadership board members. At the conclusion of the meeting the immediate past leadership board members shall act merely in an advisory manner to the new leadership board members.

Section 4. Removal of officers

If a member of the leadership board is found to be derelict of their duty a vote of no confidence can be made by the other three members of the leadership board. Before a vote can take place the member found in derelict must be given communication by the other three members stating their grievances, and the defending member must be allowed at least seventy-two hours to appeal with a response to the other three members. A vote of no confidence can take place between seventy-two hours and seven days after due notice has been given. If three members vote no confidence in a fourth member that member is bound to resign their position on the leadership board.

Section 5. Replacement of officers

Offices found vacant for any reason during the academic year shall be filled by offering the position to the lowest ranked applicant who did not receive an offer in the previous application cycle. If the position cannot be filled in this manner, then the leadership board may solicit new applications.

ARTICLE IV: MEETINGS

Section 1. General meetings open to all members

A. General meetings should take place at least three times per semester with approximately one month's time elapsing between meetings. The tentative schedule of all meetings including topics and speakers for the academic year shall be planned with the faculty advisor at the beginning of the academic year. Additional meetings may be planned at the discretion of members. Notice of a group meeting should be sent to all medical students at least one week prior to the meeting, with a reminder notice sent two days before the meeting. Notice must also be posted to the graduate and professional student council (GPSC) newsletter at least one week prior to the meeting so that it will be published prior to the meeting. Notice will include the date, time, location, topic, speaker of the meeting, and the student who will be introducing the speaker.

B. General meetings will begin with a pre-selected student introducing the speakers, including their accomplishments, the nature of their talk, and a notice that questions may be asked. The person introducing the speakers shall be given a minimum of one week notice prior to the meeting so that they may prepare their comments.

C. Meeting topics shall be tentatively decided at a meeting with the faculty advisor at the beginning of the academic year. The first meeting of the year should be an introduction to the Duke Radiology Interest Group and the field of radiology by the faculty advisor. Other topics may include basic science and clinical research opportunities in radiology, comparison of academic and private practice radiology, and a panel of fourth year medical students matching into radiology.

D. General meetings shall be open to all students with an interest in radiology, and no official quorum shall be set.

Section 2. Leadership board meetings

Leadership board meetings require the attendance of all leadership board members, and shall take place as needed in preparation for general meetings or for any other order of business. A leadership board meeting can be called for any time by a member of the leadership board provided other leadership board members are given a minimum of three days notice, and the meeting time and location is compatible with all leadership board members' schedules.

ARTICLE V: FUNDING

Section 1. Expenditures

Expenditures should include providing food and beverages at every meeting. There should be vegetarian options provided for food, and beverages should include diet and caffeine free varieties.

Other items should include ice, cups, plates, napkins, and utensils. Other expenditures may be incurred as needed for meetings or other group related activities. Receipts for all expenditures must be saved by the person making the payment for reimbursement purposes.

Section 2. Sources of Reimbursement

Reimbursement funds may be provided by the Davison Council, the Graduate and Professional Student Council (GPSC), and the Department of Radiology. Other sources may also be used when found.

Section 3. Davison Council Funding

A. Prior to every funding cycle of the Davison Council the council treasurer will send a request to all medical school classes for group funding applications. The funding application for the previous year of the Duke Radiology Interest Group will be provided to the successive leadership board and may be used as a template for future applications.

B. To collect reimbursements, receipts should be provided to the person designated by the treasurer of the Davison Council. A check will be made available for pick-up within a few weeks.

C. Every effort should be made to use absolutely all funds provided by the Davison Council for each funding period as any funds left in the account will negatively affect the amount of future funding provided by the Davison Council.

Section 4. Graduate and Professional Student Council (GPSC) funding

A. The Duke Radiology Interest Group must re-affiliate with GPSC on an annual basis to be eligible for funding. The end of August is the best time to do this. Affiliation with GPSC is done through an on-line application at <http://gpsc.duke.edu/>.

B. Currently the three funding application deadlines for GPSC are:
September 21st for events going through the end of January.
January 12th for events going from February through the end of May.
May 25th for events going from June through the end of September.
Applications must be submitted to GPSC for each funding period and include information on all events that are expected to be held over that funding period along with a line-item budget of all events. GPSC has stated that failure to comply with these requirements will result in loss of funding privileges for one calendar year.

C. Other stipulations to receive funding from GPSC include submitting an event announcement to GPSC news at <http://gpsc.duke.edu/gpscnews> at least one week in advance of the event, along with submitting a post-event report after every event at <http://gpsc.duke.edu/groups>.

D. To collect reimbursements, receipts should be taken to the Office of Student Activities and Facilities (OSAF) along with a filled out expenditures form that will be provided to all leadership board members by members of the immediate past leadership board.

E. Every effort should be made to use absolutely all funds provided by GPSC for each funding period as any funds left in the account may negatively affect the amount of future funding provided by GPSC.

Section 5. Funding from the Department of Radiology

If expenses for the group exceed what can be covered by funding from the Davison Council or the Graduate and Professional Student Council then the group may ask the

Department of Radiology to cover the balance. Receipts should be provided to the faculty advisor for reimbursement.

ARTICLE VI: THE DUKE RADIOLOGY INTEREST GROUP WEBSITE

Section 1. Purpose

The website of the Duke Radiology Interest Group is to serve as an online portal for all medical students with an interest in radiology. It is to provide information on known opportunities in radiology at Duke. It will also be a repository of helpful online resources. There is to be an up-to-date list of the group's planned activities for the current academic year as well as a posting of the group's charter.

Section 2. Guidelines

It is essential that the Vice President: Webmaster maintain an active and open relationship with the informatics staff in the Department of Radiology so that when changes must be made to the website they are done quickly. In this manner, the site will always remain an up-to-date and useful resource for students. In particular, the calendar of meetings should be updated no later than September of every year.

ARTICLE VII: AMENDMENTS TO THE CHARTER

Section 1. Proposed Amendments

Proposed amendments to the charter can be made by any member of the Duke Radiology Interest Group and must be submitted to all members of the leadership board in writing.

Section 2. Ratification of Amendments

Amendments to the charter can be ratified by a two-thirds vote of the leadership board at a leadership board meeting in which all leadership board members are present.

Unanimously ratified by the Duke Radiology Interest Group leadership board on September 18th 2009:

Brad Wainright, MSIII
Pavel Rodriguez, MSIII
Andrew Roberts, MSIII
Neil Malhotra, MSIII
Caroline Carrico, M.D., Faculty Advisor