

**MAINE SOCIETY OF RADIOLOGIC TECHNOLOGISTS
BYLAWS**

ARTICLE I: NAME

The name of this organization shall be the **MAINE SOCIETY OF RADIOLOGIC TECHNOLOGISTS hereinafter** referred to as the **SOCIETY, or as MSRT.**

ARTICLE II: PURPOSE, FUNCTION AND DEFINITION

Section 1. Purpose

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

Section 2. Function

- A. To provide meetings at which to transact Society business; to present scientific papers; to carry on educational activities; to discuss professional issues; to encourage similar programs among organizations affiliated with the Society.
- B. To publish and disseminate information pertinent to the conduct of the Society or the profession.
- C. To expand educational opportunities and to develop programs designed to broaden the scope of the technological service.
- D. To cooperate with external organizations or agencies whose policies are not in conflict with those of the Society as may be necessary to maintain continued progress and growth of the Society.

Section 3. Definitions

Radiologic Technologists shall be the term used to define radiographers, radiation therapy technologists, nuclear medicine technologists and sonographers and shall be used to describe the areas of certification or licensure. Additional terms of description may be adopted by the Society to define new areas of certification or licensure.

ARTICLE III: GOVERNING BODY

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 Society needing counseling shall submit its problems to the ASRT through the Request for Consultation Process. The Request for Consultation Process requires the Chair of the Board of Directors or the President to present the problem and/or questions via email to the ASRT Affiliate Relations Department. The request and the response will be provided to the Board of Directors.

ARTICLE IV: POLICIES

- A. The Society is committed to equal opportunities 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 or any of its Board of Directors or its staff, in their official capacities, shall not be used in connection with a corporate company for other than the regular functions of the society.

ARTICLE V: MEMBERSHIP

Section 1. Members

The membership of the Society shall consist of active, life and student members.

Section 2. Qualifications

All candidates for new membership will submit a completed application form properly completed, together with the required fees, and shall furnish any additional information as may be required. Members who are renewing their membership will notify the membership committee, pay the required fee & updated any outdated information.

Section 3. Categories

- A. Active members are those who are registered in a primary modality by certification agencies recognized by the ASRT or held an unrestricted license under state statues. They shall have all rights, privileges and obligations of membership including the right to vote, debate, hold office and serve as a delegate to the ASRT House of Delegates.
- B. Life members are those who have rendered exceptional service to the Society. Life members shall be selected by a majority vote at a business meeting, upon the recommendation made by the Board of Directors. They shall pay no dues and have all the rights, privileges and obligations of active members.
- C. Student members are those who are enrolled in a primary medical imaging or radiation therapy program. Eligibility for this category shall terminate on conclusion or discontinuation of such education. Student members shall have all rights, privileges and obligations of active members, except the right to vote. Student members may serve as student members of the Society Board and as delegates to the ASRT House of Delegates.

Section 4. Membership Fees

- A. The annual dues for active, and student members shall be payable each year in advance of the fiscal year, July 1 through June 30.
- B. Dues for all members, established by the Board of Directors, require adoption by a two-thirds (2/3) vote of the voting members at the annual conference business meeting. Notice of such vote shall be given to the members at least sixty (60) days in advance of the vote.
- C. No member who is in arrears for dues shall vote or hold office or shall be entitled to receive reports of the transactions of the Society. Any member in arrears for more than sixty (60) days will be erased from the rolls of membership.

Section 5. Resignation

Any member shall have the right to resign by written communication to the Membership Committee Chairman.

Section 6. Suspension and Expulsions

Any member may be suspended or terminated for cause. Sufficient cause for such suspension or termination of membership shall be due to any violation of the Bylaws or any lawful rule or practice duly adopted by the Society or any other conduct prejudicial to the interest of the Society.

- A. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised in writing of the charges.
- B. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the member at least twenty (20) days before final action is taken.
- C. 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.
- D. The member shall have the opportunity to appear in person and be represented by counsel to present and defend such charges before action is taken.
- E. Suspension or expulsion shall be by two-thirds (2/3) vote of the entire membership of the Board of Directors.
- F. The name of the individual expelled and the reasons thereof shall be forwarded to the Board of Directors of the American Society of Radiologic Technologists.

Section 7. Reinstatement

Any member who has resigned or whose membership has been deleted by the Society for other reasons may be reinstated only upon reapplication and payment of the dues and application of the dues for the year in which he/she is reinstated.

ARTICLE VI: OFFICERS

The elected officers of the Society shall be: President, President-Elect, Secretary and Treasurer, and such additional officers as are recommended by the Board of Directors and ratified by the membership.

Section 1. Qualifications

All officers shall be active members of the Maine Society and the American Society of Radiologic Technologists (ASRT).

An officer shall practice in the medical imaging and radiation therapy profession or health care

Section 2. Eligibility

Officers must have previously served on a committee of the Society.

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

Section 3. Term

- A. The Secretary and Treasurer shall serve for a term of one (1) year or until their successors have been appointed or elected and assumed office.
- B. The President-Elect shall serve for a term of one (1) years as President-Elect, one (1) year as President, and one (1) year as Board Chair
- C. All officers, except the President-elect may be re-elected.
- D. All officers shall surrender to their successors all records and properties belonging to the Society.

Section 4. Nominations

- A. The Board shall appoint a nominating committee within thirty (30) days following the date of the annual meeting. In lieu of a nominating committee chair, the Board will act as the nominating committee.

- B. The committee shall satisfy itself that all candidates have the proper credentials and are willing to serve if elected.
- C. Nominations may be submitted to the committee or President by any Society voting member. Nominations will also be accepted from the floor during an annual meeting business meeting.
- D. The report of the nominating committee shall be submitted to the membership at the annual meeting.

Section 5. Elections

- A. The President-Elect, Secretary, and Treasurer, or any other officer shall be elected by a majority vote of the voting members. Such voting may be by voice if only a single candidate is nominated; in all other instances, voting shall be by ballot.
- B. Tie votes shall be determined by lot at a regular business meeting of the Board of Directors.
- C. The newly elected officers shall be installed into office under the direction of the Board of Directors.

Section 6. Duties of Officers

- A. President: The President shall preside at all the meetings of the Society and perform all duties consistent with the office. The President shall be ex officio member of all committees, except the Nominating Committee and shall appoint committees, unless otherwise provided in the Bylaws.
- B. President-Elect: The President-Elect shall become familiar with the activities of the Society and shall make all preparations necessary for elevation to the office of President.
- C. Secretary: The Secretary shall keep the minutes, conduct correspondence and perform all duties that usually and customarily pertain to the office of Secretary.
- D. Treasurer: The Treasurer shall receive and keep funds of the Society and pay out the same only upon order of the Board of Directors. At the time of the annual meeting, the Treasurer shall make a full financial report of the previous years' activities. This report will be incorporated in the minutes of the meeting.

Section 7. Vacancies

- A. A vacancy in the office of President shall be filled by the Board Chair or designate of the remaining Board members.
- B. A vacancy in the office of President-Elect shall remain vacant, until the next annual conference when a President and President-Elect shall be elected in the manner provided in the Bylaws for the election of officers.
- C. A vacancy in any other elective office shall be filled by an appointment agreed upon by two-thirds (2/3) vote of the remaining members of the Board of Directors.

Section 8. Censure, Reprimand and Removal

Any officer may be censured, reprimanded or removed from office for dereliction of duty or conduct detrimental to the Society. Such action may be initiated when the Board of Directors receives formal and specific charges against an officer.

- A. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised in writing of the charges.
- B. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the officer at least twenty (20) days before final action is taken.
- C. 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.

- D. The officer shall have the opportunity to appear in person and be represented by counsel to present any defense to such charges before action is taken.
- E. Censure, reprimand or removal shall be by two-thirds (2/3) vote of the remaining membership of the Board of Directors.

ARTICLE VII: THE BOARD OF DIRECTORS

Section 1. Composition

- A. The Board of Directors shall be composed of but not limited to five (5) members, including four (4) elected officers and the immediate Past President. The Past President shall serve as Chairman of the Board.
- B. Additional directorships may be established by a majority vote of the Board of Directors. Such directors shall serve for a period of one (1) year.

Section 2. Qualifications

Members of the Board of Directors shall be active members of the Society and the ASRT.

Section 3. Responsibilities

The Board of Directors shall:

- A. Be vested with the responsibility of the management of the business of the corporation.
- B. Provide for the audit of the books and accounts of the Society.
- C. Control all funds and/or properties of the Society.
- D. Approve the dates and locations of the meetings of the Society or to change the dates and locations, if found advisable. To cancel a meeting, due to state and national emergencies, and to provide the election of officers.
- E. Employ such personnel as may be necessary to conduct the business of the Society.
- F. 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.

Section 4. Meetings

- A. The Board of Directors shall meet at least four (4) times per year.
- B. 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.
- C. The President, or majority of the members of the Board of Directors, upon request to the Chairman of the Board, may call a special meeting, provided a five (5) day notice to all Board members is given.

Section 5. Quorum

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

Section 6. Reimbursement

Officers or members of the Board of Directors may be reimbursed for speaking honorariums, travel, and other expenses incurred in discharging the duties of the Society.

Section 7. Censure, Reprimand, Removal

Any Board member may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the Society. Such action may be initiated when the Board of Directors received formal and specific charges against a Board member.

- A. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised, in writing, of the charges.
- B. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the Board member at least twenty (20) days before final action is taken.
- C. 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.
- D. The Board member shall have the opportunity to appear in person and be represented by counsel to present and defend to such charges before action is taken.
- E. Censure, reprimand or removal shall be by two-thirds ($2/3^{\text{rd}}$) vote of the remaining membership of the Board of directors.

ARTICLE VIII: SOCIETY DELEGATES TO THE ASRT HOUSE OF DELEGATES

Section 1. Delegates

- A. The Board of Directors shall appoint the Society affiliate delegates and alternate delegates. Two Society delegates and one alternate delegate shall be appointed.
- B. The Society shall submit to the ASRT the names of the Society delegate and alternate delegate by the last business day of January or the Society delegate position shall remain open until after the ASRT House of Delegate's meeting.
- C. The Society has the power to remove delegates in accordance with Section 8.

Section 2. Qualifications

- A. A delegate shall show proof of continuing education.
- B. A delegate shall be a voting member of the ASRT and the Society for two (2) years immediately preceding nomination.
- C. A delegate shall have served as an officer, on the Board of Directors or as a committee member in the Society.
- D. A delegate shall practice in the medical imaging or radiation therapy professions or health care.
- E. A delegate may serve concurrently on the board of any national medical imaging or radiation therapy certification or national accreditation agency.
- F. A delegate shall have the time and availability for necessary travel to represent the ASRT.

Section 3. Responsibilities

- A. Society delegates shall 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.

Section 4. Term

A Society delegate may serve for a term of two (2) years, and may not serve more than two (2) consecutive terms. In the event that no new eligible delegate can be found, this term limit may be waived.

Section 5. Absence

An absence exists when an appointed 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 the meeting only. Any delegate position or alternate delegate position not filled by the appointment process remains open. There shall be no-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. Censure, Reprimand and Removal

Any Society delegate may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the ASRT or the Society. Such action may be initiated when either the Board of Directors receives formal and specific charges against the delegate.

- A. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised in writing of the charges.
- B. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the delegate at least twenty (20) days before final action is taken.
- C. 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.
- D. The delegate shall have the opportunity to appear in person and be represented by counsel to present any defense to such charges before action is taken.
- E. Censure, reprimand or removal shall be by two-thirds (2/3) vote of the respective Board of Directors.

ARTICLE IX: MEETINGS

Section 1. Annual Meeting

- A. The Society shall hold an annual meeting each year for the purpose of installing officers, receiving reports, amending Bylaws, and conducting such other business as may arise, and for presenting educational programs.
- B. The meeting location shall be decided upon by the Board of Directors.

Section 2. Special Meetings

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 shall be notified at least five (5) days in advance of such meetings, together with statement of the business to be transacted. No essential business other than that specified shall be transacted at a special meeting.

Section 3. Quorum

A quorum for any meeting shall consist of not less than ten percent (10) of the voting members registered at the meeting, including two (2) officers.

ARTICLE X: COMMITTEES

- A. The Board of Directors shall establish committees as deemed necessary to aid the Society on carrying on its activities. Such committees shall be responsible to the Board of Directors and may be altered or eliminated at any time by the Board of Directors.
- B. The President shall appoint the members of the committees unless in conflict with other sections of the bylaws.
- C. Standing committees of the Society include: Membership, Nominating, and Conference.
- D. A vacancy in any committee shall be filled by appointment by the President, unless otherwise specified in these bylaws.

ARTICLE XI: Electronic Meetings and Communication

Section 1. Meetings

The Board of Directors and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

Section 2. Communication

All communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE XII: POTENTIAL DISTRICT ORGANIZATION-POWERS AND PRIVILEGES

Section 1. Establishment

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

Section 2. Officers

- A. The President, Secretary, and Treasurer shall be elected by the members of each district. The office of Secretary and Treasurer may be divided into two offices. There may be an office of President-Elect, if necessary or applicable.
- B. All officers shall hold membership in the Society.
- C. Election of officers shall be by a majority vote at a business meeting.
- D. All officers shall serve for a term of one (1) year or until their successors have been appointed or elected and assumed office.
- E. They shall surrender to their successors all records and properties belonging to the district.

Section 3. Membership

- A. Membership in the district shall be active, life, and student.
- B. Life and student members may have the privilege of voting at the district meetings and may hold office, other than the office of President or President-elect.

Section 4. Dues and Fees

Districts may establish additional membership and/or attendance fees. The method of payment of dues may be decided by the officers of the district.

Section 5. Treasury

The district organization shall have control over its treasury. Disbursement of the district treasury shall be made upon the authority of the majority of the district officers.

Section 6. Board of Directors

A district Board of Directors may be established by a vote of the district membership. Its composition and duties shall be consistent with, but not necessarily identical to, those specified for the Society Board of Directors.

Section 7. Duties of a District

The district shall work in conjunction with the needs and philosophies of the Society.

Section 8. Committees

The District President may appoint such committees, as necessary, to promote the activities of the district.

Section 9. Meetings

- A. Districts shall hold at least four (4) meetings each year.
- B. A quorum for any meeting shall consist of not less than ten percent (10%) of the voting members registered at the meeting, including two (2) officers.

Section 10. Voting Procedures

The District shall establish by a majority vote at a regular meeting, such voting procedures, as best meet the needs of the District and are applicable to the business conducted.

Section 11. Indemnification

The Society shall not be responsible for any debts or public statements made by any of its districts.

Section 12. Termination

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

ARTICLE XIII: PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert’s Rule of Order – Newly Revised shall govern this Society in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE XIV: AMENDMENTS

- A. Amendments to these bylaws may be made by two-thirds (2/3) vote of all voting members present at the annual business meeting of the Society. Notice of such amendments shall be sent to all voting members at least five (5) days prior to the time of voting. Amendments shall be effective at the conclusion of the business meeting, unless otherwise specified.
- B. The Board of Directors shall interpret the bylaws of the Society. When necessary the ASRT parliamentarian will be consulted.

ARTICLE XV: INDEMNIFICATION

To the greatest extent of the laws of the State of Maine, 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 proceedings in which the above-named individual is involved by reason of his/her being or having been an officer, director, delegate or employee of the society, if the above-named individual acted in good faith and within the scope of the above-named individual authority and in a manner reasonably believed to be not opposed to the best interest of the Society. In no event shall indemnification be paid to or on behalf of any above-named individual going beyond acting beyond the powers granted authority of this organization or bylaws. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such officers, directors, delegate or employee may be entitled.

ARTICLE XVI: DISSOLUTION

In the event of dissolution or final liquidation of the Society, all of its assets remaining after payment of its obligations shall have been made or provided for, shall be disbursed to or among such corporations, foundations or other organizations organized and operated exclusively for scientific and educational purposes consistent with those of the Society, as shall be designated by the Board of Directors.

Amended: 1994, 2006, 1/2008, 7/22/2008, 10/12/2013, 1/21/14, 9/17/14, 6/4/17