

COLORADO SOCIETY OF RADIOLOGIC TECHNOLOGISTS  
POLICY AND PROCEDURE MANUAL

REVISED MARCH, 1999

Due to the importance of each office and committee to the function of the CSRT, attendance at the Board and Officers meeting is essential. No Officer or Committee Member should miss in excess of two meetings. If an Officer or Committee member misses in excess of two meetings during the fiscal year, disciplinary action by the Executive Committee of the Board may be taken, up to and including dismissal from the Board or Committees.

The normal schedule for meetings is every six weeks.

All communications by Committee Chairpersons to the membership of the CSRT are subject to Board approval prior to mailing.

All expenditures by Committee Chairpersons must have prior approval by the Board of Directors.

## DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is the governing board of the Society. It is to function in a unified democratic manner giving due consideration to any and all issues brought before it by any member of the Society. It is the duty of the Executive Committee to uphold the bylaws, as well as the policies, adopted by the membership of the society. Each issue is weighed in its direct relationship to the progress and purpose of the Society. Personalities, prejudice and personal conviction must be put aside and the cold light of objective reason adopted as the scale of judgement.

1. The Executive Committee will be composed of, but not limited to, four members. These members shall consist of the Chairman of the Board, President, President-Elect and Vice President of the Society. The third year member of the board shall be designated as Chairman of the Board.
2. The term of Chairman shall not exceed one year unless there are mitigating circumstances.
3. The Chairman of the Board will assume responsibilities as the Chairman of the next annual meeting. It shall be the Chairman's responsibility to appoint the conference planning committee and oversee all activities.
4. If, in the event of a vacancy of the Chairman, the remaining Board members are empowered to fill the vacancy in accordance with established bylaws.
5. The Executive Committee shall attend scheduled meetings of the State Society. The Executive Committee shall hold at least two separate meetings a year, one at mid year and one in conjunction with the annual meeting. Minutes of these meetings shall be kept on file with the executive secretary.
6. The Executive Committee shall tally the votes for the election of officers. The Chairman will submit the election report to the nominating committee.
7. It is the duty of the executive committee to approve judges for each annual meeting for judging of essays and exhibits.
  - a. They may also present certificates of award given at the annual meeting.
  - b. They shall also procure plaques or ribbons for presentation to the winners of competition.
8. The Executive Committee members shall serve as advisors to the President.
9. At the end of each year, the Executive Committee will review progress and make recommendations to the Society for the following year (a Board Report).

10. The Executive Committee will:
  - a. Provide for the audit of the books and accounts of the Society.
  - b. Control all funds and/or properties of the Society. All expenditures of the Society must be approved by a majority of the Board.
  - c. Establish and/or change the dates or locations of the annual meeting if found advisable; and, if found advisable, in the case of state and national emergency, cancel the annual meeting and provide for the election of officers.
  - d. Employ such personnel as may be necessary to conduct the business of the Society.
  - e. Determine the number and boundaries of affiliated districts.
  - f. Employ an Executive Secretary.
11. Ex-officio Board members shall have all the rights and obligations of Board members except the right to vote in Board matters.
12. The Executive Board shall review and approve the selection of all committee Chairmen of the Society prior to their appointment.
13. Newly elected State Officers shall be installed into office under the direction of the Board of Directors. The Chairman of the Board shall install all officers or delegate that duty to another member of the Board or a representative of the ARRT or ASRT.
14. The Chairman of the Board will write letters informing new officers of their election 30 days prior to the annual conference at which they are to be installed.
15. Special meetings of the Society may be called at such time and place as may be designated by the Board of Directors. A majority of this group shall constitute sufficient authority. Members will be notified and meetings conducted in accordance with the bylaws of the CSRT.
16. The Board of Directors shall prepare a budget for the succeeding year to present at the annual meeting for approval by the membership.
17. The Board will determine registration fees for the annual conference, seminars and workshops which are sponsored by the CSRT.

### DUTIES OF THE ADVISORY BOARD

The basic objective and goal of the Advisory Board is to provide assistance and support to the current Board and Officers. The current Board and Officers can draw on the vast knowledge and experience of the Advisory Board members to ensure a consistency and stability in the operation of the Colorado Society of Radiologic Technologists, Inc.

1. The Advisory Board shall be composed of past Presidents of the Colorado Society of Radiologic Technologists, Inc.
2. Members of the Advisory Board shall be in attendance at all Committee, Board and Officers meetings.
3. Information dispersed and business conducted shall remain confidential.
4. Advisory Board members are not voting members of the Board and Officers of the Colorado Society of Radiologic Technologists, Inc.
5. Advisory Board members must retain their memberships in both the American Society of Radiologic Technologists and the Colorado Society of Radiologic Technologists, Inc.
6. Advisory Board members will share their experience and knowledge and be a source of advice for current Board and Officers to ensure the continued stability and operation of the Colorado Society of Radiologic Technologists, Inc.

### DUTIES OF THE EXECUTIVE SECRETARY

All bookkeeping and accounting duties of the Secretary/Treasurer have been given to an Executive Secretary. The Secretary is paid a salary for services rendered to the Society. The following is an outline of the duties.

1. The Executive Secretary shall purchase official stationary for the Society and shall keep sufficient amounts on hand.
  - a. Such supplies to be kept on hand are stationary, bylaws, CSRT and ASRT applications, state membership cards and certificates.
  - b. Reprinting or purchasing of such materials must be approved by the Executive Committee.
2. The Executive Secretary shall send each new member a certificate, membership card and a copy of the bylaws of the CSRT. The membership certificate and card will specify the member's category.

3. The Executive Secretary shall print an accurate and current list of all members of the CSRT. This list will include addresses and categories of the membership. Copies are to be distributed to the Executive Committee, membership committee, each district President and the Editor of the Cassette Gazette as needed.
4. It is the duty of the Executive Secretary to send out notices to the membership for request of yearly dues. If the member does not respond by payment within sixty days, the member's name shall be dropped from the roster. A two dollar reinstatement fee shall be assessed by the member at this time. All bookkeeping and or accounting for this will be done by the Executive Secretary. New cards for each year's membership will be prepared and distributed by the Executive Secretary.
5. Required state, federal or local reports, such as income tax will be filed by the Executive Secretary.
6. At the end of the year, the Executive Secretary shall provide for an audit of the books. The Board may request the Treasurer's book at any time they deem it necessary to be audited.
7. The Executive Secretary shall submit copies of all correspondence to the Board.
8. Ballots for election of officers will be returned to the Executive Secretary where they shall remain unopened until a time after the deadline for voting has passed and the Executive Board assembles to count the ballots. Ballots shall be retained for a period of one year after the annual meeting at which elected officers are installed.
9. It is the responsibility of the Executive Secretary to bill and collect payment for advertisements in the Cassette Gazette.
10. The computer, which belongs to the CSRT, shall be in the possession of the Executive Secretary for the tenure of his/her employment.

#### DUTIES OF THE BY-LAWS COMMITTEE

The purpose of the By-Laws committee is to maintain the by-laws of the CSRT. The committee reviews suggested changes from the Board or Membership and prepares them for voting.

1. The Chairman shall prepare a report to be given at each Board meeting.
2. The Chairman shall prepare and distribute to the membership a typewritten report of committee activities 30 days prior to the annual meeting.
3. When a member of the committee is unable to attend a Board meeting, they should notify the President. A written report should be given to the President prior to the meeting.
4. The committee should be familiar with the By-laws and be prepared to respond when a question of by-law procedure is presented.
5. The committee shall review the by-laws annually for needed changes.
6. The committee shall collect and review suggested changes from the membership or the Board of Directors.

#### DUTIES OF THE EDITOR OF THE CASSETTE GAZETTE

Basic objectives and goals will be presented to the Cassette Gazette Committee Chair (Editor) by the President each year. These goals will be basic and will be established by the President with the assistance of the Board members. The Editor is expected to act with initiative and good judgement. The Editor should consider having at least two other members on this important committee.

1. The Editor shall coordinate and publish a minimum of two full issues per year.
2. It shall be the responsibility of the Editor, with committee members, to contact potential companies for advertising purposes. This will be done with the direction and full knowledge of the Board of Directors.
3. It shall be the duty of the Editor and committee members to address and mail all issues of the Cassette Gazette. At any time, the Editor may request the aid of Board and other Committee members in mailing out issues of large proportions including seminar and conference issues.

4. The Editor shall require that all materials for publication be typed in any necessary form to make printing easier. The Editor shall require deadlines for any reports, letters, etc. that will be published.
5. At any time in which the Editor has ideas of major change or format for the Cassette Gazette, approval must be given by a majority of the Board of Directors.
6. The Editor shall always have an editor's corner in the Cassette Gazette.
7. At any time the Editor is unable to attend the board meeting, he/she must contact the President and send a report prior to the meeting.
8. Any official correspondence made while chairing this committee must be copied for the board, President and Executive Secretary's files.
9. The following are only suggestions of materials that might be printed in the Cassette Gazette:
  1. Committee Reports
  2. Address change reports
  3. Educational opportunities
  4. President's letter
  5. Editorials
  6. Student Sections
  7. Board meeting minutes
  8. Dates to remember
  9. Educational material
  10. ASRT communications
  11. Board communications
  12. District minutes
  13. Advertising
10. The Editor shall prepare a typewritten annual report of committee activities 30 days prior to each annual meeting.
11. The Editor may select the committee members.



### DUTIES OF THE LEGISLATIVE COMMITTEE

Basic objectives and goals will be presented to the Legislative Committee Chair by the President each year. These goals will be basic and will be established by the President with the assistance of the Board members. Each Committee Chair is expected to act with initiative and good judgement.

It is encouraged that this committee consist of not less than three members including the chair.

1. The chairman shall prepare a typewritten report to be given at each board meeting.. Copies of this report shall be given to Board members and the Executive Secretary.
2. The chairman shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.
3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the President and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. The committee shall inform the membership on all old and new legislation.
6. Copies of any pending or proposed legislation shall be given to the membership when requested or required.
7. The committee should try to attend all legislative sessions that pertain to or are in the interests of radiologic technology.
8. Committee members may be selected by the chairman.

### DUTIES OF THE MEMBERSHIP COMMITTEE CHAIRMAN

Basic objectives and goals will be presented to the Membership Committee Chair by the President each year. These goals will be basic and will be established by the President with the assistance of the Board members. Each Committee Chair is expected to act with initiative and good judgement.

It is encouraged that this committee consist of not less than three members including the chairman.

1. The chairman shall prepare a typewritten report to be given at each board meeting. Copies of this report shall be given to Board members and the Executive Secretary.

2. The chairman shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.
3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the President and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. The committee shall have on hand applications for CSRT and ASRT.
6. The committee will hold correspondence with all districts in the state.
7. The purpose of this committee is to recruit new members. Thorough knowledge of all benefits derived from membership to the professional society is a basic responsibility of this committee.

#### DUTIES OF THE PUBLIC RELATIONS COMMITTEE CHAIRMAN

Basic objectives and goals will be presented to the Public Relations Committee Chair by the President each year. These goals will be basic and will be established by the President with the assistance of the Board members. Each Committee Chair is expected to act with initiative and good judgement.

It is encouraged that this committee consist of not less than three members including the chairman.

1. The chairman shall prepare a typewritten report to be given at each board meeting. Copies of this report shall be given to Board members and the Executive Secretary.
2. The chairman shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.
3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the President and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.

5. The basic purpose of the public relations committee shall be to acquaint the public with, and make the public aware of Radiologic Technology and its purpose in the health care professions.
6. The chairman and committee shall assist the district in public relations.
7. Committee members may be selected by the chairman.

#### DUTIES OF THE NOMINATING COMMITTEE

Basic objectives and goals will be presented to the Nominating Committee Chair by the President each year. These goals will be basic and will be established by the President with the assistance of the Board members. Each Committee Chair is expected to act with initiative and good judgement.

It is encouraged that this committee consist of not less than three members including the chairman.

1. The chairman shall prepare a typewritten report to be given at each board meeting. Copies of this report shall be given to Board members and the Executive Secretary.
2. The chairman shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.
3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the President and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. It is the responsibility of the Nominating committee to recruit candidates for the offices of President-elect, Vice President and Secretary-Treasurer.
6. It shall be the responsibility of the Nominating Committee to ascertain the qualifications of each candidate and satisfy itself that all candidates have the proper credentials and are willing to serve if elected. The list of candidates will be presented to the Executive Board 90 days prior to the annual meeting.
7. Sixty days prior to the annual meeting, ballots are to be mailed to voting members and to be returned no later than 45 days prior to the annual meeting.

8. Upon completion of the ballot count by the Executive Board, the results will be in the annual committee report.
9. The chairman of the Nominating committee shall read the results of balloting at a business session during the annual conference.
10. Efforts of recruiting candidates for office should be made through the Cassette Gazette as well as through usual means.

#### DEFINITIONS OF DISTRICTS AND CHAPTERS

District: A group that includes registered technologists, student technologists, and commercial representatives in an area encompassed by geographic boundaries.

Chapter: A group that includes registered and student technologists of like modality within the radiologic sciences. This could include military personnel as defined by the ASRT.

Policies and Procedures: Those petitioning for district and chapter status must meet the following minimum criteria:

1. Officers must be members of the CSRT.
2. Must have written bylaws that do not conflict with the philosophy of the CSRT; or adopt the CST bylaws.
3. Will assist in the direction and growth of the CSRT and promote the goodwill of the society.
4. Existing districts and chapters must maintain written correspondence with the Board for notification of new officer' names and addresses after annual elections.
5. New districts and chapters must petition the Board for Affiliation status (see next page for example petition).

Petition to the CSRT for Affiliation Status

On this date, \_\_\_\_\_ we, \_\_\_\_\_  
Petition the Colorado Society of Radiologic Technologists, Inc.  
for affiliation status as a district/chapter. We understand that  
this agreement allows us all ECE benefits as received by the CSRT  
as the recognized ASRT state affiliate. We agree to organize and  
run our organization in accordance with the CSRT bylaws. We also  
agree that our officers, as named below, will be CSRT members.

Officers: (include name, address, office)

This petition is submitted by \_\_\_\_\_ as a  
representative of our organization and can be contacted  
at \_\_\_\_\_.

Please submit this application to the Executive Secretary of the  
CSRT.

THE COLORADO SOCIETY OF RADIOLOGIC TECHNOLOGISTS

POLICIES REGARDING ALLOWABLE EXPENSES

The following expenses are eligible for reimbursement if they meet the criteria as outlined. (1)

- A. Land travel to approved CSRT Board meetings, committee meetings, legislative meetings, district meetings or other Board approved meetings and functions where it would be advantageous or beneficial to the CSRT to have representation. The land travel expenses will be reimbursed at the rate authorized according to Federal regulations. (2)
- B. Lodging and food expenses for officers, Board members and committee chairmen when deemed necessary by a majority of the Board. Itemized bills or receipts must be submitted with an expense voucher to document expense. Lodging expense is to have prior approval.
- C. Supplies and material which are necessary to conduct the duties of elected office or committee appointment.
- D. Copying and/or printing expenses which have prior approval and are necessary in the conduct of assignment or duties.
- E. Long distance telephone calls by Board members and officers if it is necessary in the conduct of the office and cannot be taken care of by mail or at a regular meeting. Also, reasonable calls by committee members may be approved to obtain authorization for functions necessary in conduct of committee responsibilities.
- F. Expense for postage which is required and necessary for the conduct of Society business. (3)
- G. Registration expense for attendance at meetings or functions which are sponsored by organizations other than CSRT and ASRT when attendance or representation would be advantageous or beneficial to the CSRT and its membership.

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT

- A. Food and beverages excluding item 1B.
- B. Laundry and drycleaning.
- C. Oil, tires, towing and other maintenance, major or minor on vehicles of members.
- D. Expenses for family members.
- E. Personal care items.
- F. Recreational activities.

FOOTNOTES:

1. Board members, elected officers, committee chairmen and the Executive Secretary only are eligible to have expenses reimbursed.
2. Car pooling to all meetings is encouraged. Individuals who do not wish to car pool to meetings but wish to travel alone, when room is available in car pool will not be reimbursed for travel expenses. Travel by means other than automobile must be authorized by all Board members prior to travel.
3. Postage expenses may be requested and paid in advance; (i.e. large mailings such as the Cassette Gazette). When expenses are approved and payment made in advance, cash receipt must be submitted at the next regularly scheduled meeting of CSRT board and officers. This receipt is to be attached to a previously submitted expense voucher and signed by the Board.