

Section 1: Officers

The officers of the MSRT shall be President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, Educational Counselors (3), Member-At-Large, and Chair 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. Candidates for the office of President-Elect shall be MSRT members for two (2) years and have served as either an officer or a Chair of a MSRT standing or special committee or as an officer in an ASRT affiliate society.
- C. Candidates for the office of Vice-President shall have served on a MSRT standing or special committee or an elected position 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/Chair 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. Educational Counselors serve for a term of one (1) year.
- F. The Member at Large shall serve for a term of one (1) year.
- G. All officers shall serve until their successors are appointed or elected. All officers shall surrender to their successors all records and properties belonging to the MSRT.

Board of Directors

The Board shall meet at least six times per year, with meetings convened at the call of the President. Decisions by the board are validated by a simple majority of the votes of the board members present at a meeting or participating in a vote.

The Board of Directors is the administrative and policy making body of the Society. The various duties and responsibilities, as outlined in the Bylaws, are as follows:

All officers are expected to:

- Be cognizant of the MSRT By-Laws and policies and procedures
- Communicate and encourage active engagement of your colleagues in all matters related to the MSRT, ASRT and the profession.
- Monitor and respond in a timely fashion to email communication from the MSRT and ASRT as needed or when requested by the President.
- Attend and actively participate at board meetings held throughout the year and vote on matters presented to the board.
- Contribute to the member communications as needed or requested.
- The Board has the power to act on all matters affecting the Society
As the administrative body of the Society, the Board shall;
 - Interpret and administer the MSRT Bylaws

- Formulate rules and policy for all MSRT members.
- Provide guidelines for members.
- Provide guidance to committees, as well as provide the approval of necessary funding for committee operations.
- Appoint special committees as needed.
- Receive committee reports and implement their recommendations when those recommendations are accepted by a simple majority vote of the board.
- The Board shall appoint an Operations Administrator and determine the terms of their duties and administration fees.
- The Board shall work cooperatively and in conjunction with the Operations Administrator to ensure the smooth operation of the State Society.
- The Board shall express opinions to the MSRT delegates to the ASRT House of Delegates (HOD) meeting on matters to be acted upon by the ASRT.
- The Board shall approve all major expenditures of money from the treasury.

President

The President represents and serves the membership of MSRT. The President's role is to manage, stay informed, and see that all lawful orders and resolutions of the Board of Directors are carried out.

Term of Office: One Year. Term begins at the annual conference & ends at the annual conference of the following year. At the end of the term as President will assume the office of Chair-of-the-Board for one year.

Responsible to the membership of the MSRT

Duties and Responsibilities:

- Be elected by the members, serve for the one (1) year
- Preside at all the MSRT and the Board of Director's meetings.
- See that all recommendations submitted to the Board of Directors are duly considered and all actions that are voted in by the simple majority of the Board are carried out.
- Appoint the chairs and members of all standing and special committees, subject to approval by the Board of Directors.
- Collaborate with and assist the chair/s of the conference committee and the Vice President with the nominations committee
- Review and approve all submitted statements of expenses if the Treasurer is unavailable to pay bills in a timely manner.
- Represent the state association when invited to attend meetings of allied groups.
- Keep membership informed of the Society's activities by writing articles for the MSRT newsletter or via notices sent to membership's e-mail accounts.
- In collaboration with the Board establishes the current year ASRT Affiliate Development Program (ADP) application and completes the requirements and submission of the previous year's ASRT Affiliate Development Program report.
- Collaborate with the Board to establish and complete the annual ASRT Financial Assistance Program application and report.
- Make suggestions, with assistance of the Board of Directors, for the recipients of the Oliver E. Merrill Lecture and the Florence Wakefield Award,
- Maintain a file of up-to-date MSRT policies in collaboration with the Operations Administrator.

- Represents the MSRT at all meetings and activities planned for Presidents and Presidents-Elect at the ASRT Annual HOD Meeting.
- Initiate proper procedures, as stated in MSRT Bylaws, for filling the unexpired terms of any elected officer when a vacancy occurs.
- Have general powers of supervision and active management usually vested in the offices of President.
- Prepare an annual report summarizing the year by June 1 to be published on the website.
- Attend the annual ASRT HOD Meeting as an Affiliate Delegate

President-Elect

The President-Elect is an elected official who first serves as President-Elect, then as President of the MSRT. In general, the President-Elect assists the President in all of the President's duties.

Term of Office: One Year. The President-Elect assumes the office of President when the President's term expires. Term begins at the annual conference and ends at the annual conference of the following year at which time the President-Elect begins his/her role as President.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Be elected by the members, serve for one (1) year, and be a member of the Board of Directors.
- Perform the functions of the office of President in the absence of the President and Vice President.
- Assist the President with the function of the Society and Society activities.
- Be familiar with the duties and responsibilities of the President and all other officers and assist with the coordination of programs and committees.
- Collaborates with the President and the Board to establish the current years ASRT's Affiliate Development Program application.
- Represent the MSRT at all meetings and activities planned for Presidents and Presidents-Elect at the ASRT Annual HOD Meeting.
- Attend the ASRT HOD Meeting as an Affiliate Delegate.

Vice - President

The Vice-President is an elected official and a member of the Board of Directors. The Vice President shall be responsible for any duties assigned to him/her by the President.

Term of Office: One Year. Term begins at the annual conference and ends at the annual conference of the following year.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Serve as Chairperson of the Nominating Committee
- Perform the functions of the office of President in the absence of the President.

Chair of the Board

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Advise and assist the President, President-Elect, and other officers.

- Chair meetings in the absence of the President and Vice President.

Secretary

The Secretary is an elected official and a member of the Board of Directors. The Secretary shall be responsible for the annual review of the Policy and Procedures Manual and be a member of the Strategic Planning Committee.

Term of Office: One Year. Term begins at the annual conference and ends at the annual conference of the following year.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Coordinate minutes of all Board of Directors meetings with the Operations Administrator.
- Be a voting member of the Board of Directors and the Strategic Planning Committee.
- Take roll call of those present and absent at Board of Directors meetings.
- Tally all ballots.
- Notify each candidate for office of the results of the election (via email).
- Conduct correspondence as directed by the President, and coordinate with the Operations Administrator.
- Prepare an annual report summarizing actions taken by the Board of Directors and submit this report to the President by June.

Treasurer

The Treasurer is an elected official who sits on the Board of Directors. They are a member of the Budget Committee, and direct the finances of the organization.

Term of Office: Two Years. Serves as Treasurer - Elect for one year and then assumes office of Treasurer the following year. The term begins at the annual conference and ends at the annual conference of the second year.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Direct preparation of the annual budget of the MSRT with the President, President-Elect, Vice President, and Operations Administrator.
- Maintain custody, with the Operations Administrator, of all funds and securities of MSRT.
- Coordinate the compilation of accurate financial records.
- Arrange for annual review of records with a Certified Public Accountant (CPA).
- Report on the financial status of MSRT to the Board of Directors as requested.
- Prepare and present report of MSRT's financial status at the Board of Directors meetings, at the annual MSRT conference meeting and for the annual report.
- Represent the MSRT as the liaison with banking institutions and complete necessary documentation for all accounts.
- Advise the Board of Directors, in a timely manner with respect to vote requirements of Certificates of Deposit and/or investment due dates.
- Prepare and sign checks for payment of invoices.
- Prepare an annual report on the finances of the association at the end of the fiscal year.

Treasurer-Elect

The Treasurer- Elect is an elected official who sits on the Board of Directors. They are a member of the Budget Committee, and in conjunction with the Treasurer help to direct the finances of the organization. **Term of Office:** One year. The term begins at the annual conference and ends at the annual conference of the following year, at which time the Treasurer-Elect assumes the position of Treasurer.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Work closely with the Treasurer to become acquainted with all the duties and functions of the Treasurer.
- Make the necessary preparations for elevation to the office of Treasurer.

Chair-Of-The-Board

Once the President completes his/her term of office, they assume the position of Chair of the Board.

Term of Office: One Year. Term begins at the annual conference and ends at the annual conference of the following year.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Assist the incoming president in the transition to office.
- Advise the president on matters related to initiatives begun during his/her term as president.
- Assist the President with the orientation to the Board of Directors of all newly elected officers and new committee members.
Attend the ASRT's HOD annual meeting as an Affiliate Delegate.

Member-At-Large

The Member-at-Large is an elected official who sits on the Board of Directors. They serve as a liaison between the general membership and the Board of Directors.

Term of Office: One Year. Term begins at the annual conference and ends at the annual conference of the following year.

Duties and Responsibilities:

- Act as a liaison between the general membership and the Board of Directors.
- Advise, assist, and counsel radiologic technologists about professional matters, acting as an official representative of the MSRT.
- Serve as an active member of at least one MSRT committee.
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Educational Counselors (3 Positions)

The Educational Counselor is an elected official who sits on the Board of Directors. They are responsible for organizing educational lectures/seminars for the membership.

Term of Office: One Year. Term begins at the annual conference and ends at the annual conference of the following year.

Responsible to the president and the membership of the MSRT

Duties and Responsibilities:

- Facilitate educational activities.
- Encourage and assist in fostering such activities that will be of general interest and benefit to radiologic technologists.
- Advise, assist, and counsel radiologic technologists in their area about professional matters, acting as official representatives of the MSRT.
- Plan and organize educational lectures, seminars, or webinars with the assistance of other delegates and guidance of the Operations Administrator and other elected board members.
- Obtain CE Credit approval through the ASRT and CQR Category designation through the ARRT
- Verify attendance, prepare and distribute CE certificates to members.

Detailed guidelines for planning events are located in Appendix A of this manual

Advertising/Mailing

- The Operations Administrator will post the information about the educational seminar on the MSRT website, social media and send an e-mail notification about the event to the MSRT members.