

**The Ohio Society of Radiologic Technologists
Education and Research Foundation**

Policy & Procedure Manual

CHAPTER I – AMENDMENT PROCESS

Section I: Bylaws

- A. May be amended, revised, or repealed by a majority vote of the members of The Ohio Society of Radiologic Technologists Education and Research Foundation (Foundation).
- 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.
- C. Amendments adopted by the board shall become effective upon passage of the amendment.

Section II: Procedure Manual

- A. May be amended, revised, or repealed by a two-thirds (2/3) majority vote of the Board of the Foundation.
- B. Amendments to the Bylaws may be proposed by any active member by submitting the proposed amendment, in writing, to the Board of the Foundation.
- C. Amendments adopted by the Board of the Foundation shall become effective upon passage of the amendment.

CHAPTER II – BOARD

Section I: Composition

- A. The Board of this Foundation shall consist of Six (6) members.

- B. Those six members shall be the President-Elect, President, and Chairman of the Ohio Society of Radiologic Technologists (OSRT) Board, immediate Past-Chairman of the OSRT Board, and the Honors, & Awards Committee Chairperson of the OSRT and appointed Student Intern/Director at Large.

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. Student Intern/Director shall be an active member of The Ohio Society of Radiologic Technologists.

Section III: Duties and Responsibilities

- A. Duties of Elected Board Members**
 - a) Conduct the business of the Foundation and employ such personnel as may be in the best interest of the Foundation.

 - b) Control all funds and properties of the Foundation and oversee the books and accounts.

 - c) Attend and participate in all Board Meetings, special meetings, and committee meetings, as deemed necessary

 - d) Approve all contractual agreements entered into by the Foundation.

 - e) The Board is responsible for all money or other valuables of the Foundation. No monies or belongings of the Foundation shall be expended or disposed of without the approval of the majority of the Board members.

- f) Respond to all incoming communications in a timely manner.
- g) Evaluate and assess the effectiveness of the organization.
- h) Remove an officer, as needed, as outlined in the Bylaws, Article V, Section 3
- i) Maintain the Board records.
- j) Research and seek out new avenues to provide fundraising for the Foundation
- k) Develop guidelines for selection of vendors at the annual meeting with selection based on submission and proposal.

B. Duties of Appointed Student Board Member

- a) Liaise between all medical imaging students and Foundation by representing students through attendance at all Board meetings, Annual Meetings and other meetings as designated.
- b) Actively participate on Honors and Awards committee.
- c) Present a professional image and demeanor through active participation in Foundation activities and to serve as a role model for other students.
- d) Maintain student membership in the OSRT.
- e) Be a voting member of the Foundation.

C. Duties of the Officers

- a) Hold a minimum of at least two (2) meetings per year.
- b) Maintain open communications with all Board members, offering advice and seeing to it that they are fulfilling the duties of their position.
- c) Officers of the Foundation may sign checks, drafts or other payable accounts as deemed necessary for The Ohio Society of Radiologic Technologists Education and Research Foundation. All checks require the signature of an officer of the foundation and the person deemed agent of the foundation.
- d) Should the need arise; a special meeting of the Foundation 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.

- e) The Vice Chairman will take minutes at each meeting and forward to the Chairman for distribution for a final vote.

D. Duties of the Chairman

- a) The Chairman shall be the principal executive officer of the Foundation and shall exercise general supervision over the affairs of the Foundation, its officers and personnel consistent with policies established by the Board of Directors.
- b) The Board may authorize any officer or officers, agent or agents, or paid staff of the Foundation in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Ohio Society of Radiologic Technologists Education and Research Foundation and such authority may be general or confined to specific instances.
- c) Ensure the list of donors is displayed at the annual meeting; this listing would be of the previous fiscal year donors.
- d) Forward the approved minutes of each meeting to the Web Editor for achieving, these minutes will be in the private sector of the board documents.
- e) Communicate with the annual meeting chair(s) and request the number of tables for the Foundation for fundraising.
- f) Communicate to the Executive Sectary and Financial Manager of the OSRT if they need to be present at upcoming Foundation meetings.
- g) Board meetings
 - i. Call meetings for the sole purpose of transacting the business of the Foundation.
 - ii. Inform all Board members of meeting dates and locations giving proper and sufficient notification to all who are to attend.
 - iii. Request suggestions for the agenda from the Board members, approximately 2 weeks prior to meeting.
 - iv. Compile an agenda for Board meetings. The agenda is to be sent to all who attend approximately 1 week before the scheduled meeting.
 - v. Preside at all Board meetings. In the absence of the Chairman, the President of the Board will preside.
 - vi. Abstain from voting, except in the event of a tie, the Chairman will cast the deciding vote.

Section IV: Officer Elections/Appointments

The officers of the Foundation shall assume office after the installation of officers at the OSRT annual ceremony. The officers shall be the President-Elect, President, and Chairman of the Ohio Society of Radiologic Technologists (OSRT) Board, immediate Past-Chairman of the OSRT Board, Honors & Awards Committee Chairperson of the OSRT and the appointed Student Intern/Director at Large. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until his successor shall have been duly elected

CHAPTER III –Foundation COMMITTEES and APPOINTMENTS

Section I: Establishing Ad Hoc Committees

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

Section II: Grants

- A. Education Foundation Grants
- B. The Ohio Society of Radiologic Technologists Education and Research Foundation Charitable/Humanitarian Grants
- C. See on OSRT Web Site www.osrt.org

CHAPTER IV –Whistleblower, Conflict of Interest and Record Retention

Section I: Whistleblower Policy

This Whistleblower Policy of (The Ohio Society of Radiologic Technologists Education and Research Foundation (Foundation))": (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Foundation; (2) specifies that the Foundation will protect the person from retaliation; and (3) identifies where such information can be reported.

- A. Encouragement of reporting.** The Foundation encourages complaints, reports or inquiries about illegal practices or serious violations of the Foundation’s policies, including illegal or improper conduct by the Foundation itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Foundation has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via Foundation’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- B. Protection from retaliation.** The Foundation prohibits retaliation by or on behalf of the Foundation against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Foundation reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- C. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Foundation’s President or Chairman of the Board of Directors; if both of whose persons are implicated in the complaint, report or inquiry, it should be directed to President Elect. The Foundation will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Foundation may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Section II: Confidentiality and Conflict of Interest Policy and Disclosure Form

Confidentiality

As a member of the Board, I recognize that I owe a fiduciary duty of care to The Ohio Society of Radiologic Technologists Education and Research Foundation (Foundation). This includes a duty of confidentiality. All information and documentation that I receive from the Foundation and others in connection with my service on the Board will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and authorized agents of the Foundation. I will direct any questions regarding my confidentiality obligations to the Foundation chairman of the Board.

Conflicts of Interest

As a member of the Board, I recognize that I owe a fiduciary duty of loyalty to the Foundation. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of the Foundation. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below:

Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Foundation. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Foundation.

- A.** Conflict of interest is conduct, a transaction or relationship that presents or might conflict with a Board member's obligations owed to the Foundation and the Board member's personal, business or other interests.
- B.** All conflicts of interest are not necessarily prohibited or harmful to the Foundation. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or the foundation Executive Committee) members – with the interested Board member(s) rescued from participating in debates and voting on the matter – are required.
- C.** All actual and potential conflicts of interests shall be disclosed by Board members to the Foundation Executive Committee through the annual disclosure form and/or to the Board whenever a conflict arises. Disinterested members of the Foundation Executive Committee shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Foundation Executive Committee shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Section III:**RECORDS RETENTION POLICY**

This Records Retention Policy of the Ohio Society of Radiologic Technologists Education and Research Foundation (Foundation) outlines the control over retention and disposal of corporate records of Foundation. A schedule for retention and destruction of corporate records will be created and enforced. Records may be in paper or electronic format.

Retention Schedule

A schedule of records retention will be set, maintained and published.

Records Not Listed

In the event that records are not specifically listed on the schedule, the Chairman of the Board will set the retention parameters. Retention parameters will be based on the retention of similar types of records.

Records Destruction

Once the time limit for the records has expired, the person responsible for safekeeping will destroy the records. A crosscut shredder or similar device will be employed. Records that are not specifically listed on the schedule must have approval by the Chairman of the Board prior to destruction.

RECORD RETENTION SCHEDULE

DOCUMENT	Retention Period	DOCUMENT	Retention Period
Accident reports and claims (settled cases)	7 years	Insurance policies (expired)	3 years
Accounts payable ledger and schedules	4 years	Insurance records, current accident reports, claims, policies, etc.	Permanently
Accounts receivable ledgers and schedules	4 years	Internal reports (miscellaneous)	3 years
Audit reports of accounts	Permanently	Invoices to customers/members	3 years
Bank statements	3 years	Invoices from suppliers	3 years
Canceled checks (see below)	3 years	Journals (journal entries)	3 years
Canceled checks for important payments, such as taxes, purchases of property and special contracts. (Checks should be filed with the papers pertaining to the underlying transaction)	Permanently	Minute books of Board of Directors, including bylaws and charter	Permanently

Chart of accounts	Permanently	Payroll records, summaries and tax returns	7 years
Check registers (cash disbursement journals)	3 years	Petty cash vouchers	3 years
Check stubs	3 years	Property records, including costs, depreciation schedules, blueprints, plans and appraisals	Permanently
Contracts and leases	Permanently	Purchase orders	3 years
Correspondence (general)	3 years	Receiving sheets	1 year
Correspondence (legal and important matters only)	Permanently	Safety records	7 years
Deeds, mortgages and bills of sale	Permanently	Sales records	7 years
Depreciation schedules	Permanently	Subsidiary ledgers	3 years
Duplicate deposit slips	18 months	Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently

Employee personnel records (after termination)	3 years	Time cards and daily reports	7 years
Employment applications	3 years	Trademark registration, patents and copyrights	Permanently
Financial statements (end-of-year, other months optional)	Permanently	Voucher register and schedules	7 years
General ledger (and end-of-year trial balances)	Permanently	Vouchers for payments to suppliers, employees, members, etc.	3 years

Section V

Contracts, Checks, Deposits and Funds

Section 1: Contracts

The Board may authorize any officer or officers, agent or agents, or paid staff of the Foundation in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Ohio Society of Radiologic Technologists Education and Research Foundation and such authority may be general or confined to specific instances.

Section 2: Checks

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Ohio Society of Radiologic Technologists Education and Research Foundation shall be signed by such officer or officers, agent or agents of the Foundation as provided for in the Bylaws.

Section 3: Deposits

All funds of the Ohio Society of Radiologic Technologists Education and Research Foundation shall be deposited from time to time to the credit of the Ohio Society of Radiologic Technologists Education and Foundation in such banks, trust companies or other depositories as the Board may select.

Section 4: Funds

The Board may accept on behalf of the Ohio Society of Radiologic Technologists Education and Research Foundation any contribution, gift bequest or devise for the general purposes or for any special purpose of the Foundation.

CHAPTER VI – DISSOLUTION

Section I: In the event of dissolution or final liquidation of the Foundation, 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 Foundation, as shall be designated by the Board of Directors.

Appendix A

1. The Ohio Society of Radiologic Technologists Education and Research Foundation Charitable/Humanitarian Grants

Appendix A

The Ohio Society of Radiologic Technologists Education and Research Charitable/Humanitarian Grant

Guidelines

The following criteria must be addressed in writing and submitted for The Ohio Society of Radiologic Technologists Education and Research Foundation Board of Directors approval. Requests must be forwarded to the OSRT Chairman at least one (1) month prior to a scheduled Board meeting. The Chairman has the right to request a formal Board presentation.

Purpose of Project/Effort

All requests for funding must meet the following criteria:

- a. The request must be directly related to the field of radiologic technology
- b. The request must advance some aspect of radiologic technology through its use. (This can include clinical capabilities in a specific local or the science in a general sense.)
- c. The request must be made on behalf of a charitable organization and not an individual.

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