

THE OHIO SOCIETY OF RADIOLOGIC TECHNOLOGISTS PROCEDURE MANUAL

CHAPTER I – AFFILIATE ORGANIZATIONS

Section I: Definition

- A. An affiliate organization is a local or regional professional radiologic science organization that will afford imaging professionals the opportunity for continued professional education.

Section 2: Affiliation Agreement

- A. The requesting organization must complete a *Request for Affiliation* and submit it to the O.S.R.T. Executive Secretary. This document must be updated on an annual basis. The affiliate must follow the guidelines and procedures for affiliate organizations. The O.S.R.T. will serve as a resource to affiliate organizations, as requested. (Appendix C – Executive Secretary)

CHAPTER II – AMENDMENT PROCESS

Section I: Bylaws

- A. May be amended, revised, or repealed by a majority vote of the members of the Society, provided the members are notified at least thirty (30) days prior to the time of voting.
- B. Amendments to the Bylaws may be proposed by any active member by submitting the proposed amendment, in writing, to the Chairperson of the Board. The officers will forward the information to the Bylaws appointee for further action.
- C. Amendments adopted by the membership shall become effective upon passage of the amendment.

Section II: Procedure Manual

- A. May be amended, revised, or repealed by a majority vote of the Board.
- B. Amendments to the Bylaws may be proposed by any active member by submitting the proposed amendment, in writing, to the Board.
- C. Amendments adopted by the Board shall become effective upon passage of the amendment.

CHAPTER III – BOARD

Section I: Composition

- A. The Board of this Society shall consist of ten (10) members.
- B. Nine (9) members of this Board shall be elected by a majority vote of the membership. Elected Board members shall serve a three (3) year term.
- C. One of the ten (10) Board members shall be a student appointed to a one (1) year term by the Board.

Section II: Qualifications of Members of the Board

- A. Elected Board members shall be active members of The Ohio Society of Radiologic Technologists, The American Society of Radiologic Technologists, and in good standing with The American Registry of Radiologic Technologists (ARRT).
- B. Board members serving as ASRT Affiliate Delegates shall meet the following requirements:
 - 1. Practice at least half-time in the profession of radiologic technology or full-time in health care.
 - 2. Be a voting member of the ASRT and must have served as an OSRT officer, director (1 year prior), or committee chairperson.

Section III: Duties and Responsibilities

- A. Duties of Elected Board Members
 - 1. Conduct the business of the Society and employ such personnel as may be in the best interest of the Society.
 - 2. Control all funds and properties of the Society and oversee the books and accounts.
 - 3. Attend and participate in all Board Meetings, special meetings, and committee meetings, as deemed necessary
 - 4. Serve as a chairperson to committee of the Society.
 - 5. Review all reports of the committees of the society, consider their recommendations and through the president direct all new projects.
 - 6. Review the plans for the coming Annual Meeting at the midyear Board meeting. They must approve the final program and the fee schedule.
 - 7. Approve, before the Annual Meeting, those who will receive complementary registration and other considerations.
 - 8. Change the date and /or site of the Annual Meeting if necessary.
 - 9. Be available to any member or group of members who might wish to meet with them at the Annual Meeting.

10. Approve all contractual agreements entered into by the society.
11. The Board is responsible for all money or other valuables of the Society. No monies or belongings of the Society shall be expended or disposed of without the approval of the majority of the Board members.
12. Maintaining communication modalities to the membership and the general public.
13. Respond to all incoming communications in a timely manner.
14. Evaluate and assess the effectiveness of the organization.
15. Maintain affiliate delegates to the ASRT.
16. Promote Ohio representation at the ASRT Leadership Academy.
17. Promote Ohio representation in the National Election for Chapter delegates to the ASRT House of Delegates.
18. Promote Ohio representation at professional meetings and conferences.
19. Remove an officer, as needed, as outlined in the Bylaws, Article VII, Section 7
20. Maintain the Board notebook and records.

B. Duties of Appointed Student Board Member

1. Liaise between all medical imaging students and the OSRT by representing students through attendance at all Board meetings, Annual Meetings and other meetings as designated.
2. Conduct student surveys as necessary or by direction of the Board.
3. Promote OSRT activities in the Student Forum at the Annual Meeting.
4. Actively participate on a minimum of one OSRT committee. Committee assignments are at the discretion of the President.
5. Attend Quiz Bowl competitions at the Annual Meeting.
6. Encourage membership and student participation in OSRT by meeting with students at the Annual Meeting Student Forum and by writing articles for Student Cardinal Rays.
7. Submit an article for the Student Cardinal Rays to the Cardinal Ray's editor within the submission deadline.
8. Present a professional image and demeanor through active participation in OSRT activities and to serve as a role model for other students. Maintain student membership in the ASRT as funded by the OSRT.

C. Duties of the Officers

1. Hold at least two (2) meetings, one at midyear and one in conjunction with the Annual Meeting. The number of meetings is left to the discretion of the officers.
2. Hold an orientation meeting with the newly elected Board members immediately following their induction into office. It shall be their obligation to inform and instruct the new Board members of their responsibilities on the Board.

3. Maintain open communications with all Board members, offering advice and seeing to it that they are fulfilling the duties of their position.
4. Approve all committee appointments made by the president.
5. Ensure that a financial report is given to the membership at the Annual Meeting.
6. Assess and analyze key issues. To assess the organizations mission as it pertains to services provided, resources available, and professional needs.
7. Evaluate and assess the efficiency and effectiveness of the organizational operational structure.
8. Develop activities to promote the OSRT to the technologists in the state of Ohio.
9. Evaluate performance of contract services.
10. Should the need arise; a special meeting of the Society may be called at such time and place as may be designated by the officers. A majority of this group shall constitute sufficient authority. Board members shall be notified at least 15 days in advance of such meeting, together with a statement of the business to be transacted. No essential business other than that specified shall be transacted at a special meeting.

D. Duties of the Chairperson of the Board

1. Preside over the executive Board.
2. Serve as advisor to the president.
3. Prepare and present a report of the Boards activities at the Annual Meeting business session.
4. Preside over the annual banquet final business session.
5. Install the newly elected Board members; however, this duty may be delegated to others. (Usually done at the annual banquet.)
6. Escort the Penn-Hu-Mac-Par lecturer and present them with a token (plaque) at the time of the presentation of the Guest Invitational Lecture.
7. The chairperson of the Board and /or the president will co-sign with the financial manager all OSRT checks.
8. Approve and sign the request form for all expenditures of two hundred (\$200) dollars or more for unbudgeted expenses and funds allocated from the committee expense budget line.
9. Provide instructions to outgoing Board members regarding transfer of files.
10. Review duties and Board notebook with new Board members.
11. Meet with the Honors and Awards chairperson(s) to secure names of winners for banquet script.
12. Ensure that all awards are available for presentation at the appointed time. (Banquet)
13. Preside over Board meetings in absence of the President.

14. The outgoing Chairperson shall send congratulatory letters to winners of the essay competition, the exhibit competition, and the quiz bowl. Congratulations should also be sent to the chairpersons of the Annual Meeting for a successful meeting. Letters should be sent within 3 weeks of Annual Meeting. Copy to President and in-coming Chairperson on all correspondence.
15. In conjunction with the President and President –Elect, provide written performance evaluation of financial manager and executive secretary. Review the evaluation directly with the financial manager and executive secretary at the Annual Meeting.

E. Duties of the President

1. General duties
 - a. Appoint Board members and/or members as chairpersons of committees. All committee chairs must be appointed immediately upon the start of the president's term of office. A complete list of chairpersons should be forwarded to the web editor, Board members, and Recording Secretary. The president shall be an ex-officio member of all committees except the Nominating committee.
 - b. Instruct the committees in the duties as outlined in the strategic plan.
 - c. Respond to all correspondence promptly.
 - d. Include the chairperson of the Board and the president-elect on all correspondence.
 - e. Maintain accurate files of all correspondence and society transactions. These files shall be forwarded to his/her successor at the end of his/her tenure.
 - f. Write a message for each issue of the Cardinal Rays. Electronic copy should be sent directly to the editor in the time frame requested by the editors.
2. Board meetings
 - a. Call meetings for the sole purpose of transacting the business of the society.
 - b. Inform all Board members of meeting dates and locations giving proper and sufficient notification to all who are to attend.
 - c. Request suggestions for the agenda from the Board members, editors etc, approximately 2 weeks prior to meeting.
 - d. Compile an agenda for Board meetings. The agenda is to be sent to all who attend approximately 1 week before the scheduled meeting.
 - e. Preside at all Board meetings. In the absence of the president, the chairperson of the Board will preside.
 - f. Abstain from voting, except in the event of a tie, the president will cast the deciding vote.

- g. Request committee reports be distributed to Board members, student interns, and appointees listed in the directory prior to the two midyear and annual Board meetings of the society. Carry a gavel, agenda, a copy of the Bylaws and Procedure Manual to all business sessions.
3. Annual Meeting
- a. Prepare a presidential acceptance address to be delivered at the final business session immediately following acceptance of office of president. Submit electronic copy to editors for publication within 1 week post Annual Meeting.
 - b. Communicate with newly elected Board members regarding roles and responsibilities for Annual Meeting attendance and Board meetings. (Work closely with nominating chairperson.)
 - c. Ensure that a copy of each annual committee report is posted for the membership at the Annual Meeting. (Usually posted in the registration area.)
 - d. Appoint sergeants of arms for the Annual Meeting.
 - e. Prepare an agenda and preside over the business session.
 - f. Appoint a parliamentarian to serve for all business sessions of the meeting.
 - g. Appoint and instruct tellers for any voting that is required at the business session as needed.

Section IV: Officer Elections/Appointments

- A. The Board shall elect the office of President-Elect from the elected Board members. The President-Elect shall be elected by a majority vote. The election shall be held at the Post-Annual Board Meeting.
- B. The President-Elect shall serve as President the following year and then serve an additional, consecutive one year term as Chairperson of the Board. The Chairperson of the Board may serve as an Ex-Officio member of the Board.
- C. The Board shall appoint a recording secretary at the Post-Annual Board Meeting to serve a one year term. The recording secretary does not have to be an elected Board member, but must be an active member, in good standing with the OSRT.

CHAPTER IV – OSRT COMMITTEES and APPOINTMENTS

Section I: Standing Committees

- A. OSRT Standing Committees per Strategic Plan
 - 1. Health Policy Committee
 - a. Watchdog legislative activities at the state and national levels
 - b. Maintain communication and contact with Ohio Department of Health
 - c. Maintain communication and contact with constituents and general public concerning general radiation and medical imaging health policy
 - d. Develop position statements relative to health policy
 - 2. Member Services
 - a. Maintain OSRT membership brochure
 - b. Recruit and retain members
 - c. Investigate additional member services
 - 3. Continuing Professional Education
 - a. Provide affordable cost with convenient payment plan
 - b. Provide diversity in programs and content
 - c. Provide programs with accessible times and locations
 - d. Assess quality of offerings
 - 4. Public Relations
 - a. Promote the profession
 - b. Promote the OSRT
 - c. Coordinate marketing activities
 - 5. Organizational Operation and Management
 - a. Maintain open accessible effective communication with the membership and the general public
 - b. Utilize human resources efficiently and effectively
 - c. Assure adequate and appropriate equipment for efficient and effective operation of the organization
 - d. Evaluate and revise organizational strategic plan
 - 6. Stewardship
 - a. Promote service to the profession
 - b. Assure fiscal solvency for the organization
 - c. Acquire external funding to support OSRT activities
- B. The President shall appoint the Chairpersons of the standing committees prior to taking office at the Annual Meeting. Members may be appointed by the Board or the chairperson of the committee.
- C. The Board shall establish standing committees as deemed necessary to aid the Society in meeting Strategic Plan initiatives. Such committees shall be responsible to the Board and may be altered or eliminated at any time by the Board.

Section II: Establishing Ad Hoc Committees

- A. The President or Chairperson of the Board may appoint ad hoc committees or task forces as needed to accomplish specific tasks. The President or Chairperson of the Board may decide the number and appoint the members of the committee/ task force members.
- B. The ad hoc committee or task force will be given its charge by the President and/or Chairperson of the Board and shall serve until the charge is completed.

Section III: Standing Appointees - Standing functions and responsibilities are outlined in Appendix B.

- A. Editors – Cardinal Rays, Student Cardinal Rays, Web Page
- B. Historian
- C. Nominations
- D. Resolutions and Bylaws
- E. Parliamentarian
- F. Sergeant at Arms
- G. Recording Secretary
- H. Student Interns

CHAPTER V – INDEPENDENT CONTRACTORS

Section I: Executive Secretary

- A. The Executive Secretary is contracted by the Board of Directors. Based on input from the Board an annual evaluation is conducted by the Officers during Executive Session prior to the Pre-Annual Board Meeting. Increases or decreases in the executive secretary salary are decided by a majority vote of the Board at the Pre-Annual Board Meeting.
- B. The job description, appraisal, appointment, contracts and terms are in Appendix C.

Section II: Financial Manager

- A. The Financial Manager is contracted by the Board of Directors. Based on input from the Board an annual evaluation is conducted by the Officers during Executive Session prior to the Pre-Annual Board Meeting.
- B. Increases or decreases in the financial manager salary are decided by a majority vote of the Board at the Pre-Annual Board Meeting.

- C. The job description, appraisal, appointment, contracts and terms are in Appendix C.

CHAPTER VI – MEMBERSHIP SERVICES

Section I: Meetings

- A. One (1) Annual Meeting for the membership shall be held each year to conduct the business of the Society.
- B. Regional meetings may be held for continuing education purposes at the discretion of the Board.
- C. The standing Order of Business and standing Board Meeting Agendas are in Appendix D.

Section II: Publications

- A. Cardinal Rays – there shall be six (6) issues per year; months of publication are January, March, May, July, September, and November. Issues are mailed to all active members, medical imaging facilities in Ohio, and the ASRT.
- B. Student Cardinal Rays - there shall be six (6) issues per year; months of publication are January, March, May, July, September, and November. Issues are mailed to all student members and medical imaging educational programs in Ohio.
- C. OSRT Web Page: www.osrt.org

Section IV: Competitions

- A. Annual Quiz Bowl (Appendix B – Public Relations)
- B. Scientific Essay Competition (Appendix B – Honors & Awards)
- C. Scientific Poster Competition (Appendix B – Honors & Awards)
- D. Philip W. Ballinger Student Self-Assessment Award (Appendix B – Honors & Awards)

Section V: Grants

- A. Education Foundation Grants (Appendix B – Honors & Awards)
- B. OSRT Charitable/Humanitarian Grants (Appendix E)

CHAPTER VII – DISSOLUTION

Section I: In the event of dissolution or final liquidation of the Society, all of its assets remaining shall be distributed to and among such corporations, foundations, or other organizations operated exclusively for scientific and educational purposes consistent with those of the Society, as shall be designated by the Board of Directors.

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