



**CHARTER/BYLAWS**  
Amended 10-12-2009

**Article I - Name**

The name of this Society for Imaging Informatics in Medicine (SIIM) special interest group shall be Excite (Exchange for Centricity Imaging Technology End-users), hereafter referred to as "Excite." Excite is an independent Centricity PACS User Group, formed under the auspices of SIIM.

**Article II - Purpose**

The purpose of Excite will be:

1. Promote open communication between GE Healthcare and Excite members.
2. Solidify the relationship between users of GE PACS and create an environment that will afford Centricity PACS users a forum to exchange ideas with their PACS colleagues throughout the world.
3. Improve the quality and efficiency of the product through honest and constructive feedback to GE Healthcare regarding product quality and direction.

**Article III - Membership**

1. A membership application must be on file with the SIIM office for an institution to be considered a member of Excite.
2. Membership is open to any institution that is a licensee of Centricity PACS, that is in good standing with GE Healthcare; and that will support the purpose of Excite.
3. Membership is by institution. An Excite institutional membership allows up to five representatives per institution; the primary representative and four alternates. Changes in institutional representatives must be submitted in writing by the primary representative to the SIIM office.
4. If an institution wishes to have more than five representatives, in total, from the same facility, additional representatives may participate in Excite through the purchase of a supplemental membership. Each supplemental membership allows up to five additional representatives. The annual dues for each supplemental membership will be 50% of the institutional membership dues.

5. If a member institution wishes to have more than one facility within its system participate as a member of Excite the institution becomes a parent institution. Each additional facility may join as a member separate from the parent institution, or as a supplemental member.
  - a. If a facility within the system joins as a member separate from the parent institution, representation will consist of one primary representative and four alternates, and annual membership dues will be paid by the institution at the rate appropriate to its institutional membership status with SIIM (\$200 for non-institutional members/\$100 for SIIM institutional members).
  - b. If a facility within the system joins as a supplemental member of the parent institution, representation will consist of up to five alternates. The primary representative will remain that of the parent institution. The annual dues for each supplemental membership will be 50% of the parent institutional membership dues.
6. Employees of a member institution will have the right to hold office.
7. There will be no limit on the number of individuals from a member institution that are allowed to participate in Excite meetings.
8. Excite officers will review Excite membership guidelines and dues structure on an annual basis.

#### **Article IV – Voting**

1. Active status in Excite entitles a member institution to receive Excite mailings and to vote.
2. Each active member institution will be entitled to one (1) vote on matters brought before the members. Five percent (5%) of the active members will constitute a quorum.
3. The Chairperson(s) of Excite, or other officer presiding at a meeting of Excite, shall determine in each case whether a motion may be voted upon at that meeting, or whether it must be referred to a mail or electronic ballot.
4. Voting on matters of business, whether during a general meeting or by mail or electronic ballot, will be by only one representative of a member institution, with a simple majority carrying the motion.

When a question has been proposed for vote of the membership by mail or electronic ballot, the Secretary shall initiate a ballot to the membership within 30 business days. Thirty business days after sending out the ballots, the Secretary will count the votes and notify the Committee of the vote.

#### **Article V - Policy and Procedures**

1. Excite will be non-profit and self-governing under the auspices of SIIM.
2. Members, member representatives and attendees must adhere to the objectives and charter of Excite.

## **Article VI – Excite Officers**

The Executive Committee of Excite will consist of the following officer positions:

- Chairperson or two co-Chairs
  - Co-Chairs must be nominated as a team
- Chairperson-Elect or co-Chairs elect
- Past Chairperson(s)
- Secretary/Treasurer

Duties of each are as follows:

Chairperson/co-Chairs:

- Overall responsibility for the continued functioning of Excite.
- Plan and preside at all meetings of the Excite and its officers.
- Exercise general supervision over the activities of Excite.
- Maintain communications with Excite members, GE Healthcare, and other product user groups.

Chairperson(s)-Elect/co-Chairs elect:

- In the absence of the Chairperson(s), perform all responsibilities of the Chair. Assume any responsibilities delegated by the Chair. The Chairperson(s)-Elect automatically becomes Chairperson(s) on July 1 following his/her term as Chairperson(s)-Elect.

Immediate Past Chairperson(s):

- In the absence of the Chairperson(s) and Chairperson(s)-Elect, perform all responsibilities of the Chair. The immediate past chairperson(s) shall be the primary liaison between all committees and tasks forces and the Executive Committee.

Secretary/Treasurer:

- Prepares minutes/record of all educational meetings of Excite.
- Oversees the following administrative functions:
  - Prepares minutes of all group business meetings and conference calls;
  - Records attendance at meetings and determine if a quorum exists;
  - Maintains a roster of active and inactive members and a current mailing list containing membership information;
  - Updates the Excite Charter as necessary;
  - Mails meeting announcements to current members;
  - Receives and disburse all Excite funds; and
  - Maintains financial records and report on the financial condition of Excite in accordance with the Executive Committee, the SIIM Board of Directors, and the SIIM Treasurer.

Vacancies:

A vacancy in any office position will be filled by special appointment of the Chairperson(s). Should one member of a co-Chairperson team resign prior to the end of their elected term the remaining Chair will serve as Chairperson for the remainder of the term.

#### Elections:

- Elections of new officers will be ratified at the Excite Annual Meeting, coinciding with the SIIM Annual Meeting, if a quorum (5% of the active members) is present. The Chairperson(s) of Excite, or other officer presiding at the meeting of Excite, shall determine if an election may be voted upon at that meeting, or whether it must be referred to a mail or electronic ballot.
- The Chairperson(s) and Secretary/Treasurer will serve for a term of two years beginning July 1 of the year elected. The Chairperson(s)-elect will serve for a term of one year beginning July 1 of the year elected. The Past Chairperson(s) will serve for a term of one year following their term as Chairperson(s). Nominations for elective office may be presented to the membership from the nominating committee and the floor. Each nomination must be accompanied by a statement from the nominee of his or her willingness to serve if elected.
- The recommended slate of officers shall be ratified by a simple majority vote of attending member organizations then submitted to the Chairperson of the SIIM Board of Directors for official appointment.
- Every individual representative of a member institution in good standing (current dues paid) is eligible to serve for office.
- No member may hold two (2) offices simultaneously.
- Any officer may be removed from office for just cause as simply evidenced by two-thirds (2/3) majority vote of those present at an Excite meeting.

An Excite liaison to the Executive Committee is to be appointed by GE Healthcare.

#### **Article VII - Committees**

The creation of committees and appointment of Committee Chairperson(s) is to be on an ad-hoc basis at the discretion of the Chairperson(s)

#### **Article VIII - Meetings**

The One-day Excite Annual Meeting will be held once a year at the SIIM Annual Meeting. The Annual Meeting will be open to all current and soon to be users of GE Centricity PACS.

#### **Article IX - Amendments**

- Proposed Amendments to this Excite Charter will be submitted in writing to the Chairperson(s) by any active member of Excite.
- Approval of Amendments will be constituted by a simple majority vote of a quorum (5% of the active members) of the Excite members.

#### **Article X - Benefits of Membership**

Benefits of membership include, but are not limited to the following:

1. A vehicle to help other users to solve problems. This will occur through forums, e-mail lists, and educational services on both an informal and formal basis.
2. Provide input to vendor on acute problems with the current version and prioritized lists for future products. The user group will be responsible to organize, prioritize and present this list to the vendor for consideration.