**BY-LAWS**

**OF**

**THE**

**NEW HAMPSHIRE SOCIETY**

**OF**

**RADIOLOGIC**

**TECHNOLOGISTS**

Revised: April, 2014

# WELCOME

## Welcome to the New Hampshire Society of Radiologic Technologists.

## The Society was founded in 1956 by a small, dedicated group of technologists.

## As the main voice of Radiographers in the State of New Hampshire, the Society is committed to the advancement educational and professional status of credentialed Technologists.

The N.H.S.R.T is also committed to the education of the Public relative to radiation protection and safety, especially in the dissemination of information regarding the education and training of Radiologic Technologists. We are proud to be radiologic professionals. Through the efforts of our membership, our voices will be heard and our society will continue to grow in number and influence.

Congratulations on your decision to join and support your professional organization.

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#### NEW HAMPSHIRE SOCIETY

#### OF RADIOLOGIC TECHNOLOGISTS

#### BYLAWS

#### ARTICLE I – Name

The name of this organization shall be the New Hampshire Society of Radiologic Technologists here in after referred to as the NHSRT.

**ARTICLE II – Definition and Purpose**

**Section 1 Definition**

Radiologic technologist shall be the term used to define radiographer, nuclear medicine technologist, radiation therapist and sonographer and shall be used to describe the areas of certification or licensure.

# Section 2 Purpose

The purpose of the NHSRT shall be to advance the professions of radiation and imaging disciplines and specialties to maintain high standards of education; to enhance the quality of patient care; and to further the welfare and socioeconomic of radiologic technologists

1. The name of the NHSRT or any member of the 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**.**

**Section 3 Governance**

The New Hampshire Society of Radiologic Technologists is a fully participating affiliate of the American Society of Radiologic Technologists. As an affiliate, the NHSRT is represented and governed nationally through the ASRT.

**Section 4 Application for membership**

1. The membership of the NHSRT shall consist of active members, associate members, student members, life members and honorary members. All candidates for membership, except life and honorary members shall submit the prescribed application form properly completed, together with the required fees, and shall furnish any additional information that may be required
2. The NHSRT 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.

**Section 5 Resignation**

Any member may resign from membership in the NHSRT by making application to the treasurer, providing all dues or other indebtedness to the NHSRT have been paid. Any member who has resigned in good standing may be reinstated after paying the dues for the year in which they are reinstated.

**Section 6 Suspension and Expulsion**

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

**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 day 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 any defense to such charges before action is taken.

**E.** Suspension or expulsion shall be by a two-thirds vote of the entire membership of the Board of Directors**.**

**ARTICLE III- MEMBERSHIP**

**Section 1 Voting Members**

**A. Active members** are those who registered by the American Registry of Radiologic Technologists (ARRT) or its equivalent or hold an unrestricted license under state statutes. They shall have all rights. Privileges, and obligations of membership including the right to vote, debate, hold office and, if a member of the ASRT, serve as a delegate to the House of Delegates of the ASRT

**B Student members** are those who are enrolled in primary medical imaging or radiation therapy programs. Eligibility for this category shall terminate on conclusion of or termination of such training. Student members shall have all the rights and obligations of active members.

1. **Life members** are those persons who have rendered unusual service to the NHSRT. Life members shall be selected by a majority vote at a business meeting upon unanimous recommendation of the Executive Board. They shall pay no dues and have all the rights and obligations of active members and if a member of the ASRT, the right to serve as a delegate to the House of Delegates of the ASRT.

**Section 2 Non-Voting Members**

**A. Associate members** are those persons actively engaged in the technical, educational or commercial aspects of Radiologic Technology, who are not active members of the ARRT. They shall have all the rights and obligations of active members, except the right to vote, hold office or serve as a delegate to the House of Delegates to the ASRT.

1. **Honorary members** are those who the NHSRT wish to honor because of the interest they have shown in the activities and aims of the NHSRT. They shall be chosen by a majority vote at a business meeting of the NHSRT upon unanimous recommendation of the Board of Directors. Honorary members shall pay no dues and shall have all the rights and obligations of active members, except the right to vote, hold office, and serve as a delegate to the House of Delegates of the ASRT.

**ARTICLE IV- MEMBERSHIP FEES**

**Section 1**

The application fee for active and associate members shall be uniform and of such an amount as is required by the NHSRT. In the case of student members, the fee may be waived.

**Section 2**

The annual dues for active, associate and student members shall be payable each year in advance.

**Section 3**

The amount of the application fee and annual dues shall be determined by a majority of the votes cast by members, consistent with the provisions of Section 1 and Section 2of this chapter. Notice of such a vote shall be given to voting members at least thirty (30) days in advance.

**Section 4**

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 NHSRT. It shall be the duty of the Secretary and Treasurer to erase from the rolls of membership the name of any person who is in arrears for than ninety (90) days. Any member dropped from the rolls for nonpayment of dues may be reinstated only upon applying for reinstatement and payment of the dues for the year in which they are reinstated and a reinstatement fee not to exceed an amount equivalent to the annual dues.

**ARTICLE V- OFFICERS**

**Section 1 Definition**

The officers of the NHSRT shall be President, President-elect, Vice President, Recording Secretary, Corresponding Secretary, Media Secretary, Treasurer and Membership Treasurer, and such additional officers as are recommended by the Board of Directors, and ratified by the membership.

**Section 2 Qualifications**

1. All officers shall be active members of the NHSRT and employed in the field of Radiologic Technology. An officer who meets eligibility requirements at the time of nomination shall be permitted to complete the term, even though employment status changes*.*

### B. All officers shall be voting members of the ASRT

#### Section 3 Term of office

**A.** All officers shall serve for a term of two years or until their successors are elected or appointed.

1. The president-elect will serve one year as president-elect and one term as president and one year as .
2. All officers except the president-elect may be re-elected.
3. Terms of office shall begin at the conclusion of the Annual Meeting at which an officer is installed (whether or not actually present for the installation).

**Section 4 Nominations and Election**

**A.** Nominations shall be submitted via the nhsrt.net website 60 days prior to the Annual Meeting. The committee shall satisfy itself that all candidates have the proper credentials and are willing to serve if elected.

**B.** Elections shall be conducted at the Annual Meeting by voting members of the NHSRT and posted to the NHSRT website.

1. The President, President-elect, Vice President, Recording Secretary, Corresponding Secretary, Media Secretary, Treasurer, and Membership Treasurer, or any other officer, shall be elected by a plurality ballot at the annual business meeting. Tie votes shall be decided by lot. Should the membership choose another election procedure, the officers shall be elected according to the method designated by the membership.
2. New officers shall be inducted at the Annual Meeting.

**Section 5 Censure, Reprimand, and Removal**

Any Board member may be censured, reprimanded or removed from the Board for dereliction of duty or conduct detrimental to the NHSRT. 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 day 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 a two-thirds vote of the Board of Directors

**Section 6 Vacancy**

**A.** A vacancy in any elected offices, except the president-elect, shall be filled by appointment agreed upon by the remaining members of the Board of Directors. In the absence or inability of the President or Vice President to act, Chairman of the Board of Directors shall call the meeting to order and preside until the President or Vice President can resume the duties.

**B.** A vacancy in the office of President may be filled by the Chairman of the Board.

**C.** A vacancy in the office of president-elect shall remain vacant until the next annual meeting when a president-**elect** shall be elected in the manner provided in the bylaws of the NHSRT for the election of officers.

**D.** A vacancy on the Executive Board shall be filled by unanimous vote agreed upon by the President and the remaining Board Members to complete the unexpired term.

**ARTICLE VI – DUTIES OF OFFICERS**

**Section 1**

The **President** shall preside at all meetings including the annual meeting, and board meetings of NHSRT and perform all duties consistent with his/her office. He/she shall be an ex-officio member of all committees, except the nominating committee. The President shall appoint all committees unless otherwise provided for in the bylaws.

**Section 2**

The **President-elect** shall familiarize himself/herself with the activities of the NHSRT and shall make all preparations for installation to the office of President.

**Section 3**

The **Vice President** shall acquaint himself/herself with all the duties of the President. In the absence of the President, he/she shall assume the duties of the President. The Vice President shall also be the Chairperson of the meetings committee.

**Section 4**

In the absence or inability of the President or Vice President to act, the Chairperson of the Board of Directors shall call the meeting to order and preside until a temporary Chairperson can be elected.

**Section 5**

The **Recording Secretary** shall keep accurate record of all minutes of regular and Board of Director’s meetings of the NHSRT.

The **Corresponding Secretary** shall be responsible for all society correspondence and will be responsible for mailing notices of all meetings.

The **Media Secretary** shall be responsible for updating, developing and revising the NHSRT electronic media.

**Section 6**

The **Treasurer** shall receive and record all funds of the NHSRT and pay out same only upon the order of the Executive Board. At the time of the annual business meeting, he/she shall make a full financial report which shall be incorporated into the minutes. The Treasurer shall have served one year on the Board prior to election to position .

The **Membership/** **Assistant Treasurer** shall send notices of dues, receive membership applications, keep accurate records of membership and forward all moneys to the Treasurer.

**ARTICLE VII- BOARD OF DIRECTORS**

**Section 1**

**A.** The Board of Directors shall consist of all current officers and the immediate past President. The Chairperson of the Board shall be the current President.

**B.** Members of the Board of Directors shall be active members of the NHSRT.

**C.** Additional members may be added to the Board, as necessary, by a majority vote of the Board, with ratification of the membership.

**D.** The Board of Directors shall oversee the plans for meetings and activities of the NHSRT.

**Section 2**

**A.** Additional Directorships may be established by a ballot vote of the membership of the NHSRT. Such Directorships shall serve for a maximum period of two.

**B.** Vacancies shall be filled in accordance with Article V section 6.

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**Section 3**

The responsibilities of the Board of Directors shall be:

**A.** To provide for the audit of the books and accounts of the NHSRT.

**B.** To control all funds and/or properties of the NHSRT.

**C.** To change the dates or location of the annual meeting if found to be advisable and in case of state or national emergency, to cancel the Annual Meeting and to provide for election of officers.

1. To employ such persons as may be necessary to conduct the business of the NHSRT.
2. Fill officer and Board vacancies as necessary.
3. 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**

**Regular meetings:** The Board of Directors shall meet quarterly.

**Special meetings:** 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 fifteen- (15-) day or the number of days used by your state) notice to all Board members is given.

**Teleconference 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.

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

**Section 5 Censure, Reprimand, and Removal.** The Board member may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the NHSRT. Such action may be initiated when the Board of Directors receives 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 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.

**Section 6**

The NHSRT shall hold an Annual meeting each year 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 7**

Special meetings of the NHSRT 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 (30) days in advance of such meetings, together with a statement of the business to be transacted at the special meeting.

**Section 8**

The site of the annual meeting shall be approved by a majority vote of the board of directors.

**Section 9**

Commercial or educational exhibits may be displayed at the discretion of the board of directors.

**ARTICLE IX - DELEGATES TO THE ASRT HOUSE OF DELEGATES**

**SECTION 1: Delegates**

**A.** Delegates shall be chosen by a majority vote of the NHSRT board.

B. NHSRT shall submit to ASRT the names of the delegates and alternate delegate by the last business day of January or the delegate positions shall remain open until after the ASRT House of Delegates’ meeting***.***

C. The NHSRT has the power to remove delegates as defined in Section 7 of this Article.

**SECTION 2: Qualifications**

1. The elected delegate shall be a member of the NHSRT.
2. . A delegate shall show proof of continuing education.

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

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

E. A delegate shall practice in the medical imaging or radiation therapy profession or health care.

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

G. A delegate shall have the time and availability for necessary travel to represent the

ASRT.

**SECTION 3: Responsibilities**

NHSRT 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.

**SECTION 4: Term**

The elected NHSRT delegate shall have a term of one year.

**SECTION 5: Absence**

An absence exists when an appointed NHSRT 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 NHSRT 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: Censure, Reprimand and Removal**

Any NHSRT 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 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 X- COMMITTEES**

**Section 1**

The Board of Directors shall establish committees as deemed necessary to aid the NHSRT in carrying out its activities. Such committees shall be responsible to the board of Directors and may be altered at any time by the Board of Directors.

**Section 2**

The president shall appoint members of the committee unless in conflict with other sections of the bylaws.

**Section 3**

A vacancy in any committee other than the Nominating Committee shall be filled by appointment of the president.

**ARTICLE XI- PARLIAMENTARY AUTHORITY**

**Section 1**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised*, shall govern the NHSRT in all cases to which they are applicable and in which they are consistent with these bylaws.

**Section 2**

The following shall be the order of business unless otherwise ordered by the assembly:

**A.** Disposal of Minutes

**B.** Reports of Officers

**C.** Reports of Committees

**D.** Appointment of Committees

**E.** Elections

**F**. Unfinished Business

**G.** New Business

**H.** Elections

**ARTICLE XII- AMENDMENTS**

**Section 1**

**A.** These bylaws may be amended by a two-thirds vote of the members voting at an annual meeting. Notice of such proposed amendments shall be provided to the membership by mail at least sixty (60) days prior to the annual meeting.

**B.** Amendments to these bylaws must be submitted to the secretary for approval by Board of Directors sixty (60) days prior to the time of voting.

**C.** Notice of such proposed amendments as approved by the Board of Directors shall be submitted to the membership at least fifteen (15) days prior to the time of voting.

**ARTICLE XIII- DISSOLUTION**

**Section 1**

In case of dissolution or final liquidation of the NHSRT, all assets remaining after payment of authorized expenditures and 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 NHSRT as designated by the Board of Directors.

**ARTICLE XIV- INDEMNIFICATION**

**Section 1**

To the greatest extent of the laws of New Hampshire, every officer, member of the Board of Directors, employee or delegate of the NHSRT shall be indemnified by the NHSRT 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, member of the Board of Directors, employee, or delegate of the NHSRT 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 interest of the NHSRT. 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, member of the Executive Board, employee or delegate may be entitled.

**SCHOLARSHIP PROGRAM**

The NHSRT awards an annual scholarship to a deserving freshman Radiologic Technology student in an accredited New Hampshire radiologic program. An application must be submitted, as well as eligibility requirements met, in order for a student to be considered.

A complete scholarship information packet may be obtained from the Secretary of the society or from the Program Director.

**THE ANDREA JORDAN MEMORIAL SCHOLARSHIP**

The Andrea Jordan Scholarship is awarded yearly to a deserving student.

Andrea was the Chief of Special Procedures at Concord Hospital for a number of years. She was the first clinical instructor for the New Hampshire Technical institute at Concord Hospital. A very involved person who took an active role in educating and encouraging her students and staff in their chosen profession. Andrea was a wonderful role model who took pride in her profession. She was active in participation and involvement in the New Hampshire Society of Radiologic Technologist.

**THE ARTHUR BYRNE MEMORIAL SCHOLARSHIP**

The Arthur Byrne Memorial Scholarship is awarded annually by the NHSRT. This scholarship is awarded to a deserving student.

Mr. Byrne was the Chief Technologist at the Concord Hospital for many years. He contributed much to the New Hampshire Society in the many years he served as an officer. He held many offices in the NHSRT, among them, President and Board Chairman. He was also a past president of the New England Conference of Radiologic Technologists. He supervised students from NHTI during their affiliations at Concord Hospital.

**ROGER F. MICHAUD MEMORIAL SCHOLARSHIP**

Rarely can any profession claim an individual among its membership who can so fully symbolize the standards of excellence evident in the person of Roger F. Michaud. Those of us who had the good fortune to know him knew his unparalleled capacity to love and share.

He was and educator who passed on his skills and high professional standards to dozens of students over the years. He served in that capacity for thirty years at the Mary Hitchcock Memorial Hospital in Hanover, NH. He was a member of the NHSRT for twenty-one years prior to his death in 1979. Therefore it is fitting that the NHSRT bestow

this honor in his name on those members who also embrace such worthy qualities.

**Continuing Education Seminars**

Several times during the year, the NHSRT sponsors continuing education seminars. These can be an annual meeting, single evening meeting, day meeting or may be held over a series of weeks. Typically, these continuing education seminars are scheduled to allow the greatest participation by members and non-members alike. Different topics on contemporary issues in radiology and radiography are presented as well as topics in related areas of general interest.

Seminars on imaging specialties such as CT Scanning, Diagnostic Ultrasound, Cardiac Imaging, Vascular Imaging, Trauma and MRI are also offered as are many others.

Suggestions from interested parties are always accepted and solicited. Contact any member of the Executive Board concerning this.

The NHSRT also participates in the Evidence of Continuing Education Program sponsored by the ASRT.

For additional information on the ASRT or E.C.E. contact any member of the Board of Directors or refer to the society website at nhsrt.net. (ECE is a copyright of the ASRT.)

**Publications**

The GRANITE STATEMENTS is the official journal of the New Hampshire Society of Radiologic Technologists. It contains regular features such as presidential and editorial messages, student section, hospital profiles, word jumbles, etc., as well as feature articles by member and guest authors. It also contains information relative to meeting, seminars, employment opportunities, etc. in state and region.

**Mailing List**

The NHRST mailing list will not be released except for meetings affiliated with the society. When released for said meetings, the list will be used for that meeting only, and not for subsequent meetings at the agency to which it is released.

**The American Society of Radiologic Technologists shall be the governing body of the NHSRT.**

**Officers Of The NHSRT.**

In Addition to this handbook under separate copy is a current listing of officers of the NHSRT

***PROPOSED REVISIONS TO THE NHSRT BY-LAWS 2014***

*Proposed revisions to the NHSRT by-laws as mandated and suggested by the ASRT Parliamentary Review Committee to be in compliance with the House of Delegates meeting of 2007:*

***ARTICLE II Section 3*** Governance revised per ASRT suggestions

***ARTICLE II Section 4 B***: Application for membership added per ASRT suggestion

***ARTICLE III Section 1 & 2*** Voting and Nonvoting Members: revised in accordance with ASRT suggestions

***ARTICLE V Officers***: Revised to include Board position for Media Secretary

***ARTICLE V Section 2A***: Revised per ASRT suggestion

***ARTICLE V Section 3B***: Revised to allow president to be re-elected.

***ARTICLE V Section D***: Added per ASRT suggestion

***ARTICLE V Section 4A,B,C***: Revised by NHSRT board suggestion

***ARTICLE VI Section 5, 6***: Revised per NHSRT Board suggestion

***ARTICLE VII Sections 1,2,3*** Board of Directors revised at ASRT suggestion

***ARTICLE VII Section 4, 5*** Added per ASRT suggestion

***ARTICLE VIII Section 5*** Added per ASRT suggestion

***ARTICLE IX*** Added per ASRT suggestion