

Arkansas Society of Radiologic Technologists Bylaws

Article 1 NAME

The name of this organization shall be the Arkansas Society of Radiologic Technologists, hereafter referred to as the Society. The American Society of Radiologic Technologists (ASRT) shall be the governing/advising body. The Society shall be governed by the ASRT Bylaws and regulations pertaining to ASRT affiliate organizations. The abbreviation for the Arkansas Society of Radiologic Technologists shall be ArSRT.

Article 2 PURPOSE AND FUNCTIONS

Section 1: PURPOSE

The purpose of this Society shall be to advance the profession of medical imaging and radiation therapy; to maintain high standards of education; to enhance the quality of patient care; and to further the advocacy, welfare and socioeconomics of all imaging professions.

Section 2: FUNCTIONS

The functions of the Society shall include but not be limited to:

(A) Provide meetings at which to transact Society business, to present scientific papers, to carry on educational activities, to discuss professional issues and to encourage similar programs among organizations affiliated with the Society.

(B) Publish and disseminate information pertinent to the business of the Society or the profession.

(C) Assist in establishing and promoting high standards of education and practice and implement them through appropriate channels.

(D) Encourage research to assure increasingly efficient patient care and expand educational opportunities to broaden the scope of technological service.

(E) Enunciate policies concerning the professional status, legislative activity and welfare of its members.

(F) Collaborate and/or cooperate with external organizations or agencies whose policies are not in conflict with those of the Society for the continued progress and growth of the Society.

(G) Establish membership eligibility and define membership categories.

Article 3

MEMBERSHIP

Section 1: POLICY

(A) The Society is committed to equal opportunity and nondiscrimination in all programs and activities. No one shall be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, gender identity, military status, political belief or disability.

(B) The name of the Society, its officers, Board of Directors, delegates or staff, in their official capacities, shall not be used in connection with a corporate company for other than regular functions of the Society.

(C) A candidate for membership shall submit an application for membership along with the required fee to the ArSRT.

(D) Membership in the Society shall be open to those individuals associated with the practice, education or administration of medical imaging or radiation therapy.

Section 2: MEMBERSHIP

The membership of this Society shall consist of active, student and associate members.

Active Members

(A) Active members are those who are registered or certified in a primary modality by certification agencies recognized by the ASRT or hold an unrestricted license in medical imaging or radiation therapy under state statute. They shall have all rights, privileges and obligations of membership including the right to vote, debate, hold office and serve as a delegate in the ASRT House of Delegates.

(B) Life members shall be active members who have been active for a minimum of 10 years and not currently serving on the Board at time of nomination. They are members who have rendered exceptional service to the Society. Life members shall be selected by

a majority vote of the Board of Directors. They shall pay no dues. Life members shall have all the rights, privileges and obligations of active members.

Student Members

(A) Graduate Bridge members are those who meet the following qualifications:

1. have graduated from an accredited program or a program in an accredited institution accepted by certification agencies recognized by the ASRT in their initial medical imaging or radiation therapy program within the past 12 months; or
2. are registered in a primary modality by certification agencies recognized by the ASRT and are within 12 months of their initial certification. They shall have all rights, privileges and obligations of active members including the right to vote, debate, hold office as Member at Large, and serve as a delegate in the ASRT House of Delegates.

(B) Student members are those who are enrolled in primary medical imaging or radiation therapy programs. They shall have all rights, privileges and obligations of active members except to hold office and vote. Eligibility for Student membership shall terminate upon initial certification.

Associate Members

(A) Associate members are those who are or have been employed in the technical, educational, managerial or commercial aspects of the medical imaging and radiation therapy professions and do not qualify for active membership. They shall have all rights, privileges and obligations of active members except to vote, hold office or serve as a delegate.

(B) Limited x-ray machine operators are those who hold a valid state license to perform diagnostic x-ray procedures on selected anatomical sites and are not registered radiologic technologists. They shall have all rights, privileges and obligations of active members except to vote, hold office or serve as a delegate.

Section 3: RESIGNATION

Any member shall have the right to resign by written communication to the Society, Board Chairman, or President.

Section 4: REINSTATEMENT

Any member who has resigned or whose membership has been deleted from the Society for other reasons may be reinstated only after filing a new application and paying the fees as a new member.

Article 4

MEMBERSHIP FEES

(A) The application fees for active and associate members shall be uniform and of such amount as is required by the Society, except for fees for student members which shall be set separately.

(B) Fees and annual dues for all members, established by the Board of Directors, require adoption by 2/3 of the votes cast by active membership. Notices of such vote shall be given to the members at least thirty (30) days in advance of the vote.

(C) Membership cards will be given to each member, designating the category of membership.

(D) Dues are to be paid within sixty (60) days of the expiration date. No member who is in arrears of dues shall vote or hold office or shall be entitled to receive reports of the transactions of the Society. The name of any individual in arrears after sixty (60) days will be deleted from membership.

Article 5 OFFICERS

Section 1: OFFICERS

The officers of the Society shall be chairman of the board, president, president-elect, vice-president, secretary and treasurer.

Section 2: QUALIFICATIONS

(A) An officer shall be an active member of the Society and the American Society of Radiologic Technologists.

(B) An officer shall practice in the medical imaging or radiation therapy profession.

Section 3: ELIGIBILITY

An officer who meets eligibility requirements at the time of nomination shall be permitted to complete the term, even though employment status changes.

Section 4: RESPONSIBILITIES

(A) Chairman of the Board

1. Shall perform duties consistent with the office.
2. Shall perform as Chairman of the Nominations Committee.

(B) President

1. Shall perform duties consistent with the office.
2. Shall be an ex-officio member of all appointed committees, except the Nominations Committee.
3. Shall preside at all meetings of the Society.
4. Shall appoint committees unless otherwise provided in the Bylaws.
5. Shall complete all required documentation to be submitted to the ASRT by the Society.
6. Shall assist all other officers as needed with appointed duties.

(C) President-Elect

1. Shall perform all duties consistent with the office.
2. Shall become familiar with the Society's activities and shall make all preparations necessary to assume the office of president.

(D) Vice-President

1. Shall perform all duties consistent with the office.
2. Shall become acquainted with all duties of the president.
3. Shall assume the duties of the president in the absence of the president.
4. Shall maintain membership records.

(E) Secretary

1. Shall perform all duties consistent with the office.
2. Shall keep detailed minutes of all meetings.
3. Shall conduct correspondence.
4. Additional duties may be assigned by the Board as necessary.

(F) Treasurer

1. Shall perform all duties consistent with the office in a timely manner.
2. Shall maintain all financial records of the Society.
3. Shall complete all required exemption status and tax documents.
4. Shall maintain the financial policy of the Society.
5. Shall complete an annual financial review with the Society Board of Directors.
6. Additional duties may be assigned by the Board as necessary.

Section 5: TERM

(A) The vice president and secretary shall serve a one (1) year term or until their successors have been appointed or elected. The treasurer shall serve a term of two (2) years or until a successor has been appointed or elected.

(B) The president-elect shall serve for a term of one (1) year as president-elect, one (1) year as president and one (1) year as chairman of the board (immediate past president).

(C) All officers shall surrender to their successors all records and properties belonging to the Society.

(D) All officers, except for the president and president-elect, may be re-elected to one consecutive term. Terms that are not consecutive shall not be restricted.

(E) The newly elected officers shall be installed into office under the direction of the Board of Directors. The term shall begin at the close of each annual meeting, whether the officer is installed in person or in absentia.

Section 6: NOMINATIONS

(A) Nominations may be submitted by any Society active member to the chairman of the Nominations Committee.

(B) There shall be a Nominations Committee appointed by the Board. The Committee shall consist of at least 3 members and a chairman. The chairman of the Nominations Committee shall be the chairman of the Board of Directors.

(C) Committee appointment shall be made no later than one month following the annual meeting.

(D) The Committee shall assure that all candidates meet the qualifications for office and are willing to serve if elected.

(E) It shall be the sole responsibility and authority of the Nominations Committee to prepare the ballot and present all the qualified candidates.

Section 7: ELECTIONS

(A) The vice-president, president-elect, secretary, treasurer and members-at-large shall be elected by a majority ballot of the active members at the annual meeting.

(B) When there is only one candidate for an office the election will be by viva voce (voice vote).

(C) In case of a tie, the election shall be decided by lot.

Section 8: VACANCIES

(A) A vacancy in the office of president shall be filled by the vice-president.

(B) A vacancy of the office of president-elect shall remain vacant until the next annual meeting when a president shall be elected in the manner provided in the Bylaws.

(C) A vacancy in the office of vice-president, secretary, treasurer or other elective office shall be filled by appointment agreed upon by a majority of the remaining members of the Board of Directors.

(D) In the absence or inability of the president, vice-president, or chairman of the board to act, a member of the Board of Directors shall call the meeting to order and preside until a temporary chairman can be elected.

Article 6

BOARD OF DIRECTORS

Section 1: COMPOSITION

The Board of Directors shall consist of up to thirteen (13) members including the immediate past president as chairman, the president, the president-elect, the vice-president, the secretary, the treasurer and up to seven (7) members-at-large.

Section 2: QUALIFICATIONS

All members of the Board of Directors shall be active members of the Society and the American Society of Radiologic Technologists. They shall practice in the medical imaging or radiation therapy profession.

Section 3: MEMBERS-AT-LARGE

(A) There shall be up to seven (7) members-at-large elected to the Board of Directors by a majority vote of the active members attending the annual meeting.

(B) The members-at-large shall serve a term of two (2) years and may be re-elected for one consecutive term. Terms that are not consecutive shall not be restricted.

(C) A vacancy in members-at-large shall be filled by appointment, agreed upon by a majority of the remaining members of the Board of Directors, to complete the unexpired term.

(D) A member-at-large who met qualification requirements at the time of nomination shall be permitted to complete the term regardless of employment status changes.

Section 4: RESPONSIBILITIES

The Board of Directors shall:

- (A) Be vested with the responsibility of the management of the business of the corporation.
- (B) Request a financial statement from the treasurer at least once a year. The Board of Directors will also review the books and the accounts kept by the treasurer.
- (C) Control all funds and/or properties of the Society.
- (D) Change the location and dates of the annual meeting if found advisable. In the case of a state or national emergency they shall have the power to cancel the annual meeting and provide for the election of officers.
- (E) Employ such personnel as may be necessary to conduct the business of the Society.
- (F) Determine the number of and the boundaries of the affiliate districts.
- (G) Fulfill requirements of ASRT regarding annual renewal, including documentation of corporate existence and proof of current IRS tax-exemption status and documentation of appropriate tax returns being filed with the IRS in the prior year.
- (H) Regularly attend Board meetings. If a member of the Board of Directors misses three (3) consecutive meetings, having been properly notified of scheduled meetings, they may be removed from the Board of Directors.

Section 5: MEETINGS

- (A) The Board of Directors shall meet at least four (4) times a year. The meetings shall be pre-annual meeting, post-annual meeting, fall and spring.
- (B) The president, or a majority of the members of the Board of Directors, upon written request to the chairman of the Board, may call a special meeting, provided a twenty (20) day notice to all Board members is given.
- (C) BOD Telephone Meetings:
Meetings of the Board may be held by teleconference, at the discretion of the Chairman. Members of the Board shall each pay their own costs associated with participating in a teleconference, although the Society may pay set-up costs or other administrative costs of holding a special meeting by teleconference. Standing rules specific to meetings held by teleconference may be adopted by the Board. The secretary shall be responsible for preparing minutes of all meetings conducted via teleconference.

(D) A majority of the Board of Directors' members shall constitute a quorum for all meetings.

Article 7

SOCIETY DELEGATE TO THE ASRT HOUSE OF DELEGATES

Section 1: Delegates

(A) Two Society delegates and two alternate delegates shall be appointed by the Board of Directors. The immediate past president/chairman of the Board of Directors and one Society active member, currently not serving on the Board of Directors, shall be the delegates. The president shall serve as the first alternate delegate. The second alternate delegate will be elected by a majority vote of the Board of Directors.

(B) The Society shall submit to the ASRT the names of the Society delegates and alternate delegates prior to the ASRT deadline.

(C) The Society has the power to remove delegates in accordance with the provisions of Article 10.

(D) In the event that a delegate or alternate delegate notifies the Board of Directors that he/she is unable to serve as a chapter delegate prior to the ASRT deadline, then the Board will appoint a replacement. Otherwise, the position will remain vacant until the following year.

Section 2: QUALIFICATIONS

(A) A delegate shall be an active member of the ASRT and the Society for two (2) years immediately preceding nomination.

(B) A delegate shall have served as an officer, or on the Board of Directors, or as a committee member in the Society.

(C) A delegate shall practice in the medical imaging and radiation therapy profession.

(D) A delegate may serve concurrently on the board of any national medical imaging or radiation therapy certification or national accreditation agency.

(E) A delegate shall have the time and availability for necessary travel to represent the ArSRT.

(F) A delegate shall attend the annual meeting of the House of Delegates and all meetings required of delegates.

(G) A delegate who met qualification requirements at the time of nomination shall be permitted to complete the term regardless of employment status changes.

Section 3: RESPONSIBILITIES

Society delegates shall:

(A) Attend the ASRT House of Delegates' meeting and all meetings required of delegates.

(B) Respond to communications from the ASRT Office, ASRT Board of Directors or from the ASRT House of Delegates.

(C) Disseminate information to the Society by providing a written report on the House of Delegates meeting and current activities at the annual conference.

(D) Represent the Society by carrying out the desires of the membership and making the decisions of the membership known to the House of Delegates.

Section 4: TERM

A Society delegate may serve for a term of two years; and may not serve more than two consecutive terms. Terms that are not consecutive may not be restricted.

Section 5: ABSENCE

An absence exists when an appointed Society delegate is unable to fulfill the duties of the position during the ASRT House of Delegates' meeting. The delegate shall be considered absent for the purpose of that meeting only. It is the responsibility of the Society delegate to notify the ASRT, the Speaker of the House, and the alternate delegate of the delegate's inability to attend the conference, as soon as possible. The alternate delegate shall be seated for that meeting only. Any delegate position or alternate delegate position not filled by the appointment process remains open. There shall be no on-site credentialing of delegates.

Section 6: VACANCIES

A vacancy exists when a delegate has submitted a written letter of resignation or when a delegate position has not been filled by the appointment process. A delegate vacancy caused by the written resignation of a delegate shall be filled by the appointed alternate delegate.

Section 7: COMPENSATION

(A) Affiliate delegates shall be compensated by the American Society of Radiologic Technologists (ASRT) for fulfilling all required activities.

(B) Alternate delegates shall be compensated by the Arkansas Society of Radiologic Technologists (ArSRT) for fulfilling all required activities. Compensation shall be for equal travel, lodging and per diem amounts as compensated by the ASRT for delegates.

**Article 8
MEETINGS****Section 1: ANNUAL MEETING**

The Society shall hold an annual meeting every spring for the purpose of electing and installing officers, receiving reports, amending Bylaws, and conducting such other business as may arise; and for presenting educational programs.

Section 2: SPECIAL MEETINGS

A special meeting of the Society may be called by a majority vote of the Board of Directors with the time and location to be determined by the Board of Directors.

(A) Notices of such meetings shall be announced twenty (20) days in advance of the meeting.

(B) The purpose of such meetings shall be stated in the notices and no other business shall be transacted.

Section 3: QUORUM

All active members as defined in Article 3, Section 2, shall be entitled to be active members at any annual or special meeting. A quorum shall not be less than twenty five percent (25%) of the active members registered at the annual meeting and no fewer than two (2) officers.

**Article 9
COMMITTEES****Section 1: STANDING AND SPECIAL COMMITTEES**

(A) The Board of Directors shall establish standing and special committees as deemed necessary to aid the Society in carrying on its activities.

(B) Such committees shall be responsible to the Board of Directors and may be altered or eliminated at any time by the Board of Directors.

(C) The president shall appoint the chairman and members of the committee unless in conflict with other sections of the Bylaws.

Section 2: VACANCIES

A vacancy in a committee shall be filled by an appointment by the president.

Article 10 CENSURE, REPRIMAND AND REMOVAL

An ArSRT member, delegate or Board member may be censured, reprimanded or removed for cause. Sufficient cause includes a violation of the Bylaws or any lawful rule or practice duly adopted by the ArSRT, dereliction of duty, other conduct prejudicial to the interests of the ArSRT, or conduct detrimental to the ArSRT. Such action may occur following completion of the due process procedure.

A. The Board of Directors must receive formal and specific charges in writing against the individual.

B. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised, in writing, of the charges.

C. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the person charged at least 20 days before final action is taken.

D. The statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered.

E. The person charged shall have the opportunity to address the charges and be represented by counsel to present any defense to such charges before action is taken.

F. Censure or reprimand of an ArSRT member or delegate shall be by majority vote of the entire membership of the Board of Directors.

G. Censure or reprimand of a Board member shall be by majority vote of the entire remaining membership of the Board of Directors.

H. Removal of an ArSRT member or delegate shall be by three-fourths vote of the entire membership of the Board of Directors.

I. Removal of a Board member shall be by three-fourths vote of the entire remaining membership of the Board of Directors.

J. Affiliates have the power to remove affiliate delegates.

Article 11

DISTRICT ORGANIZATIONS – POWER AND PRIVILEGES

The Society may establish, organize, and supervise district organizations within the state.

Section 1: DISTRICTS

The number of district organizations and their boundaries shall be determined by the Board of Directors.

Section 2: OFFICERS

(A) All district officers shall hold membership in the Society.

(B) A president, vice-president and secretary-treasurer shall be elected by the active membership of each district. The office of secretary-treasurer may be divided into two offices. The office of president-elect may be established if necessary or applicable.

(C) The district shall establish by majority vote at the regular meeting such voting procedures as best meet the needs of the district and are applicable to the business conducted.

(D) All officers shall serve for a term of one year, or for a term deemed appropriate by the district organization, not to exceed three (3) years, or until their successors have been elected and assumed office. They shall surrender to their successors all records and properties belonging to the district. All officers may be elected for not more than two successive terms.

(E) All officers shall be free from any pecuniary charges on the books of the Society.

Section 3: MEMBERSHIP

(A) Membership in the district shall be active, student and associate members.

(B) Student members may have the privilege of voting at district meetings and may hold office, other than the office of president, president-elect and vice-president.

Section 4: DUES

Each district's membership may decide the amount and the method of dues payment.

Section 5: DISTRICT TREASURY

(A) The district shall have control over its treasury. Disbursements from the district treasury shall be made upon the authority of the majority of the district officers.

(B) In the event of the dissolution of a district, ALL ASSETS remaining after payment of all indebtedness of the district shall be returned to the Society's general fund.

Section 6: BOARD OF DIRECTORS

A district Board of Directors may be established by a vote of the district active members. Its composition and duties shall be consistent with, but not necessarily identical to, those specified in these Bylaws.

Section 7: DISTRICT COMMITTEES

The district president may appoint such committees as are necessary to promote the activities of the district.

Section 8: MEETINGS/QUORUM

(A) Districts shall hold at least one (1) meeting, but preferably four (4) meetings, annually in the manner chosen by the district membership. Continuing education classes shall be a component of the meetings.

(B) Twenty percent (20%) of the active members, including two (2) officers, shall constitute a quorum.

Section 9: TERMINATION

A district may be terminated by the Board of Directors or by a majority vote of the members of the district.

Section 10: INDEMNIFICATION

The ArSRT shall not be responsible for any debts, actions or statements made by, or on behalf of, any district.

Article 12

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. The president shall appoint a parliamentarian to aid with parliamentary authority.

Article 13

AMENDMENTS

(A) Amendments to these Bylaws may be made by two-thirds (2/3) vote of the active membership at any business meeting of the Society. Notice of such proposed amendments must be made available to the membership at least thirty (30) days prior to the time of the voting.

(B) Amendments shall be effective at the conclusion of the business meeting unless otherwise specified.

Article 14

INDEMNIFICATION

To the greatest extent of the laws of the State of Arkansas, every officer, director, employee, or delegate of the Society shall be indemnified by the Society against all expenses and liabilities, including attorney's fees, in connection with any threatened, pending or completed proceeding in which the above-named individual is involved by reason of being or having been an officer, director, employee or delegate of the Society if the above-named individual acted in good faith and within the scope of the above-named individual's authority and in a manner reasonably believed to be not opposed to the best interests of the Society. In no event, shall indemnification be paid to or on behalf of any above-named individual going beyond or acting beyond the powers granted by authority of this organization or bylaw. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such officer, director, employee or delegate may be entitled.

Article 15

DISSOLUTION

In the event of dissolution or final liquidation of the Society, all its assets remaining after payment of its obligations shall have been made or provided for, shall be distributed to and among such corporations, foundations, or other organizations organized and operated exclusively for scientific and educational purposes, consistent with those of the Society, as designated by the Board of Directors. The Board of Directors selected the American Society of Radiologic Technologists' Education Foundation as the recipient of any remaining assets.