

# Massachusetts Society of Radiologic Technologists



**Bylaws**  
2014

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## **ARTICLE I**

### **Society Name**

The name of this Society shall be the Massachusetts Society of Radiologic Technologists, Inc., hereinafter referred to as the MSRT. The MSRT is an affiliate of the American Society of Radiologic Technologists.

## **ARTICLE II**

### **Definition Purpose and Functions**

#### **Section 1: Definition**

Radiologic technologist shall be the term used to define radiographer, nuclear medicine technologist, radiation therapist, sonographer and magnetic resonance technologist and shall be used to describe the areas of certification or licensure. Additional terms of description may be adopted by the MSRT to define new areas of certification or licensure.

#### **Section 2: Purpose**

The purpose of MSRT 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 socioeconomics of radiologic technologists.

#### **Section 3: Functions**

- A. To provide a forum to conduct MSRT business.
- B. To publish and disseminate information pertinent to professional growth, the conduct of the MSRT, and the profession.
- C. To promote high standards of education.
- D. To provide the knowledge necessary to assure increasingly efficient patient care.
- E. To expand educational opportunities and to develop programs designed to broaden the scope of knowledge for medical imaging and therapeutics professionals.
- F. To advocate policies concerning the professional status, legislative activity, and the welfare of its members.
- G. To establish membership eligibility and define membership categories.
- H. To cooperate with external organizations or agencies, whose policies are not in conflict with those of the MSRT, as may be necessary to maintain continued progress and growth of the MSRT.

## ARTICLE III Membership

### Section 1. Policy and Procedure

- A. The MSRT 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.
- B. The name of the MSRT, 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 MSRT.
- C. A candidate for membership shall submit an application for membership along with the required fee to the MSRT office.

### Section 2. Categories of Membership

#### Voting

- A. Active members are those who are registered by the American Registry of Radiologic Technologists (ARRT) or equivalent or hold an unrestricted license in medical imaging or radiation therapy under the Commonwealth of Massachusetts statute. They shall have all rights, privileges and obligations of membership including the right to vote, hold office and serve as a delegate.
- B. Student members are those who are enrolled in primary medical imaging or radiation therapy programs. They shall have all rights, privileges and obligations of Active members. Eligibility for Student membership shall terminate upon initial certification or acquisition of a temporary or full license under the Commonwealth of Massachusetts statute.
- C. Bridge members are those who meet the following qualifications:
  - 1. have graduated from an accredited program in medical imaging or radiation therapy within 12 months of membership application;
  - or
  - 2. are registered by the American Registry of Radiologic Technologists (ARRT) or equivalent and are within 12 months of their initial certification.They shall have all rights, privileges and obligations of Active members.
- D. Quarter Century Club members are active members who have maintained membership in the MSRT for twenty five (25) consecutive years. Quarter Century Club members shall have all the rights, privileges and obligations of Active Members.

- E. Retired members are those who hold a certificate of recognition from the American Registry of Radiologic Technologists (ARRT) or equivalent or who meet Social Security Administration requirements for retirement. They shall have all rights, privileges and obligations of Active members except to hold office or serve as a delegate. Retired status shall be granted upon application to the MSRT.
- F. Honorary Life members are those Quarter Century voting members who hold a certificate of recognition from the American Registry of Radiologic Technologists (ARRT) or equivalent or who meet Social Security Administration requirements for retirement. Their participation as a member shall reflect exceptional service and dedication to the MSRT and the profession. They shall be selected upon application by a three-fourths vote of the entire membership of the Board of Directors. They shall have all rights, privileges and obligations of Active members. They shall pay no membership dues.

#### Nonvoting

- A. Associate members are those who are, or have been employed in the technical, educational, managerial or corporate aspects of the medical imaging or radiation therapy professions and do not qualify for Active membership. They shall have all rights, privileges and obligations of Active members except the right to vote, hold office or serve as a delegate.

#### Section 3: Membership Status

- A. No member, who is in arrears for dues, shall vote or hold office or be entitled to receive reports of the transactions of the MSRT. It shall be the duty of the Operations Administrator to advise the Board of Directors to remove from the rolls of membership, the name of any person who is in arrears for more than ninety (90) days. Any member dropped from the rolls for non-payment of dues may be reinstated only upon applying for re-instatement and payment of the dues for the year in which he/she is applying.

#### Section 4: Suspension and Expulsion

- A. Any member may be suspended or terminated for cause. Sufficient cause for such suspension or termination of membership shall be a violation of the Bylaws or any lawful rule or practice duly adopted by the MSRT or any other conduct prejudicial to the interests of the MSRT.
- B. If the Board of Directors deems the charges to be sufficient; the person charged shall be advised in writing of the charges.
- C. 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.
- D. 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.
- E. 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.
- F. Suspension or expulsion shall be by two-thirds (2/3) vote of the entire membership of the Board of Directors

### **Section 5. Resignation**

Any member shall have the right to resign by written communication to the MSRT office.

### **Section 6. Reinstatement**

A member who has resigned or whose membership has been revoked by the MSRT for other reasons may be reinstated only after filing a new application, acceptance of the application by the Board of Directors, and paying the fees as a new member.

## **ARTICLE IV Membership Fees**

### **Section 1: General**

Annual membership fees are due and payable in advance at the beginning of the new fiscal year.

### **Section 2: Changing Dues**

The amount of the annual dues, proposed by the Board of Directors, shall be determined by a majority vote cast by the membership. Notice of such a vote shall be given to members a minimum of 15 days in advance.

## **ARTICLE V Voting Procedure**

The MSRT shall establish, by a majority vote, such voting procedures as best meets the needs of the MSRT and are applicable to the business being conducted.

## **ARTICLE VI Officers**

### **Section 1: Officers**

The officers of the MSRT shall be President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, State Delegates (5), Educational Coordinator, Member-At-Large, and Chairman of the Board.

### **Section 2: Qualifications**

- A. All officers of the MSRT shall be Active MSRT and ASRT members and shall practice in the medical imaging or radiation therapy professions or health care.
- B. All officers of the MSRT shall show proof of continuing education.
- C. Candidates for the office of President-Elect shall be members for three (3) years and have served as either an officer or a Chairman of a MSRT standing or special committee.
- D. Candidates for the office of Vice-President shall have served on a MSRT standing or special committee or an elected position on the state level of the MSRT, or as an officer in an ASRT



affiliate society.

### **Section 3: Eligibility**

Officers, who meet eligibility requirements at the time of assuming office, shall be permitted to complete the term, even though employment status may change.

### **Section 4: Terms**

- A. The President-Elect shall serve for a term of one (1) year as President-Elect, one (1) year as President and one (1) year as immediate Past President/Chairman of the Board.
- B. The Vice President shall serve for a term of one (1) year.
- C. The Secretary shall serve for a term of one (1) year.
- D. The Treasurer-Elect shall serve one (1) year as Treasurer-Elect, and two (2) years as Treasurer.
- E. The Educational Coordinator shall serve a term of two (2) years.
- F. State Delegates shall serve for a term of one (1) year.
- G. The Member at Large shall serve for a term of one (1) year.
- H. All officers shall serve until their successors are appointed or elected, and shall surrender to their successors all records and properties belonging to the MSRT.
- I. All officers, except the President, President-Elect, Treasurer-Elect and Treasurer are eligible for re-election.

### **Section 5: Elections**

- A. Nominations
  - 1. The Board of Directors will accept nominations 60 days prior to the Annual Meeting.
  - 2. The Board of Directors shall ensure all nominees are qualified candidates as described in Article VI, Section 2, and are willing to serve in the capacity of the office in which the candidate is nominated.
- B. Balloting
  - 1. All candidates posted on the ballot shall be elected by a plurality of the voting members prior to the annual meeting.
  - 2. Ballots shall be available, by the MSRT Secretary or designee, to all qualified voting members, at least four (4) weeks before the annual meeting. Ballots shall be returned to the official address of the MSRT.
  - 3. The President shall appoint a committee of voting members to count the ballots prior to the opening of the annual meeting.
  - 4. Tie votes shall be determined by lot at a business meeting of the MSRT at the annual conference.
  - 5. Notification of election results shall be made by announcement at a business meeting of the MSRT at the annual conference and will be published on the MSRT website.
  - 6. The newly elected Officers shall be installed into office under the direction of the Board of Directors.
  - 7. 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 6: Responsibilities

- A. The President shall:
  - 1. Preside at all meetings of the MSRT and perform all duties consistent with the office.
  - 2. Be an ex-officio member of all committees.
  - 3. Appoint committees unless otherwise provided by the bylaws.
- B. The President-Elect shall:
  - 1. Become acquainted with the activities of the MSRT
  - 2. Make all preparations necessary for elevation to the office of President.
- C. The Vice President shall:
  - 1. Become acquainted with all of the duties of the President.
  - 2. Assume the duties of the President in the President's absence.
- D. The Secretary shall:
  - 1. Record and keep the minutes of each meeting
  - 2. Conduct correspondence and perform all duties that usually and customarily pertain to the office.
- E. The Treasurer shall:
  - 1. Receive and keep the funds of the MSRT and pay out funds only upon the order of the Board of Directors.
  - 2. Prepare a monthly summary of all transactions.
  - 3. Report out funds at Board of Directors meetings.
  - 4. Make available a financial report at the time of the annual meeting which shall be incorporated into the minutes.
  - 5. Educate the Treasurer Elect during second year of the term.
- F. The Treasurer-Elect shall:
  - 1. Become acquainted with all the duties and functions of the Treasurer.
  - 2. Make all preparations necessary for elevation to the office of Treasurer.
- G. The Educational Coordinator shall:
  - 1. Direct and oversee the continuing education programs and documentation.
  - 2. Chair the Education Committee and assist with questions/concerns that may arise while processing continuing education requests.
  - 3. Communicate any changes or updates in continuing education requirements to the membership, and respond to member difficulties.
- H. The State Delegates shall:
  - 1. Facilitate educational activities.
  - 2. Encourage members and assist in fostering such activities that will be of general interest and benefit to radiologic technologists.
  - 3. Advise, assist, and counsel radiologic technologists in regard to professional matters, acting as official representatives of the MSRT.
- I. The Member-At-Large shall:
  - 1. Act as a liaison between the general membership and the Board of Directors.

## **Section 7: Vacancy**

- A. A vacancy in the office of President shall be filled by the Vice President.
- B. A vacancy in the office of President-Elect:
  - 1. Occurring during the first half of the fiscal year (before November 1) shall be filled by special election. Nominations shall be submitted to the Board of Directors, no later than thirty (30) days after the vacancy occurs. A ballot and biographical information about the candidates shall be forwarded to the voting members, no later than forty (40) days after the vacancy occurs. The President-Elect shall take office immediately upon official verification and notification of election.
  - 2. Occurring during the second half of the fiscal year, may be, at the discretion of the Board of Directors, filled by special election, or remain vacant until the annual meeting at which time the offices of President and President-Elect shall be elected.
- C. Vacancies in any other office shall be filled by an appointment to complete the unexpired term agreed upon by a two thirds vote of the remaining members of the Board of Directors.
- D. In the absence or inability of the President or Vice President to act, the Chairman of the Board shall call the meeting to order.

## **Section 8: Censure, Reprimand and Removal**

Any officer may be censured, reprimanded or removed from the office for dereliction of duty or conduct detrimental to the MSRT. 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**

## **Policies**

### **Section 1: Status**

The MSRT shall be non-profit, non-commercial, and non-sectarian. No commercial enterprise or any candidate for public office shall be endorsed by it. The name of the MSRT 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 MSRT.

### **Section 2: Opportunity**

The MSRT is committed to equal opportunity and nondiscrimination in all programs, practices, activities, and benefits. 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. The MSRT shall be compliant with all state and federal guidelines regarding anti-discrimination practices.

### **Section 3: Board of Directors Associations**

The MSRT Board of Directors and its agents shall not hold any substantial ownership interest in an outside concern from which the MSRT secures goods or services.

### **Section 4: Privacy**

It is the policy of the MSRT that all matters of MSRT business brought to the attention of members of the Board of Directors are confidential.

## **ARTICLE VIII Indemnification**

To the greatest extent of the laws of the State of Massachusetts, every officer, director, employee, or delegate of the MSRT shall be indemnified by the MSRT 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, director, employee or delegate of the MSRT. 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 interests of the MSRT. 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, director, employee or delegate may be entitled.

## **ARTICLE IX Meetings**

### **Section 1: Annual Meeting**

- A. The MSRT shall hold an annual meeting in the spring of each year.
- B. A quorum for any business meeting shall consist of not less than twenty-five (25) voting members, including two officers.

## **Section 2: Special Meetings**

Special meetings of the MSRT 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 fifteen (15) days in advance of such meetings, together with a statement of the business to be transacted.

# **ARTICLE X**

## **Board of Directors**

### **Section 1: Composition**

The Board of Directors shall be composed of the elected Officers and Chairman of the Board

### **Section 2: Responsibilities**

- A. The Board of Directors shall:
  - 1. Administer affairs of the Massachusetts Society of Radiologic Technologists.
  - 2. Be vested with the responsibility of the management of the business of the corporation.
  - 3. Conduct business in accordance with the Purpose and Functions of the MSRT.
  - 4. Provide for the audit of the books and accounts of the MSRT.
  - 5. Control all funds and/or properties of the MSRT.
  - 6. Change the dates or location of the annual meeting if found advisable and, in the case of state or national emergency, to cancel the annual meeting.
  - 7. Support and ensure the election of officers.
  - 8. Employ such personnel as may be necessary to conduct the business of the MSRT.
  - 9. Fill Officer and Board vacancies.
  - 10. 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.
  - 11. All Members of the Board of Directors shall surrender to their successors all records and properties belonging to the MSRT.

### **Section 3: Meetings**

- A. The Board of Directors shall meet at least six (6) times per year.
- B. 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 notice to all Board members is given.
- C. 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.

#### **Section 4: Quorum**

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

#### **Section 5: Exception**

No member of the Board of Directors shall receive compensation for performing duties consistent with their office, but may be reimbursed for travel and other expenses incurred while discharging official duties for the MSRT.

#### **Section 6: Censure, Reprimand and Removal**

Any Board member may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the MSRT. 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.

### **ARTICLE XI Committees**

- A. The Board of Directors may establish standing and/or special committees as deemed necessary to aid the MSRT in carrying out 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 Chairman to each committee, who may in turn appoint members of these respective committees with the approval of the President, unless it conflicts with other sections of the bylaws.
- C. The appointing authority shall provide charges to the committees.
- D. Standing committees shall include:
  1. Annual Conference Committee
  2. Governmental Affairs Committee
  3. Nominating Committee

### **ARTICLE XII MSRT Delegates to the ASRT House of Delegates**

### **Section 1: Delegates**

- A. The MSRT shall appoint two (2) delegates and an alternate(s) to the ASRT House of Delegates.
- B. The MSRT shall submit to ASRT the names of the MSRT delegates and alternate delegate(s) by the last business day of January or the MSRT delegate positions shall remain open until after the ASRT House of Delegates' meeting.
- C. The MSRT has the power to remove delegates according to the guidelines established in Section 7 of this Article.

### **Section 2: Qualifications**

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

### **Section 3: Responsibilities**

MSRT 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 MSRT.

### **Section 4: Absence**

An absence exists when an appointed MSRT 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 MSRT 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 5: 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 6: Censure, Reprimand and Removal**

Any MSRT delegate may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the ASRT or the MSRT. 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 XIII Parliamentary Authority**

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

## **ARTICLE XIV Standing Rules**

Standing rules, adopted by the Board of Directors, shall be in effect until the annual meeting at which time they must be rescinded by the Board of Directors or presented at the annual meeting for ratification. When ratified at the annual meeting, they shall remain in force until rescinded, amended or otherwise disposed of.

## **ARTICLE XV Amendments**

- A. Amendments to these bylaws may be made by a two-thirds (2/3) vote of members at any business meeting of the MSRT. Notice of such proposed amendments shall be sent to the membership at least fifteen (15) days prior to the time of voting.
- B. Amendments shall be effective at the conclusion of the business meeting unless otherwise specified.



## ARTICLE XVI

### Dissolution

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