The ACR and Its Chapters

Table of Contents

What you should know about the ACR
- ACR Mission
- ACR Bylaws
- ACR Membership Requirements
- Digest of Council Actions
  - What it is
  - Where to find it
- ACR Council Steering Committee
  - What is it?
  - The CSC and Chapter Liaisons
- Volunteering and the ACR
  - Who volunteers?
  - What are the volunteer opportunities?
  - What is the process for becoming a volunteer?
  - What are the benefits of volunteering?
- Contacting the ACR
  - Contact Information by ACR Department
  - Headquarters (Reston) Office
  - Government Relations (Washington, DC) Office
  - Clinical Research (Philadelphia) Office

Services Available to Chapters from the ACR
- ACR Membership Database
  - What is the ACR membership database?
  - Your role in maintaining the database
  - Distribution of Chapter Membership Rosters
  - Getting Membership Statistics
- Chapter Recognition Program
  - Description of the Program
  - Where to find resources and more information
- Chapter Visitation Program
  - Description of the Program
  - Frequently Asked Questions
  - How to Participate in the Program
  - Where to find resources and more information
- Chapter Web Page
  - Description of service
  - Where to find information

Legal Assistance
  Description of service
  Where to find information
Mailing Labels / Email Addresses
  Description of service
  How to make request
Membership Dues Collection
  Program Description
  Where to Find Information
Practice of Radiology Environment Database (PRED)
  What is it?
  How will it benefit chapters?
  How are chapters involved?
  Where to Find Information
State Legislative Services
  Description of services
  Where to find information
Using the ACR Logo

What you should know about the ACR

Chapter leaders should be familiar with the following:

- ACR mission
- ACR bylaws
- ACR membership requirements
- ACR Digest of Council Actions
- ACR Council Steering Committee
- Volunteering and the ACR
- Contacting the ACR

ACR Mission

To serve patients and society by maximizing the value of radiology, radiation oncology, interventional radiology, nuclear medicine and medical physics by

- advancing the science of radiology,
- improving the quality of patient care,
- positively influencing the socio-economics of the practice of radiology,
- providing continuing education for radiology and allied health professions and
- conducting research for the future of radiology.

ACR Bylaws

The ACR bylaws define the structure and fundamental operations of the College. They also include:

- actions of the ACR Council,
- actions of the Council Steering Committee,
- actions of the Board of Chancellors
- ACR membership requirements

Current bylaws are available on the ACR Web site.

ACR Membership Requirements

The ACR Bylaws detail the membership requirements for the organization. Below are details on the classes of ACR membership and their eligibility requirements. Some chapters find it convenient to mirror these classes of membership and requirements at the chapter level. For more detailed information on ACR membership or joining the ACR, please visit the member services section of the ACR Web site or contact the membership services department at either membership@acr.org or (800) 347-7748.

The ACR offers various classes of membership including:

- Member
- Associate Member
- Fellow
- Member in Training
- Allied Health Member
- Honorary Fellow
- International Member
- International Member in Training
- Fellow Emeritus
- Retired Member and Fellow
- Chapter Inactive Member and Fellow

The eligibility requirements for each class are described in detail in the ACR Bylaws. Information about fees for the various classes of membership is available on the ACR Web site.

Digest of Council Actions

What it is

The Digest of Council Actions is a compendium of resolutions approved by the ACR Council. In conjunction with the ACR Bylaws, the digest defines the organization and operation of the College.

It is also a source for all professional and public policy statements that have been approved by the Council. These include the Digest of Council Actions is available both electronically and in print.

You can request a print version from the ACR Office of Chapter and Volunteer Development at either chapters@acr.org or (800) 227-5463 ext. 4917.

ACR Council Steering Committee

This section includes:

- A description of the CSC
- A description of CSC liaisons

What is it?

The Council Steering Committee is responsible for representing the Council between meetings and representing the interests of the Council to the ACR Board of Chancellors and the chapters.

The ACR Bylaws detail the make-up of the CSC:

The Council Steering Committee shall consist of the speaker, vice-speaker, and at least fourteen (14), but no more than eighteen (18) additional members of the Council. There shall be six (6) members elected by the Council. At each annual Council meeting, three (3) members shall be elected from at least five (5) candidates, who must have at least one (1) year remaining as councilors for the terms for which the candidates are nominated, to serve two (2) year terms. The additional members, at least eight (8), and no more than twelve (12), shall be appointed by the speaker and approved by the Council and shall include one (1) Member in Training. Elected members of the Council Steering Committee shall be eligible for re-nomination and re-election for a second two (2) year term. Candidates with only one (1) year remaining as a councilor who win election or re-election shall serve their final year as a councilor-at-large. The term of membership of the appointed member shall be one (1) year, subject to additional terms if re-appointed by the speaker. No member, whether elected or appointed, may serve more than six (6) consecutive years on the CSC without a lapse of at least one (1) year. Nominees for election to the Council Steering Committee shall have attended at least one (1) previous annual meeting of the College as a councilor, alternate councilor or chapter officer. Geographic distribution shall be maintained when appointments are made to the Council Steering Committee. To be eligible for appointment or reappointment to the Council Steering Committee, the individual must be a Member, Fellow or Member in Training of the College. (ACR Bylaws, Article IX, section 9).

The CSC and Chapter Liaisons

Just as the Council serves as a representative body of all ACR members, the CSC strives to best represent the diverse needs and interests of ACR members. To accomplish this CSC liaisons with ACR chapters between meetings. CSC members work to convey relevant information to chapters and to listen to chapter members and convey their messages back to the CSC.

Members of the CSC take responsibility for working with one or more chapters. A CSC liaison may regularly correspond to one or more chapter officers, may attend chapter meetings and may seek to speak or communicate to the chapter membership on behalf of the CSC.

Chapters may use their CSC liaison to learn more about the agenda of the Council, the ACR and to communicate local concerns or interests back to the CSC. If you need more information about your CSC liaison, please contact the ACR Office of Chapter and Volunteer development at either chapters@acr.org or (800) 227-5463 ext. 4917.

Volunteering and the ACR

The ACR relies heavily on the volunteer efforts of its members. Each year hundreds of members donate their time and talents to do the work of the College. This section includes answers to some of the frequently asked questions about volunteering with the ACR.

- Who volunteers?
- What are the volunteer opportunities?
- What is the process for becoming a volunteer?
- What are the benefits of volunteering?

Who volunteers?

Everyone is welcome to volunteer to help the ACR achieve its mission. ACR volunteers include residents, people in private practice, people in academic practice and retirees donate their time and talents to the organization.

People volunteer for different reasons. Here are three typical reasons members give for volunteering:

1. for personal and professional development opportunities

2. for networking opportunities

3. for opportunities to contribute to a higher cause

ACR Fellowship, one of the highest honors the College bestows, is given in part for demonstrated service to the organization. This also encourages members to volunteer.

What are the volunteer opportunities?

There are many opportunities for volunteering in the ACR. Some volunteer positions require a commitment of a year or more and others require only a few hours of service. Descriptions of volunteer opportunities are available on the ACR Web site.

What is the process for becoming a volunteer?

Each year the College Nominating Committee solicits for nominations for ACR leadership positions. For more information, please contact Mary Jane Donahue at either mdonahue@acr.org or (800) 227-5463, ext. 4901.

For more inforamtion on volunteering for ACR commissions, committees and task forces please review Volunteer Interest Resources available on the ACR website or contact Meghan Deaver at mdeaver@acr.org. The information collected on these forms is distributed to appropriate staff and committee chairs and used to fulfill openings.

To volunteer to help at the AMCLC, please contact Kathleen Bentley at either kbentley@acr.org or (800) 227-5463 x. 4386.

What are the benefits of volunteering?

The benefits can vary depending on the volunteer's initial reason for volunteering. The benefits may include:

- personal and professional growth
- an augmented social and professional network
- feelings of good-will for bettering the profession
- peer and professional recognition

Contacting the ACR

When contacting the ACR it is helpful to include your ACR membership number. This helps staff to better serve you.

- Main Phone Number – (800) 227-5463
- General Email Address – info@acr.org

Contact Information by ACR Department

This information is available on the ACR Web site. Click here to see the listing.

Headquarters (Reston) Office

- Mailing Address - 1891 Preston White Dr, Reston VA 20191-4397
- Phone Number - (703) 648-8900 or (800) 227-5463

Government Relations (Washington, DC) Office

- Mailing Address – 1701 Pennsylvania Ave NW, Suite 610, Washington, DC 20006-5805
- Phone Number – (202) 223-1670

Clinical Research (Philadelphia) Office

- Mailing Address – 1818 Market St, Suite 1600, Philadelphia, PA 19103-3609
- Phone Number – (215) 574-3150

Services Available to Chapters from the ACR

The following services are available to chapter leaders:

- ACR membership database
- Chapter Recognition Program
- Chapter Visitation Program
- Chapter Web Page
- Legal assistance
- Mailing labels and email addresses
- Membership dues collection
- Practice of Radiology Environment Database (PRED)
- State legislative services
- Use of the ACR logo

ACR Membership Database

This section includes:

- What is the ACR membership database
- Your role in maintaining the database
- Distribution of chapter membership rosters
- Getting membership statistics

What is the ACR membership database?

The ACR maintains a large database of current, past and potential members. Staff spend hundreds of hours each year verifying and updating member records in order to have the most accurate data on record.

Your role in maintaining the database

Chapter leaders can help maintain the membership database by notifying the ACR of bad addresses (mail and email) and taking time to review rosters sent to the chapter from the ACR for accuracy.

You can forward returned mail (hardcopy and electronic) or report roster inaccuracies to the ACR membership services department.

- via email – membership@acr.org
- via fax – (703) 264-2093

- via post – ACR

  Membership Services Department
  1891 Preston White DrReston VA 20191-4397

Distribution of Chapter Membership Rosters

The membership services department routinely distributes rosters twice a year.

- Fall – Membership rosters reflect cancellations for non-payment of dues.
- January – Sent just before the second dues invoice goes out, this gives chapters the opportunity to see the amount of dues income they can expect for the year. This list also includes information of retirees and residents and fellows training in the state.

These rosters are sent as Excel documents via email to chapter presidents, secretaries or secretary treasurers, membership chairs, fellowship chairs, executive directors or executive secretaries and the person designated as the chapter mail recipient. The rosters can be sent in another format upon request.

Chapter leaders can ask for a roster at any time during the year. Staff in the membership services department will only give out rosters to chapter officers or chapter executive staff.

Direct questions or requests for rosters to Barbara Quattrone in the membership services department at either bquattrone@acr.org or membership@acr.org or (800) 347-7748.

Getting Membership Statistics

Many chapters like to include membership information in annual reports to their membership. Upon request, staff in the membership services department can provide:

- breakdowns and totals by membership type
- lists of new members
- lists of transferred members
- lists of deceased members
- lists with information on length of ACR/chapter membership
- a bill-paid report, for those chapters who use the ACR dues invoicing service

Direct questions or requests for statistics to Barbara Quattrone in the membership services department at either bquattrone@acr.org or membership@acr.org or (800) 347-7748.

Chapter Recognition Program

This section includes:

- Description of the program
- Where to find resources and more information

Description of the Program

In 2003, the ACR Committee on Chapters launched the ACR Chapter Recognition Program. The goals of the program are two-fold:

- To formally recognize chapter successes and innovative ideas and,
- To facilitate the sharing of ideas among chapters, thus encouraging and supporting the activity of all ACR chapters.

For each award year, chapters are given the opportunity to make submissions for any activities or initiatives they engage in between January and December of the given year. These submissions can be made in one of 4 categories: Communications, Government Relations, Meetings/Education, and Membership.

At the end of the award year, members of the ACR Committee on Chapters, along with staff, review all eligible submissions to determine winners for that year. Winners are notified in March, and an award ceremony is held at the ACR Annual Meeting and Chapter Leadership Conference to formally recognize the winning chapters.

Where to find resources and more information

- via the ACR Web site
- staff contact - Devin Parris
- o e-mail - dparris@acr.org
- o phone - (800) 227-5463 ext. 4917

Chapter Visitation Program

This section includes:

- Description of the program
- Frequently asked questions
- How to participate in the program
- Where to find resources and more information

Description of the Program

The goals of the chapter visitation program are:

- To enhance the interchange of ideas between ACR leadership, ACR chapters, and the members they represent
- To highlight ACR activities to all members
- To provide an opportunity for ACR leaders to better understand the many challenges faced by ACR chapters and members

In order to achieve the goals of the program, the ACR provides a speaker to attend a chapter meeting and highlight emerging issues and recent ACR activities. In addition, the ACR representative provides a forum or makes his or herself available to receive chapter/member input.

Frequently Asked Questions

Who are Chapter Visitation speakers?

Typically the visitor is a member of the ACR Board of Chancellors, Council Steering Committee or executive staff. A visit by an individual who does not fit in to one of the above mentioned categories might be considered. However, the speaker must be a member of the College and dedicate a minimum of 15 minutes to addressing ACR activities.

The College does not accept or fulfill requests for a specific speaker; however, if there are specific issues currently facing the chapter we will make an effort to provide a speaker that can address them.

Who covers the costs of chapter visitation speakers?

The College assumes the expenses for one visitor, per chapter, per year.

How will a speaker be identified for my chapter?

Upon receiving the chapter meeting profile form, staff in the Office of Chapter and Volunteer Development will –

- Select an appropriate speaker
- Extend an invitation to the prospective speaker, and
- Coordinate the exchange of contact information between the chapter and selected speaker

How to Participate in the Program

- Complete a chapter meeting profile form to provide details for the meeting & request a speaker.
- Submit a request for a speaker 3 months prior to meeting to best facilitate the selection of a speaker.
- Upon receiving confirmation of a speaker, the chapter representative should contact the speaker to coordinate details of his/her visit – this includes travel arrangements and presentation details.

Where to find resources and more information

- The Chapter Meeting Profile form is available on the ACR Web site.
- For more information, please contact Devin Parris at either dparris@acr.org or (800) 227-5463, ext. 4917.

Chapter Web Page

Having a chapter identity in cyberspace is a key way to communicate with members, potential members and the public. The ACR offers a hosting service for chapters interested in creating and maintaining a Web site.

This section includes:

- A description of the service
- Where to find information

Description of service

The ACR Web hosting service offers the following:

- space on ACR servers
- technical support
- domain registration
- HTML coding (additional fees apply)
- calendar application
- storage space for photographs
- 2 email addresses

Where to find information

A copy of the web hosting contract is available on the ACR Web site. For additional information or to arrange for service, please contact the ACR Office of Chapter and Volunteer Development at either chapters@acr.org or (800) 227-5463 ext. 4917.

Legal Assistance

This section includes:

- A description of the service
- Where to find information

Description of service

The members of the ACR Legal Department are available to provide general information on a variety of issues to ACR members and their attorneys.

Chapter leaders may turn to the ACR Legal Department for:

- referrals to local attorneys
- general questions about nonprofit organization and incorporation
- general questions about bylaws
- general questions about anti-trust issues and other corporate matters

Please note, because, like physicians, the staff attorneys of the ACR cannot practice in states where they are not licensed to do so, our attorneys provide information to ACR members with the express understanding that:

- no attorney-client relationship exists,
- neither ACR nor its attorneys are engaged in providing direct legal advice,
- that the information provided is of a general character and;
- on specific legal matters, members should seek legal advice from qualified legal counsel in their own states.

Where to find information

- e-mail – legal@acr.org
- phone – (800) 227-5463, ext. 4044

Mailing Labels / E-mail Addresses

This section includes:

- A description of the service
- How to make a request

Description of service

Chapters may acquire mailing labels or email distribution lists through the ACR Office of Chapter and Volunteer Development. Mailing labels can be sent in print on label stock or electronically. There is no fee for this service.

What you should know:

- Only current chapter officers, executive directors or secretaries and membership committee chairs may make requests for mailing labels or email distribution lists.
- Information about members of other chapters will not be distributed without prior consent of that chapter's officers. If you wish to communicate with members in another chapter (i.e. in the event of marketing a meeting that would be of interest to those in another state), please provide information about the communication to ACR staff so that they can contact the chapter for permission.
- The turnaround time for receiving hardcopy or electronic information is 7-10 business days. Please time your requests accordingly.

How to make request

You can request mailing labels or email distribution lists by contacting Fran Cordero at the ACR Office of Chapter and Volunteer Development:

- Via phone: (800) 227-5463 ext. 4496
- Via email: fcordero@acr.org

- Via fax: (703) 262-9319
- Via post: ACR Office of Chapter and Volunteer Development, 1891 Preston White Dr., Reston, VA 20191-4397

Please provide the following information when making your request:

- What is your name and current position in the chapter?
- How will the information be used (i.e. for a marketing mailing for a chapter meeting)?
- Do you need the information electronically (Excel spreadsheet) or in hardcopy (on label stock)?
- If you're requesting mailing labels in hardcopy, how would you like the information sorted (i.e. by zip code)?
- Do you want to include all member types in the list or only select types (i.e. dues-paying only, dues-paying and members in training and retirees, etc.)?
- To whom should the information be sent?

Membership Dues Collection

All chapters who charge dues for some or all of their membership classes will have to deal with collecting dues. Some chapters do their own dues invoicing. Many chapters take advantage of the ACR's dues billing service.

This section includes:

- Program description
- Where to find information

Program Description

The ACR dues billing service allows chapters to take advantage of ACR resources for preparing and distributing invoices, dues collection and recordkeeping. The College charges a modest fee for this service. Through this service the ACR will include the chapter dues as an additional line item on the ACRa membership dues invoice. The ACR sends out up to three invoices during the year. Additionally, up to two letters will be sent to members delinquent in paying their dues. Chapters will receive dues income from the ACR on a monthly basis via check. The chapter will also receive a listing of people who have paid, the invoice number, the amount paid and the form of payment. In order to participate in the program chapter leaders must notify the ACR prior to October 1.

Where to Find Information

Specific details on the ACR chapter dues billing service are outlined in the billing agreement. To receive a copy of the billing agreement or to ask other questions, please contact Membership Services at either membership@acr.org or (800) 347-7748.

Practice of Radiology Environment Database (PRED)

What is it?

In order to better serve our members and the profession, the ACR has begun a massive campaign in 2006 to collect information on radiology practice environments. Know as PRED (Practice of Radiology Environment Database), the database will:

- collect and link information pertaining to practice name,
- practice settings,
- individual radiologists,
- practice leaders,
- business managers, and
- aggregate individual demographic data.

How will it benefit chapters?

This database will assist the ACR and its chapters in marketing their memberships, products, and services while providing unique services to the broader practice environments.

How are chapters involved?

Chapters will be asked to assist the ACR in the identification and verification of data.

Where to Find Information

To learn more about the PRED, please contact Dan Green in the membership services department at either dgreen@acr.org or membership@acr.org or (800) 347-7748.

State Legislative Services

This section includes:

- A description of services
- Where to find information

Description of services

The ACR created the state government relations program to address legislative and regulatory trends across the country, as well as to assist chapters with legislative and regulatory initiatives and strategies on the state level. The state government relations program is here to serve ACR members.

Where to find information

- The ACR Web site offers detailed information
- Ariel Gonzalez is the assistant director of state legislative relations
  - e-mail – agonzalez@acr.org

- phone - (703) 715-3488

Using the ACR Logo

Membership in the ACR and its chapters are related. The ACR and many of its chapters require reciprocal membership. There may be times when your chapter would like to use the ACR logo on materials in order to illustrate this important relationship. For information on how to use the ACR logo on chapter-sponsored materials, please contact the ACR Office of Chapter and Volunteer Development at either chapters@acr.org or (800) 227-5463 ext. 4917.

Chapter Information