



# **KSRT Bylaws, 2021**

**Adopted September 25, 2021**

**Kansas Society of Radiologic Technologists, 1702 Mermis Ct, Hays, KS  
67601**

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## **KSRT BYLAWS**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Kansas Society of Radiologic Technologists, hereinafter referred to as the KSRT.

### **ARTICLE II**

#### **Definition and Purpose**

##### **SECTION 1: Definition**

The Board of Directors shall be the governing body within the KSRT. The American Society of Radiologic Technologists (ASRT) shall be the governing body for KSRT as an affiliate. The society shall be governed by the ASRT Bylaws and regulations pertaining to ASRT affiliate organizations.

##### **SECTION 2: Purpose**

The purpose of the KSRT 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 3: Function**

- A. To provide meetings at which to transact KSRT business, to present scientific papers, to carry on educational activities, to discuss professional problems; to encourage similar programs among organizations affiliated with the KSRT.
- B. To publish and disseminate information pertinent to the conduct of the KSRT or the profession.
- C. To assist in establishing and enunciating high standards of education and training, and to implement them through appropriate channels.
- D. To stimulate and encourage research designed to provide the knowledge needed to assure increasingly efficient patient care.
- E. To expand educational opportunities and to develop programs designed to broaden the scope of technological services.
- F. To enunciate policies concerning the professional status, legislative activities, and the welfare of its members.
- G. To cooperate with external organizations or agencies whose policies are not in conflict with those of the American Society of Radiologic Technologists, and the KSRT as may be necessary to maintain continued progress and growth of the KSRT.

### **ARTICLE III**

#### **Membership**

##### **SECTION 1: Policy and Procedure**

- A. The KSRT 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 KSRT shall be nonsectarian and nonpartisan. No candidate for public office shall be endorsed by it.
- C. The name of the KSRT 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 KSRT.
- D. A candidate for membership shall submit an application for membership along with the required fee to the KSRT.

## **SECTION 2: Categories of membership**

### **Voting**

- A. Active members are those who are registered or certified in a primary modality by certification agencies recognized by the ASRT or its equivalent or hold an unrestricted license in medical imaging or radiation therapy under state statutes, and active members in good standing with the American Society of Radiologic Technologists. Active members shall have all rights, privileges and obligations of membership including the right to vote, hold office, and serve as a delegate in the ASRT House of Delegates.
- B. Associate A members are those who are registered or certified in a primary modality by certification agencies recognized by the ASRT or its equivalent or hold an unrestricted license in medical imaging or radiation therapy under state statutes, and actively practicing in the field of radiologic technology. Associate A members are those who are not active members of the ASRT. They shall have all the privileges and obligations of Active members except the right to hold office or serve as a delegate to the House of Delegates to the ASRT.
- C. Life members are those who have provided exceptional service and dedication to the KSRT. Life members shall be selected by a majority vote at a regular meeting, upon a unanimous recommendation of the Board of Directors. They shall pay no dues and have all the privileges and obligations of Active members.
- D. Senior members are those who are 65 years or older. They shall pay one half the regular registration fees assessed Active members for KSRT functions and one-half annual dues. They shall have the right to debate and vote at KSRT meetings; additionally, if remaining an ASRT member, they shall have the right to hold office.
- E. Student members are those persons who are enrolled in accredited primary medical imaging or radiation therapy programs. Student members have voting privileges, may exhibit and serve as committee members. Student members may not hold elective office. Eligibility for student membership shall terminate upon graduation from a primary medical imaging or radiation therapy program.
- F. Graduate Bridge members are those who meet the following qualifications:
  - a. Have graduated from an accredited program in their initial medical imaging or radiation therapy program within the past 24 months; or
  - b. Are registered by the ARRT or equivalent and are within 24 months of their initial certification.
  - c. They shall have all rights, privileges and obligations of Active members.
- G. Radiologist Assistants are those registered radiologic technologists who hold the credential R.R.A. They shall have all rights, privileges and obligations of Active members.
- H. Active Military members are those who are registered or certified in a primary modality by certification agencies recognized by the ASRT and are actively serving in the United States Armed Forces. They shall have all rights, privileges and obligations of membership including the right to vote, debate, hold office, and serve as a delegate in the ASRT House of Delegates.

**SECTION 3: Membership Dues**

- A. The annual dues for Active, Associate A, Life, Senior, Student, Graduate Bridge and Radiologist Assistant members shall be established by a two-thirds vote of the members present and voting at the annual meeting.
- B. Intent to change dues structure shall be announced 45 days prior to the annual meeting and presented at the first business meeting and voted on at the second business session at the annual meeting.
- C. Upon receipt of membership dues, Active, Associate, Senior, Student, Graduate Bridge and Radiologist Assistant membership shall be in effect for a period of 12 months.
- D. Dues shall be paid by the expiration date.

**SECTION 4: Resignation**

Any member may resign from membership in the KSRT by written communication to the Executive Secretary, providing all dues or other indebtedness to the KSRT has been paid.

**SECTION 5: Reinstatement**

Any member who has resigned or whose membership has been revoked by the KSRT for other reasons may be reinstated after filing a new application, acceptance of the application by the Board of Directors, and paying the dues for the year in which they are reinstated.

## **ARTICLE IV Officers**

**SECTION 1: Positions**

The elected officers of the KSRT shall be, President, President Elect, Vice-President, and Secretary-Treasurer.

**SECTION 2: Qualifications**

- A. Shall be a voting member of the ASRT and an Active, Life, or Senior member of the KSRT.
- B. Shall be employed or have been employed in the healthcare field.
- C. Show proof of continuing education.

**SECTION 3: Eligibility**

- A. Any officer who meets eligibility requirements at the time of assuming office shall be permitted to complete the term, even though employment status changes.
- B. The Vice-President and Secretary-Treasurer may be re-elected.
- C. The nominees for President-Elect and Vice-President shall have served at least one (1) year on the Board of Directors prior to being elected.

**SECTION 4: Duties**

- A. President
  - a. Shall perform all duties consistent with the office.
  - b. Shall be ex-officio member of all committees, except the Nominating Committee.
  - c. Shall serve on the Executive Committee.
- B. President Elect
  - a. Shall perform all duties consistent with the office.

- b. Shall serve as Vice Chair on the By-Laws Committee of the KSRT.
- C. Vice-President
  - a. Shall perform all duties consistent with the office.
- D. Secretary-Treasurer
  - a. Shall perform all duties consistent with the office.

#### **SECTION 5: Term of Office**

- A. The Officers shall serve for a term of one (1) year or until their successors are elected.
- B. The Secretary-Treasurer may be elected for a two (2) year term upon recommendation of the Board of Directors and ratification by the membership.
- C. The President-Elect shall serve for a term of one (1) year as President-Elect, one (1) year as President, one (1) year as Immediate Past President and one (1) year as senior board member...
- D. All officers shall surrender to their successors all records and properties belonging to the KSRT.
- E. The term shall begin once duly installed.

#### **SECTION 6: Vacancies**

- A. A vacancy in the office of President shall be filled by the Vice-President.
- B. In the event the President-Elect position is vacant, it shall remain vacant until the next annual meeting where a President and President-Elect shall be elected by the members.
- C. The Board of Directors shall appoint a member who has served as a Past President to complete the unexpired term of a vacant office with the exception of the office of President-Elect. All appointments shall be by two-thirds (2/3) vote of the remaining membership of the board of directors.
- D. In the event the Chair of the Board position is vacant the Executive Committee shall select a new Chair of the Board from among their members.
- E. A vacancy of any committee chair shall be filled by appointment by the President.

### **ARTICLE V Nominations and Elections**

#### **SECTION 1: Nominations**

- A. Nominations for officers may be submitted by the nominations chair or any voting member of the KSRT.
  - a. An individual may not run for more than one officer position on the same ballot.
- B. Balloting
  - a. The President-Elect, Vice-President, Secretary-Treasurer and Director-At-Large shall be elected by a plurality ballot at a regular business session. When there is only one nominee for each office, election will be by voice vote.
  - b. Ballots prepared by the Sergeant-At-Arms shall be given to each voting member present at the second business session at the annual meeting.
  - c. Write-in votes are prohibited for all officers.

#### **SECTION 2: Notification**

- A. Election results will be announced before the close of the second business session at the annual meeting.



- B. In the event of a tie among the highest vote getters, a runoff election shall be held between the tied parties.

## **ARTICLE VI**

### **The Board of Directors and Executive Committee**

#### **SECTION 1: Composition of the Board of Directors**

- A. Chair of the Board
  - a. Is elected by the Executive Committee
  - b. Shall perform all duties consistent with the office.
  - c. Shall serve as the Chair of the Executive Committee.
- B. Immediate Past President
  - a. Shall perform all duties consistent with the office.
  - b. Shall serve as Chair of the Bylaws Committee choosing three (3) at large members.
  - c. Shall serve on the Executive Committee.
- C. Director At-Large
  - a. Shall be elected by plurality vote at an annual meeting.
  - b. Shall serve on the Board of Directors.
  - c. Shall perform all duties consistent with the office.
- D. Chair of the Professional Development Committee
  - a. Shall serve on the Board of Directors.
  - b. Shall perform all duties consistent with the office.
  - c. Shall be appointed by the President and ratified by the Executive Committee.
- E. Chair of the Education Committee
  - a. Shall serve on the Board of Directors.
  - b. Shall perform all duties consistent with the office.
  - c. Shall be appointed by the President and ratified by the Executive Committee.
- F. Student Representative
  - a. Shall be appointed by the President.
  - b. Shall serve on the Board of Directors.
  - c. Shall perform all duties consistent with the office.
- G. Area Representative
  - a. Shall be appointed by the Board.
  - b. Shall serve on the Board of Directors.
  - c. Shall perform all duties consistent with the office.
- H. Senior Delegate
  - a. Shall act as the Board of Directors liaison to the ASRT.
  - b. Shall be selected through an application process by the Board of Directors.

- I. The Executive Committee will be composed of the President and the two Immediate Past Presidents.
  - a. The Chair shall be elected by the committee.
  - b. The Chair of the Executive Committee will be the Chair of the Board.
  - c. The President-Elect and the Vice-President shall attend the Executive Committee meetings as observers.

## **SECTION 2: Qualifications**

Members of the Board of Directors shall be Active, Life, Senior, or Student, Graduate Bridge, or Radiologist Assistant members of the KSRT and be members in good standing with the ASRT.

## **SECTION 3: Quorum**

- A. Board of Directors
  - a. Shall be established when at least two (2) Executive Committee members and three (3) Board members are present.
- B. Executive Committee
  - a. Shall be established when at least two (2) of three (3) Executive Committee members are present.

## **SECTION 4: Responsibilities of the Board of Directors**

- A. Shall provide for the audit of the books and accounts of the KSRT.
- B. Shall control all funds and/or properties of the KSRT.
- C. Shall change the dates or locations of the annual meeting, if found advisable.
- D. Shall employ such personnel as may be necessary to conduct the business of the KSRT, with the exception of the Executive Secretary.
- E. The Board of Directors shall determine the number and boundaries of the areas of the state of Kansas. These divisions will have a voice on the Board of Directors through the appointment of an Area Representative. These representatives shall be appointed by the Board of Directors.
- 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 5: Meetings**

- A. The Board of Directors shall meet a minimum of three (3) times during the fiscal year. Members of the Board of Directors will be required to attend two (2) out of three (3) of the scheduled board meetings excluding the pre- and post-convention meetings. The date of the meetings will be determined by the acting president. The President will inform all Board and Committee Chairs of the dates of the meeting.
- B. The president or a majority of the members of the Board of Directors, upon written request to the president, may call a meeting, and the meeting shall occur, provided no less than a 15-day notice to all Board members is given.
- C. Meetings of the Board may be held by teleconference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting, at the discretion of the Chair. The Society shall 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-Treasurer shall be responsible for preparing minutes of all meetings conducted via teleconference.

#### **SECTION 6: Executive Secretary**

- A. Shall be a paid employee of the KSRT.
- B. Shall be appointed by the President and ratified by the Executive Committee.
- C. Shall be a Past President of the KSRT with membership status of Active, Senior or Life.
- D. Shall keep a correct and permanent record of the membership, conduct correspondence, and perform all duties that usually and customarily pertain to the office of Secretary.
- E. Shall receive and keep funds of the KSRT and pay out same only upon order of the Board of Directors.
- F. Shall make a full financial report at each business meeting, including the annual meeting, and the report shall be incorporated into the minutes.
- G. Shall be reimbursed 100% for expenses related to attending meetings and performing duties.

#### **SECTION 7: Censure, Reprimand or Removal**

- A. Any officer may be censured, reprimanded or removed from the office for dereliction of duty or conduct detrimental to the KSRT. Such action may be initiated when the Board of Directors receives formal and specific charges against an officer.
- 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 officer 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 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.
- F. Censure, reprimand or removal shall be by two-thirds (2/3) vote of the remaining membership of the board of directors.

## **ARTICLE VII Business Meetings**

#### **SECTION 1: Number of Business Meetings**

- A. The KSRT shall hold an annual meeting each year, the site shall be decided by the Board of Directors.
- B. Special meetings of the KSRT may be called at such time and place as may be designated by the Board of Directors. A majority of the Board of Directors 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. No essential business other than that specified shall be transacted at a special meeting. Conference calls may be substituted for a special meeting.

#### **SECTION 2: Quorum**

- A. The quorum for any meeting shall be established by a vote of the members represented at an annual meeting. Such quorum shall not be less than twenty-five percent (25%) of the voting members registered on the day of the business sessions, and includes not less than two (2) officers.

### **SECTION 3: Educational Sessions**

- A. The KSRT shall hold educational sessions during the fiscal year.
- B. Cancellation policy for any KSRT function must be printed in the brochure.
- C. A record of the Continuing Education Unit (CEU) will be made available to individual members upon written request to the Executive Secretary. The Executive Secretary will maintain the record of the Continuing Education Unit (CEU) for three years from the date of the CEU offering.

## **ARTICLE VIII Committees**

### **SECTION 1: Appointments**

- A. The Board of Directors shall establish committees as deemed necessary to aid the **KSRT** in carrying out society 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 Board of Directors shall appoint and provide charges to committees.

### **SECTION 2: Vacancies**

- A. Vacancy in any committee shall be filled by an appointment of the President.

## **ARTICLE IX Reprimand and Removal**

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 KSRT, or any other conduct prejudicial to the interests of the KSRT.

- 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 any defense to such charges before action is taken.
- E. Suspension or reprimand shall be by two-thirds (2/3) vote of the entire membership of the Board of Directors.

## **ARTICLE X KSRT Delegated to the ASRT House of Delegates**

### **SECTION 1: Selection**

- A. Two KSRT delegates (one (1) Senior delegate and one (1) Junior Delegate) and at least two, but no more than four alternate delegates shall be appointed to the ASRT House of Delegates by the KSRT.
  - a. The Senior delegate is appointed by the KSRT at the Fall business session.
- B. The KSRT shall submit to ASRT the names and qualifying documentation of the KSRT delegates and alternate delegates by the last business day of January or the KSRT delegate positions shall remain open until after the ASRT House of Delegates' meeting.
  - a. A delegate shall be a voting member of the ASRT and the KSRT for two (2) years immediately preceding nomination.
  - b. A delegate shall have served as an officer, or on the Board of Directors or as a committee member in the KSRT.
  - c. The senior delegate must have at least one-year experience as a voting delegate.
  - d. A delegate shall practice in the medical imaging and radiation therapy profession or health care.
  - e. A delegate may serve concurrently on the board of any national radiologic science certification or national accreditation agency.
  - f. A delegate shall have the time and availability for necessary travel to represent the KSRT.
- C. A delegate shall attend the ASRT House of Delegates meeting and all meetings required of delegates.
- D. The KSRT has the power to remove affiliate delegates in accordance with Article VI.
- E. Absence: An absence exists when an appointed KSRT 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. The alternated 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.
- F. Delegate appointment:
  - a. The Senior Delegate to the ASRT and Immediate Past President (Junior Delegate) shall represent the KSRT as Affiliate Delegates to the American Society of Radiologic Technologists, House of Delegates. The Board of Directors will appoint alternate delegate(s). Delegates attending the ASRT House of Delegates shall act as official representatives of the ASRT at the KSRT Annual meeting.
- G. Responsibilities:
  - a. The Senior Delegate to the ASRT shall serve a three (3) year term. The Senior Delegate's term may be extended in one (1) year increments upon recommendation by the Board of Directors and ratification by the membership.
  - b. Delegates shall be required to submit a written report to the Board of Directors regarding the ASRT meeting. Delegates shall be required to submit a written report to the KSRT Annual meeting regarding the ASRT meeting.
- H. Vacancies:
  - a. 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 written resignation of a delegate shall be filled by the appointed alternate delegate.

## **SECTION 2: Reimbursement**

- A. A fee to be determined by the Board of Directors will be reimbursed to each delegate.

## **ARTICLE XI**

### **Parliamentary Authority**

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

## **ARTICLE XII**

### **Amendments**

Amendments to these bylaws, which are not in conflict with the bylaws contained herein, may be approved by a two-thirds (2/3) vote at any business session of the KSRT in accordance with the voting procedure adopted by the KSRT. Notice of such amendments shall be given to all voting members no less than forty-five (45) prior to the annual meeting. Such amendments will be published in the KSRT publications.

## **ARTICLE XIII**

### **Dissolution**

In the event of dissolution or final liquidation of the KSRT, all of its assets remaining, after payment of its 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 KSRT, as shall be designated by the Board of Directors.

## **ARTICLE XIV**

### **Indemnification**

Every office, director, employee or delegate of the KSRT shall be indemnified by the KSRT against all expenses and liabilities, including attorney's fees, in connection with any threatened, pending or completed proceeding in which they is involved by reason of his/her being or having been an officer, director, employee or delegate of the KSRT if they acted in good faith and within the scope of his/her authority and in a manner reasonably believed to be not opposed to the best interests of the KSRT. 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 bylaws. The forgoing 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 XV**

### **Emergency Bylaws**

This Article XV shall become operative upon majority vote of the Board of Directors as a result of the existence of an emergency condition which materially impairs, or makes it inadvisable, illegal, impracticable or impossible, in part or in full, the KSRT's ability to fulfill its obligations.

#### **Section 1. Meetings**

Regular meetings of the KSRT and any related meetings may be suspended, canceled or the proceedings modified by the Board of Directors during an emergency condition. Meetings that are not suspended or

canceled during an emergency condition may, at the discretion of the Board of Directors, be held with a statement of the business to be transacted. No business other than that specified shall be transacted.

### **Section 2. Motions**

At the discretion of the Board of Directors, motions that were to be considered at a meeting being impacted by these emergency bylaws may be held for consideration until the next KSRT meeting occurring after the emergency condition has ended.

### **Section 3. Quorum**

If a meeting of the KSRT is not suspended or canceled, a quorum shall be not less than twenty-five percent (25%) of the voting members registered on the day of the business session, and includes not less than two (2) officers.

### **Section 4. Elections and Seating of any Appointed or Elected Individual**

Notwithstanding any other Bylaw provision regarding the length of a term, when a term is to begin or end, the Board of Directors may, by majority vote, exercise discretion and delay the beginning of a term or extend an existing term for the purposes of functioning in the best interests of the KSRT during any emergency event and for a reasonable time period thereafter.

### **Section 5. Officers**

All officers in office immediately prior to commencement of the emergency condition shall remain in their respective offices until their successors are able to be installed.

### **Section 6. Authority**

The primary duty of the Board of Directors during an emergency condition shall be the continued function of the KSRT. The Board of Directors may adopt such other emergency Bylaws as may be necessary in the sole discretion of the Board of Directors to accomplish the foregoing.

### **Section 7. Bylaws Applicability and Duration**

To the extent not inconsistent with any emergency Bylaw, all other KSRT Bylaw provisions shall remain in effect during the emergency condition. Upon the end of the emergency condition, as determined by the Board of Directors.