

New England Chapter
Technologist Section
Society of Nuclear Medicine

2010 Guidelines for Grassroots Organizations of the New England Chapter

Purpose:

The purpose is to provide guidelines for any and all groups who wish to organize a grassroots organization and/or meeting for their specific region, local area or hospital and wish to function under the name of the New England Chapter Technologist Section (NECTS) and to utilize the benefits of operating under the umbrella of the NECTS.

Grassroots Organization Name:

All groups operating under these guidelines and under the umbrella of the New England Chapter Technologist Section of the Society of Nuclear Medicine will identify themselves per the following example:

Greater Boston Area Grassroots of the

New England Chapter Technologist Section of the Society of Nuclear Medicine

Names for each grassroots organization operating under these guidelines shall be approved by the NECTS Executive Committee. All mailings, literature and references to these grassroots organizations shall contain the approved name. The privileges and responsibilities associated with the approved grassroots organizations shall be defined in these guidelines.

Grassroots Leadership:

Grassroots leaders are appointed by the current President of the NECTS. This appointment is terminated at the spring meeting of the NECTS, when the new president takes over. The grassroots chairperson may petition the incoming president of the NECTS to be re-appointed. If there is more than one leader for any specific group, all those serving in leadership roles must be appointed by the current President of the New England Chapter. These positions must be reappointed by the current President of the New England Chapter every year.

Number of Grassroots Organizations:

There are no set limits as to the number of grassroots groups per state. The organization of each group will require prior approval from the NECTS Executive Committee.

Organizing a meeting:

All planned grassroots meetings must be approved by the NECTS Executive Committee before making application to the SNM for CEU/VOICE credits. A meeting may not take place 30 days before or 30 days after either the NECTS Annual Spring Meeting or the combined New York/New England SNM Annual Fall Meeting. If the location of the meeting is at a facility other than a hospital, the location will require prior approval from the NECTS Executive Committee. At no time will alcoholic consumption be allowed before or during the meeting. Once the meeting has officially ended, the NECTS and the sponsoring grassroots group will not be responsible for any attendee's actions.

Advertising/Invitation for a meeting:

Any advertisement/invitations for a grassroots meeting must be offered to all Nuclear Medicine technologists in the geographic area of the grassroots meeting. NECTS will assist by posting the advertisement/invitation of the meeting on the NECTS Website. Additional invitations may be sent out to whomever the grassroots meeting organizer chooses. However, all Nuclear Medicine technologists in the geographic area must be offered the opportunity to attend the meeting.

Vendor Support:

Any request for vendor support must be submitted to the NECTS Executive Committee and approved prior to solicitation for vendor support. Any support from a vendor must be in line with the OIG guidelines and in compliance with STARK Law and SNM rules. If a vendor is providing any financial support, the dollar amount of that support must be provided along with the method of payment for approval from the NECTS Executive Committee prior to scheduling the meeting.

Financial approval:

The grassroots chairperson must submit to the NECTS executive committee all information relative to the planned meeting including, but not limited to the following; lecture schedule, budget and support information. This information must be submitted at least 60 days prior to each planned meeting for approval. All funds received for the grassroots meeting must be given to the NECTS treasurer for deposit to the NECTS checking account at least 30 days prior to the meeting being held. The NECTS will then disburse the funds as required for the meeting.

Application for CEU credits:

Any person wishing to organize a meeting where CEU credits are offered must apply for and pay for the registration process as stated by the Society of Nuclear Medicine (SNM). The NECTS requires documentation to be submitted 60 days prior to the planned meeting. This allows sufficient time for the treasurer to issue a check to SNM for the VOICE application. All documents required by SNM for CEU credits must follow the guidelines established by the SNM for the expressed purpose of offering CEU credits. If a letterhead is required by the SNM for application of CEU's, the grassroots chairperson will submit a draft letter as a word document which will then be transferred to the NECTS letterhead.

Fees for CEU credits:

Any CEU credits authorized by the SNM and offered by the grassroots group holding the meeting will be given free of charge to currently registered members of the SNM. Any attendee who is a member of the SNM must show proof of current membership. Any attendee who is not a current member of the SNM will be assessed a fee per credit offered. That fee must be approved by the Executive Committee of the NECTS prior to the meeting. All fees collected for non-member CEU credits must be turned over to the NECTS Treasurer within 30 days after the grassroots meeting.

Speakers:

All speakers must be identified and their topics provided to the Executive Committee when the request is made. All speakers must submit disclosure statements in accordance with the SNM. Any speaker who has been asked to do a presentation must conform to the VOICE guidelines established by the SNM and submit all documents required by the SNM for speakers. All speakers must comply with these rules or they will not be able to present and no CEU's will be awarded for their talk. All documentation must be submitted to the NECTS Executive Committee 60 days prior to the planned meeting.

Benefit for Grassroots Leaders:

All leaders of grassroots organizations, who have organized two yearly grassroots meetings, will be offered free registration to the New England Chapter's Annual Spring Meeting in appreciation for their efforts.