

AMERICAN SOCIETY OF HEAD AND NECK RADIOLOGY BYLAWS

Last Amended via Annual Business Meeting vote on September 22, 2023

1.0 Name

The name of this corporation shall be the American Society of Head and Neck Radiology (hereinafter referred to as “ASHNR” or “the Society”).

2.0 Purposes

1. To advance knowledge in the field of head and neck imaging
2. To stimulate interest in the field of head and neck imaging
3. To promote research in the field of head and neck imaging
4. To improve methods of teaching head and neck radiologic diagnosis
5. To provide meetings for the presentation of papers and the dissemination of knowledge
6. To foster the continuing development of head and neck imaging as an art and a science

1. Membership

Membership is open to any qualified individual, as specified below in 3.1, who has interest in Head and Neck Radiology, including practicing radiologists and those actively participating in full-time accredited radiology training programs.

Membership shall be in the following categories: Active, Associate, Honorary, Emeritus, In-Training, and Affiliate.

2. Membership Categories

1. Active - A physician (MD, DO, MBChB, and MBBS) or dentist (DMD or DDS) whose primary practice is the interpretation of medical imaging of the head and in North or South America
2. Associate – (1) A physician who practices radiology in a country other than one located in North or South America or (2) a non-radiologist physician including a head and neck surgeon, oral and maxillofacial surgeon, radiation oncologist, neurosurgeon, ophthalmologist, or medical oncologist involved in the care and management of disorders of the head and neck and skull base
3. Honorary – An individual of distinguished reputation who has made significant contributions to the field of head and neck radiology and who is not board-certified in radiology
4. Emeritus – An individual who was an Active, Associate, or Honorary Member for a minimum of 10 years and has retired from active practice
5. In-Training – A medical student, resident, fellow, MD or PhD candidate, or post-doctoral fellow who has an interest in head and neck imaging and is currently participating in a full-time, accredited training program regardless of geographic location
6. Affiliate – A non-physician professional such as an MRI scientist, nurse practitioner, dentist who does not primarily practice as a head and neck imager, or other allied health professional involved in the care and management of disorders of the head and neck

3. Privileges

1. Active Members shall be entitled to vote, to hold elected and appointed office, and to serve on all committees. They may attend and participate in the scientific meetings and other functions of the Society.
2. Associate and Honorary Members shall be entitled to all the privileges of Active Members, except they shall not be entitled to vote, nor to hold office on the Executive Committee.
3. Emeritus Members shall retain the rights and privileges to which they were formerly entitled. They shall be exempt from dues.
4. In-Training Members shall be entitled to all the privileges of Active Members, except they shall not be entitled to vote, nor to hold office on Standing Committees.
5. Affiliate Members may hold committee membership after 3 years, but are not eligible to vote or serve on the Rules, Membership, Nominating, or Executive Committees.

4. Application

1. The names of all Active, Associate, and Honorary Member applicants shall be distributed by the Secretary to all voting members at least thirty (30) days prior to the Annual Meeting.
2. Objections to any Active, Associate, and Honorary Member application by a member must be communicated to a member of the Executive Committee who will promptly pass these objections on to the entire Executive Committee for review and discussion.
3. Applicants will be accepted as members once the headquarters office has received the application, confirmed eligibility, and received membership dues. Questions/concerns regarding an applicant's eligibility for membership that cannot be resolved by headquarters staff shall be forwarded to the Membership Committee for resolution.
4. The application for Emeritus Membership shall be submitted to Society office staff, who shall process it as long as all qualifications are met. It must state the grounds for qualification as described in section 3.14 of these Bylaws. Questions/concerns regarding an applicant's eligibility for membership that cannot be resolved by headquarters staff shall be forwarded to the Membership Committee for resolution.
5. The application for Affiliate Membership will require one sponsor who is an Active Member of the Society and who is familiar with the applicant's current professional activities.
6. The ASHNR will consider for active membership non-physician radiologists who have a professional degree (e.g., dental), have completed a recognized post-graduate radiology program and, and have achieved certification from the respective acknowledged institution. Applications will be reviewed by the Membership Committee.

5. Term of Membership

1. Active, Associate, or Honorary Membership status shall become effective once the headquarters office has processed the application and received membership dues.
2. Emeritus Membership status shall become effective upon approval and will remain in effect until written request for discontinuation of Emeritus Membership is received by the *Secretary.

***NOTE: The Secretary is charged with maintaining membership roster for the Society per section 4.2.5.1 of these Bylaws.**

- 3.4.3 In-Training Membership status shall become effective once the headquarters office has processed the application. Questions/concerns regarding an applicant's eligibility for membership that cannot be resolved by headquarters staff shall be forwarded to the Membership

Committee for resolution.

3. Affiliate Membership shall become effective following the Membership Committee's review and approval of the application and other documents such as degrees and certifications.

4.0 Officers

- 4.1 The officers of this Society shall be President, President-Elect, Vice-President, Treasurer, Secretary, Education Committee Chair, Education Committee Vice-Chair, Immediate Past-President, Rules Committee Chair, Members-at-Large (Senior and Junior), and ACR Councilor. They shall comprise the membership of the Executive Committee.

2. Duties and Term of Office

2.1. President

- 4.2.1.1 Duties - The President shall preside at all meetings of the Society and perform such other duties as pertain to the office. They will serve as the Executive Committee Chair, as an ASHNR representative to the ACR Inter-society Conference, and will form all ASHNR committees for the coming year. In case the President-Elect shall be unable to perform their duties, the President shall act as President-Elect during such period of incapacity.

2. Term - The President shall begin their term at the close of the Annual Meeting at which they were approved as President and will continue to serve until the close of the next Annual Meeting. Upon completion of the term, the President shall become the Immediate-Past-President.

2. President-Elect

- 2.1. Duties - The President-Elect shall be responsible for the scientific and social programs for the next Annual Meeting. They shall appoint a Program committee for assistance in organizing the Annual Meeting. They shall also serve as an ASHNR representative to the ACR Inter-Society Conference.

- 2.2. Term - The term of the President-Elect shall begin at the close of the Annual Meeting at which they were approved and continue to the close of the next Annual Meeting. Upon completion of the term, the President-Elect shall become the President.

3. Vice-President

- 3.1. Duties - The Vice-President shall preside at such meetings as designated by the President. They shall assist in the preparation of the Scientific Sessions and serve as the Membership Committee Chair.

- 3.2. Term - The term of the Vice-President shall begin at the close of the Annual Meeting at which they were approved as Vice-President and continue to the close of the next Annual Meeting. Upon completion of the term, the Vice-President shall become the President-Elect.

4. Treasurer

- 4.1. Duties - The Treasurer shall serve as the Finance Committee Chair and shall be custodian of the funds and securities belonging or accruing to this Society from dues, bequests, or other sources and shall keep full and accurate accounts of receipts and disbursements belonging to this Society. They shall deposit all monies and other valuable effects in the name and to the credit of ASHNR in such deposits as may be designated from time to time by the Executive Committee.

- 4.2. Term - The term of the Treasurer shall begin at the close of the Annual Meeting at which they were approved and shall continue until the close of the following Annual Meeting. Upon completion of the term, the Treasurer shall become the Vice-President.

5. Secretary

- 5.1. Duties - The Secretary shall oversee a roster of membership and a record of all proceedings and transactions of the Society. They shall oversee the distribution of notices

of all meetings to all members.

- 5.2. They shall conduct the correspondence of the Society and perform all duties pertaining to the office of Secretary.
 - 5.3. They shall receive and send notices thirty (30) days prior to the Annual Meeting of the following: collection of the names of proposed new members in accordance with the provisions of section 3.3.1 of these Bylaws, distribution of ballots to all voting members in accordance with the provisions of section 6.6 of these Bylaws, and distribution of notices of proposed amendments and/or assessments in accordance with the provisions of sections 8.5 and 9.1 of these Bylaws.
 - 5.4. They shall receive and distribute notices thirty (30) days prior to the time of the proposed Annual Meeting in accordance with section 6.5 of these Bylaws or sixty (60) days prior to the Annual Meeting in accordance with the provisions of section 6.6 of these Bylaws for approval by the Executive Committee.
 - 5.5. They shall receive from the Membership Committee and submit to the Executive Committee applications for membership in this Society, and shall distribute notice of such application to the voting members of this Society in accordance with the provisions of Section 3.3.3 of these Bylaws.
 - 5.6. Term - The term of the Secretary shall begin at the close of the Annual Meeting at which they were approved and continue until the close of the following Annual Meeting. Upon completion of the term, the Secretary shall progress to Treasurer.
6. Education Committee Chair
- 6.1. Duties – The Education Committee Chair shall be responsible for the medical and socio-economic education of the ASHNR members and other professionals who participate in the educational mission of the Society. At the direction of the Executive Committee, the Education Committee shall plan and propose projects to further the educational mission of the Society.
 - 6.2. Term – The term for the Education Committee Chair shall begin at the close of the Annual Meeting at which they were appointed and continue for one year until the close of the next Annual Meeting. Upon completion of the term, the Education Committee Chair shall progress to Secretary.
- 4.2.7 Education Committee Vice-Chair
- 4.2.7.1 Duties -- The Education Committee Vice-Chair shall perform such activities as designated by the Education Committee Chair and prepare themselves to assume the role of Education Committee Chair in the following year.
 - 4.2.7.2 Term – The term for the Education Committee Vice-Chair shall begin at the close of the Annual Meeting at which they were appointed and continue for one year until the close of the next Annual Meeting. Upon completion of the term, the Education Committee Vice-Chair shall progress to Education Committee Chair.
- 4.2.8 Immediate Past-President
- 4.2.8.1 Duties – The Immediate Past-President shall serve on committees and participate in assignments designated by the President. They shall serve as the Nominating Committee Chair and Gold Medal Award Committee Chair. In case the President shall be unable to perform their duties, the Immediate Past-President shall act as President during such period of incapacity.
 - 4.2.8.2 Term – The term of the Immediate Past-President shall begin at the close of the Annual Meeting at which they were approved and shall continue until the close of the next Annual Meeting.

4.2.9 Rules Committee Chair

4.2.9.1 Duties – The Rules Committee Chair shall participate in assignments designated by the President and the Executive Committee.

4.2.9.2 Term – The term of the Rules Committee Chair shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting. The Rules Committee Chair may be re-appointed to serve a total of two consecutive terms.

4.2.10 Senior Member-at-Large

4.2.10.1 Duties – The Senior Member-at-Large shall serve on the Rules Committee and participate in o t h e r assignments designated by the President.

4.2.10.2 Term – The term of the Senior Member-at-Large shall begin at the close of the Annual Meeting at which they were elected and shall continue until the close of the next Annual Meeting.

4.2.11 Junior Member-at-Large

4.2.11.1 Duties – The Junior Member-at-Large shall serve the Website/Social Media Committee and participate in o t h e r assignments designated by the President.

4.2.11.2 Term – The term of Junior Member-at-Large shall begin at the close of the Annual Meeting at which they were elected and shall continue until the close of the next Annual Meeting.

4.2.12 ACR Councilor

4.2.12.1 Duties – The ACR Councilor shall represent the interests of the ASHNR on the ACR Council, and shall inform and educate the ASHNR on issues confronting the ACR.

4.2.12.2 Term – The ASHNR ACR Councilor shall serve for a three-year term, and may be re-appointed for one additional term (maximum of six years).

4.3 Vacancies

4.3.1 A vacancy in any of the foregoing offices because of death, resignation, disqualification, or otherwise, shall be filled by prescribed succession for the unexpired portion of the term.

4.3.1.1. Immediate Past President to be filled by Executive Committee appointment

4.3.1.2. President to be filled by Immediate Past President

4.3.1.3. President-Elect to be filled by President

4.3.1.4. Vice President to be filled by Treasurer

4.3.1.5. Treasurer to be filled by Secretary

4.3.1.6. Secretary to be filled by Education Committee Chair

4.3.1.7. Education Committee Chair to be filled by Education Committee Vice Chair

4.3.1.8. Education Committee Vice Chair to be filled by Executive Committee appointment

Current Position	Succeeded By
Immediate Past President	ExCom Appointment
President	Immediate Past President
President-Elect	President
Vice President	Treasurer
Treasurer	Secretary
Secretary	Education Committee Chair
Education Committee Chair	Education Committee Vice-Chair
Education Committee Vice-Chair	ExCom Appointment

5.0 Executive Committee

1. The governing board of this Society shall be the Executive Committee. The Executive Committee shall consist of President, President-Elect, Vice-President, Treasurer, Secretary, Education Committee Chair, Education Committee Vice-Chair, Immediate Past-President, Rules Committee Chair, Senior and Junior Members-at-Large, and ACR Councilor.
2. The duties of the Executive Committee shall be to:
 1. Oversee and manage the affairs of this Society.
 2. Make appointments to special committees as needed.
 3. Present to the members at the Annual Meeting the time and place of future meetings as described in section 6.0 of these Bylaws.
3. Meetings of the Executive Committee
 1. Regular meeting(s) of the Executive Committee may be held at such time(s) or place(s) as the Executive Committee deems necessary.
 2. The Executive Committee has the authority to act in the best interest of the constituency in carrying out the duties of section 5.2 of these Bylaws.
 3. A quorum of the Executive Committee will be defined as the presence of at least seven (7) members of the Executive Committee one of which is either the Secretary or the Treasurer.

6.0 Meeting of Members

1. The Annual Meeting of the membership shall be held once each calendar year. At the Annual Meeting, the Executive Committee shall present their recommendations for the meeting locations to the membership.
2. Special Meetings - Special meetings may be called at the discretion of the President, by the Executive Committee, or by petition of three-fourths (3/4) of the Active Membership.
3. The membership present at an Annual Meeting shall constitute a quorum.
4. Members shall not have the right to vote by proxy at either the Annual Meeting or at Special Meetings.
5. The Secretary shall oversee distribution to the membership of a list of the recommendations from the Nominating Committee for approval by the Executive Committee thirty (30) days before the Annual Meeting.
6. In the event that an Annual Meeting is not held, the business of the Society may be approved by a majority of ballots.
 1. The Secretary shall oversee distribution of a list of the recommendations of the Nominating Committee for approval by the Executive Committee and solicit a call for nominations from the membership sixty (60) days before the election.
 2. Ballots shall be distributed to all Active Members thirty (30) days before the approval.

7.0 Nominations, Elections, Approvals, and Appointments

7.1 At the Annual Business Meeting, the Nominating Committee shall present a list of nominees for the various offices of this Society. Nothing in these Bylaws shall prevent, or be construed as preventing, nominations from the floor. Approval to office shall be by a majority vote of the ASHNR members present and voting at the Annual Business Meeting. The list of nominees will be:

1. President
2. President-Elect
3. Vice-President
4. Treasurer
5. Secretary
6. Education Committee Chair
7. Education Committee Vice-Chair
8. Immediate Past-President
9. Rules Committee Chair
10. Senior Members-at-Large
11. Junior Member-at-Large
12. ACR Councilor

8.0 Dues

1. Active and Associate Members - Annual dues shall be established by vote of the Executive Committee and shall be consistent with the needs of the Society.
2. Dues of the members will be payable upon receipt of notification prior to January 1 of each year and these dues shall be for the calendar year.
3. A member whose dues remain unpaid for three (3) months after the initial (January 1) notification of the dues shall be notified by the Chair of the Membership Committee on or after April 1. A member whose dues remain unpaid for four (4) months after the initial mailing shall be suspended from Society membership until current dues are paid in full.
4. Emeritus Member shall be exempt from the payment of dues.
5. No assessment, other than dues, may be made unless approved by a vote of three-fourths (3/4) of the members present at a meeting of the membership, provided that a notice of such proposed assessment has been distributed to the Active Membership at least thirty (30) days prior to the meeting.

9.0 Amendments

- 9.1 Notice of a proposed amendment to these Bylaws shall be furnished to all members of the Society entitled to vote at least thirty (30) days prior to the Annual Business Meeting, with the method of communication determined by the Executive Committee. An affirmative vote of three-fourths (3/4) of those members present at the Annual Business Meeting is needed to amend these Bylaws.

10.0 Standing Committees of the Society

The following shall be Standing Committees of the Society: Core Curriculum Fund Committee, Corporate Relations Committee, Education Committee, Finance Committee, Gold Medal Awards Committee, International Relations Committee, Membership Committee, Nominating Committee, Program Committee, Publications Committee,

Research Committee, Rules Committee, and Website and Social Media Committee.

1. Core Curriculum Fund Committee - The number of members of the Core Curriculum Fund Committee (h e r e a f t e r a l s o r e f e r r e d t o a s “ C C F ”) shall be left to the discretion of the President. The Chair shall be appointed by the President. The President, after consultation with the Core Curriculum Fund Committee Chair, shall appoint the other members of the committee.
 1. Duties – The Core Curriculum Fund Committee shall protect accumulated assets, ensure proper management of new income, and confirm appropriate spending of Core Curriculum funds.
 2. Term – The term of each member of the Core Curriculum Fund Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.
 3. The management of CCF funds will be performed in partnership and consultation between the ASHNR Executive and CCF Committees. ASHNR will not receive a management fee from the CCF and ASHNR administrative and financial oversight will be “in-kind” support for the CCF.
2. Corporate Relations Committee – The number of members of the Corporate Relations Committee shall be left to the discretion of the President. The Chair shall be appointed by the President. The President, after consultation with the Corporate Relations Committee Chair, shall appoint the other members of the committee.
 1. Duties – The Corporate Relations Committee shall serve as a liaison between the Society and corporate partners, facilitate corporate fundraising activities, and provide logistic support to companies that wish to sponsor a speaker or other educational functions.
 2. Term – The term of each member of the Corporate Relations Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.
3. Education Committee - The Education Committee shall consist of at least six members: The Chair, Vice-Chair, and at least four additional members. The Education Committee Vice-Chair shall be nominated via the process specified in Section 10.8.1.1 of these Bylaws. The members of the Education Committee, with the exception of the Chair and Vice-Chair, shall be selected by the President, after consultation with the Education Committee Chair.
 1. Duties - The Education Committee shall be responsible for the medical and socio-economic education of the ASHNR members and other professionals who participate in the educational mission of the Society. At the direction of the Executive Committee, the Education Committee shall plan and propose projects to further the educational mission of the Society.
 2. Term - The term for each member of the Education Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting. Upon completion of their term, the Vice-Chair shall progress to Education Committee Chair for a one-year term.
- 10.4 Finance Committee – The Treasurer shall serve as the Chair of the Finance Committee. The number of members of the Finance Committee shall be left to the discretion of the President. The President, after consultation with the Finance Committee Chair, shall appoint the other members of the committee.
 - 10.4.1 Duties – The Finance Committee shall assist the Treasurer with overseeing and monitoring Society finances. The Finance Committee shall review the Society’s financial statements and expenditures, review Society investment reports, review the annual audit, and take steps to minimize fraud. The Finance Committee shall advise the Executive Committee regarding potential expenditures that do not fall under education or research (the domain of the CCF) but might otherwise benefit the Society and its members.
 - 10.4.2 Term – The term of each member of the Finance Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual

Meeting.

10.5 Gold Medal Awards Committee – The Gold Medal Awards Committee shall consist of four members. The Chair shall be the Immediate Past President. Three additional members shall be appointed by the President, after consultation with the Gold Medal Awards Committee Chair.

10.5.1 Duties – The Gold Medal Awards Committee shall solicit names for the Gold Medal Award recipient from the Executive Committee and add additional names for consideration, including candidates considered for the award during the preceding 5 years. The committee shall review the qualifications of the proposed Gold Medal Award candidates and propose one recipient at least 60 days prior to the Annual Meeting for approval by the Executive Committee. In the event that the proposed nominee is not approved by the Executive Committee, the Gold Medal Awards Committee shall propose a new recipient for approval by the Executive Committee.

10.5.2 Term – The term for each member of the Gold Medal Awards Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

10.6 International Relations Committee - The number of members of the International Relations Committee shall be left to the discretion of the President. The Chair shall be appointed by the President. The President, after consultation with the International Relations Committee Chair, shall appoint the other members of the committee.

10.6.1 Duties – The International Relations Committee shall represent the Society in international matters, facilitate collaboration with international societies, and provide support to conjoint activities and ventures.

10.6.2 Term – The term of each member of the International Relations Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

10.7 Membership Committee - The Membership Committee shall consist of at least four members. The Vice-President serves as the Membership Committee Chair. The remaining members shall be appointed by the President, after consultation with the Membership Committee Chair.

10.7.1 Duties - The Membership Committee shall develop strategies to increase/retain Society membership and address and support member needs. As defined in Bylaw 8.3, the Chair of the Membership Committee shall also be tasked with notifying members of delinquent dues at 3 months (March 1), as well as notifying the delinquent member and Executive Committee of membership suspension status if dues are not paid in full by April 1.

10.7.2 Term - The term of each member of the Membership Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

10.8 Nominating Committee - The Nominating Committee shall consist of the previous five Past-Presidents. The Nominating Committee Chair shall be the Immediate Past-President. The Chair's vote shall prevail to break a tie vote.

10.8.1 Duties – Each year, the Nominating Committee shall propose nominees for the Education Committee Vice-Chair and Rules Committee Chair to the Executive Committee as outlined in section 10.7.1.1 and 10.7.1.2, which shall be given to the Executive Committee at least 60 days prior to the next Annual Business Meeting. The Nominating Committee shall also provide the names of nominees for the Members-at-Large positions to the full Executive Committee for review prior to submitting these nominees the full *Active* Membership for vote, in accordance with section 10.8.1.3.

10.8.1.1 Education Committee Vice-Chair– The Nominating Committee shall gather names for

Education Committee Vice-Chair candidates from the Executive Committee and add any additional names for consideration. The Nominating Committees shall review the qualifications of each proposed candidate and select one nominee for approval by the Executive Committee. In the event that the proposed Education Committee Vice-Chair nominee is not approved by the Executive Committee, the Nominating Committee shall select a new nominee for approval by the Executive Committee.

10.8.1.2 Rules Committee Chair – The Nominating Committee shall gather names for Rules Committee Chair candidates from the Executive Committee and add any additional names for consideration. The Nominating Committees shall review the qualifications of proposed candidates and select one nominee for approval by the Active Membership at the Annual Business Meeting.

10.8.1.3 Members-at-Large – The Nominating Committee shall call for nominations for candidates of Members-at-Large from all Active Members. The Nominating Committee shall review the qualifications of all proposed Members-at-Large nominees. The Nominating Committee shall select two junior and two senior Member-at-Large nominees for review by the Executive Committee and subsequent contested election by the full *Active* ASHNR membership. Neither junior nor senior Member-at-Large may serve in the same position for more than one term, consecutive or otherwise; however, a junior Member-at-Large may subsequently serve as a senior Member-at-Large. The contested election of one junior and one senior Member-at-Large shall occur by all Active Members of the Society through an electronic vote. The electronic vote shall be distributed to all Active Members sixty (60) days prior to the Annual Meeting and shall remain open for a period of fourteen (14) days. The Nominating Committee shall forward the elected Members-at-Large to the Executive Committee for final approval at the Annual Business Meeting.

10.8.1.3.1 Active Members serving the Society for 10 or less years at the time of nomination shall be considered suitable candidates for the junior Member-at-Large nomination.

10.8.1.3.2 Active Members serving in the Society for more than 10 years at the time of nomination shall be considered suitable candidates for the senior Member-at-Large nomination.

10.8.2 Term - The term of each member of the Nominating Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

10.9 Program Committee - The number of members of the Program Committee shall be left to the discretion of the President. The Program Chair/President-Elect shall suggest the members of the committee.

10.9.1 Duties – The Program Committee shall advise and assist the Program Committee Chair in the planning and execution of the Annual Meeting, including identification of suitable venues, selection of appropriate topics, recruitment of suitable speakers, and management site logistics and event advertisement.

10.9.2 Term – The term of each member of the Program Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

10.10 Publications Committee

10.10.1 The Publications Committee shall consist of nine members:

10.10.1.1 The Chair shall be appointed by the President. The Chair's vote shall prevail to break a tie vote;

10.10.1.2 The Head and Neck Senior Editor of the *American Journal of Neuroradiology (AJNR)*, and the Head and Neck Associate Editor of *Neurographics* will serve as ex-officio members;

10.10.1.3 Six additional members shall be appointed by the President, after consultation with the Publication Committee Chair.

10.10.2 Duties - The Publications Committee shall be responsible for all issues relating to the official Journal. The Publications Committee shall conduct a search and recommend to the Executive Committee Editors of the Head and Neck sections of the *American Journal of Neuroradiology* and *Neurographics* when vacancies exist. The Publications Committee Chair shall act as the liaison between the Publications Committee and the Executive Committee.

10.10.3 Terms:

10.10.3.1 Term - The term for the Publications Committee Chair shall begin at the close of the Annual Meeting at which they were appointed and shall continue for five years until the close of the Annual Meeting. The Chair may be reappointed for a total of two consecutive terms (maximum of 10 years).

10.10.3.2 Term - The term for the members of the Publications Committee, other than the Chair, AJNR Head and Neck Senior Editor, and Neurographics Head and Neck Associate Editor, shall be one year in duration beginning at the close of the Annual Meeting at which they were appointed and continue until the close of the next Annual Meeting.

10.11 Research Committee- The number of members of the Research Committee shall be left to the discretion of the President. The Chair shall be appointed by the President. The President, after consultation with the Research Committee Chair, shall appoint the other committee members.

10.11.1 Duties – The Research Committee shall oversee research support, direction, profile, and endeavors of the Society.

10.11.2 Term – The term of each member of the Research Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

10.12 Rules Committee – The Rules Committee shall consist of four members, one of whom shall be the Chair. The Chair shall be nominated by the Nominating Committee and approved by the *Active* Membership. The Senior Member-at-Large will be assigned as a member of the Rules Committee. The other three members of the Rules Committee shall be appointed by the President, after consultation with the Rules Committee Chair. The Chair's vote shall prevail to break a tie vote.

10.12.1 Duties - The Rules Committee will review the Bylaws of the Society, advise the President of proposed changes in the Bylaws, and accept assignments regarding the rules of the Society from the President.

10.12.1 Term – The term of each member of the Rules Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting. The Rules Committee Chair may be re-appointed to serve a total of two consecutive terms.

10.13 Website and Social Media Committee - The number of members of the Website and Social Media Committee shall be left to the discretion of the President. The Chair shall be appointed by the President. The Junior Member-at-Large will be assigned as a member of the Website and Social Media Committee. The President, after consultation with the Website and Social Media Committee Chair, shall appoint the other members of the committee.

10.13.1 Duties – The Website and Social Media Committee shall assist in the development and maintenance of the Society website and social media content to advance the mission of the

Society, ensure accurate and most up-to-date content, and recommend enhancement to the website and social media presence as needed.

10.13.2 Term – The term of each member of the Website and Social Media Committee shall begin at the close of the Annual Meeting at which they were appointed and shall continue until the close of the next Annual Meeting.

11.0 Additional Positions and Appointments

11.1 ACR Alternate Councilors

11.1.1 The ASHNR Alternate ACR Councilor shall be nominated by the President and approved by the Executive Committee for a one-year term with no limitations on term renewal. The alternate ACR Councilor shall act only in the absence of the councilor.

12.0 The Fiscal Year

The fiscal year of the Society shall begin on January 1 of each year and close on December 31.

13.0 Dissolution

In the event of dissolution or final liquidation of the Society, all of its assets remaining after payment of its obligations shall have been made or provided for, shall be distributed to and among such corporations, organizations, and foundations organized and operating exclusively for scientific and educational purposes consistent with those of the Society as shall be designated by the Executive Committee.