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ISRT POLICIES AND PROCEDURES

The Board of Directors, as necessary shall update the ISRT Handbook. Copies will be available to members of the ISRT Boards, officers, committee chairpersons and local district presidents.

1.0 AWARDS

1.1 The Jean Machacek Memorial Award

- A) This award shall be awarded on the basis of merit. It will not necessarily be awarded on an annual basis. The Award Committee will vote on nominees for this award.
- B) It is the responsibility of the President-Elect to ask the previous award winner to bring the trophy to the Conference.
- C) Winners of the award shall keep the trophy until the next annual meeting. At this annual meeting the winners will receive a plaque or extension to their plaque, which shall be their memento of the event. 9/96

1.2 Recognition Awards

- A) The ISRT will have a generic plaque for officers that allow for the addition of office and year of service to the society. 4/97
- B) Outgoing officers will receive a plaque. This is an expense of the Society, not the Conference.
- C) Conference chairmen will receive a plaque.
- D) It is the responsibility of the President-Elect to purchase these awards and have them available for presentation at the annual Conference.
- E) Pioneer and Life members will receive a certificate.

1.3 Competitive Awards

The ISRT presents plaques and monetary awards to the winners of the essay and exhibit competition. These are traveling plaques and the winners are expected to bring them to the next annual meeting. Student winners are expected to display the plaque at their program site. RT winners may display the plaque at their worksite if desired.

- A) The ISRT sponsors the exhibit plaque and monetary awards
- B) The ISRT sponsors the essay plaque and monetary awards
- C) It is the responsibility of the President-Elect to have these awards engraved immediately after the Conference and deliver them to the appropriate program site.

2.0 CONFERENCE

2.1 Conference Bid

- A) The annual conference site rotates from the North District, to the East District, to the Southwest District, to the Southeast District.
- B) The district scheduled to host the conference must submit a bid to the Board of Directors at least two years prior to the proposed conference at the annual business meeting. Failure to submit a bid will forfeit that district's opportunity to host their scheduled conference. If this situation occurs, the opportunity to hold the conference will be published in the next issue of Scattered Radiation following the annual business meeting. If there is no response by the fall meeting of the Board of Directors, the Board will decide how to proceed.
- C) Local societies will be responsible for the conference bids and finding conference chairman from their local society. 9/95

2.2 President Expenditures — Annual Conference

All presidential expenditures for the annual conference (i.e., thank you items, gift, etc. for dignitaries) must be pre-approved at the winter meeting of the Board of Directors. Emergency expenditures will be approved at the post-conference Board meeting with the presentation of receipts.

The Idaho Society of Radiologic Technologist will pay for annual meeting registration fees and lodging for the retiring President.

2.3 Board of Directors-Annual Conference

The ISRT will pay the annual registration fees of elected officers. This fee will be paid at the request of the Conference Chairman for those attending the ISRT conference on approval by the board at the Post-Conference Board Meeting. The elected officials are the Chairman, President, President-Elect, Treasurer/Membership Officer and Secretary.

2.4 Complimentary Registration and Meals - Annual Conference

- A) Complete complimentary conference registrations will be given to the Conference co-chairpersons.
- B) Speakers will receive a complimentary luncheon ticket on the day of their presentation.
- C) Complimentary registrations for Committee chairpersons (i.e. education, registration, properties, etc.) are at the discretion of the co-chairpersons.
- D) A complimentary banquet ticket will be given to major contributors at the discretion of the conference co-chairpersons.

2.5 Conference Profit Sharing

To encourage affiliate organizations to bid for the annual conference, the net profits will be split 80/20 percent. 80 percent will be returned to the ISRT Treasurer and 20 percent will be presented to the hosting affiliate organization. In the event of a loss, hosting affiliate organizations are not responsible; the ISRT will be financially responsible. 9/95

2.6 Business Meeting at Annual Conference

The ISRT shall conduct a meeting each year. The general order of business shall be:

- A) Call to order
- B) Introductions; Board members & dignitaries
- C) Reading of minutes
- D) Reports of officers
- E) Reports of committees
- F) Unfinished business
- G) New business
 - Election of Officers
 - Election of Nominating Committee
- H) Announcement of next annual meeting location
 - Announcement of Essay & Exhibit awards
 - Announcement of Jean Machacek Memorial Award, if awarded
- I) Installation of Officers
- J) Adjournment

Refer to Tab 13 of the ISRT Handbook

2.7 Conference Chair and Committee

- A) It is recommended that the conference chairman not be an elected officer of the Board. 4/06
- B) It is recommended that the conference chairman and committee members use the “ISRT Conference Manual” as a guide for running the conference. 4/08
- C) The Conference Chairman and committee will establish a bank account and an accounting system in order to keep an accurate account of the conference finances. They will keep conference funds and finances separate from the ISRT until the closure of their books after the conference. 4/08

3.0 ASRT AFFILIATE DELEGATES

3.1 Delegate Selection

The ISRT sends two affiliate delegates to the ASRT Conference. The ISRT must choose 2 Delegates and 1 Alternate Delegate. The ISRT Delegates for the ASRT Conference will be the sitting Chairman of the Board and the President April 1st preceding the ASRT Conference and a qualified Alternate Delegate will also be selected by the Board. 10/07

3.2 Expenses

Each year the Board of Directors will determine the amount of expenses it will cover for that years delegates to the ASRT.

4.0 BOARD OF DIRECTORS

4.1 Expenses for Board Members

The board members and required representatives will be compensated for actual expenses incurred in performance of their duties, as approve by the board. 9/95

4.2 The ISRT will pay the annual registration fee of elected officers attending the ISRT conference on approval by the board. The board at the Post-Conference Board Meeting may withhold reimbursement, if it is deemed to be financially cumbersome to the ISRT.

5.0 HISTORY

5.1 Boise State University shall act as repository for all ISRT materials: i.e. flags, plaques, record, etc. 4/90

5.2 An inventory of repository materials shall be made and updated annually by the Historian.

6.0 MEMBERSHIP

6.1 Membership renewal date for all ISRT members shall be January 1.

6.2 The state of Idaho R.T. roster has been established. Board members and area members will use it for related society business only. The treasurer shall have the responsibility and authority concerning distribution of this list. Requests for this list must be accompanied by a written explanation.

7.0 NOMINATING COMMITTEE

7.1 The Nominating Committee is made up of three people elected 'at large" after the election of officers at the annual business meeting. Their term shall last until the completion of elections at the next annual meeting.

7.2 The Nominating Committee after being elected shall meet briefly and elect a Chairperson. This person will be named to the President at the Post-Conference Board Meeting. The Nominating Committee chairperson shall submit his/her current address and phone/fax numbers. If the committee is unable to select a chairperson, the President will appoint a chairperson from the members of the committee.

7.3 The responsibilities of the Nominating Committee include:

A) To be familiar with the qualifications for all ISRT offices.

B) To seek qualified candidates for each office from across the State.

C) To submit, in writing, a slate of qualified candidates to the winter meeting of the Board of Directors. These candidates will have indicated a willingness to serve in writing.

D) To prepare a biographical sketch of each candidate to be published by the winter edition of Scattered Radiation, and must be posted online 60 days prior to the annual meeting.

F) To conduct the election of officers, tally the ballots, and announce the results to the business meeting participants.

7.4 The Nominating Committee is given the authority to offer, as an incentive to run for ISRT office, a 1-year ASRT membership for individuals elected to the ISRT Board. 4/97

8.0 OFFICER DUTIES

8.1 General Duties of Officers

The officers of the Society shall carry out the policies and procedures established by the Board of Directors. They shall also conduct themselves in such a manner as to enhance the image of the profession and the Society. Each officer will prepare a report for the Board of Directors meetings and the annual business meeting. All officers are members of the Board of Directors and will attend all Board of Directors meetings.

8.2 Chairman of the Board

The office of Chairman of the Board carries with it a solemn responsibility to uphold the bylaws and policies of the ISRT. The Chairman of the board shall conduct himself/herself in such a manner that will enhance the image of the profession and the organization and

Shall preserve order and decorum and perform all duties consistent with the office

Shall prepare an agenda for the three annual board meetings

Shall preside over the three annual board meetings

Shall represent the ISRT as the Idaho Affiliate Delegate at the ASRT annual meeting

Shall set Board meeting dates and notify members of such dates 30 days prior to such meeting

8.3 President

The office of President carries with it a solemn responsibility to uphold the bylaws and policies of the ISRT. The President shall conduct himself/herself in such a manner that will enhance the image of the profession and the organization and

Shall preserve order and decorum and perform all duties consistent with the office

Shall appoint all standing committees, including the Jean Machacek Award

Committee, unless otherwise specified in the bylaws

Shall prepare an agenda for the annual business meeting

Shall preside at the annual business meeting

Shall prepare a report for the Board of Directors meeting and the annual business meeting

Shall represent the ISRT as the Idaho Affiliate Delegate at the ASRT annual meeting

Shall be an ex-officio member of all committees

Shall maintain correspondence with the ASRT

Shall submit election results to the ASRT after the annual ISRT conference 4/08

Shall submit to the Secretary of State a list of the ISRT board members after the annual ISRT conference. This is required to maintain incorporation status. 4/08

8.4 President - Elect

The office of the President-Elect carries with it a solemn responsibility to uphold the bylaws and policies of the ISRT. The President- elect shall conduct him/herself in such a manner that will enhance the image of the profession and the organization and

Shall be completely familiar with the duties and responsibilities of the office of
President

Shall assist the Editor of Scattered Radiation as requested

Shall work with each district to assist in keeping active district affiliates

Shall prepare a report for the Board of Directors meetings and the Annual
Business meeting

Shall purchase the recognition awards immediately after the Conference, have them
engraved and deliver them to the appropriate recipients

Shall purchase the competitive awards, have them engraved and bring them to the
annual conference

Shall make sure that the Jean Machacek Memorial Trophy, and the exhibit and essay
plaques are at the annual conference

8.5 Secretary

The office of the Secretary carries with it a solemn responsibility to uphold the bylaws and policies of the ISRT. The secretary shall conduct himself/herself in such a manner that will enhance the image of the profession and the organization and

Shall keep an accurate and permanent record of all meetings of the ISRT

Shall handle all official correspondence

Shall have an up-to-date membership list

Shall update the policy and procedure manual as necessary

Shall perform all other duties that customarily pertain to the office of Secretary

Shall be responsible for Scattered Radiation if possible

Shall notify the Webmaster of ISRT updates on the web site

Shall accept nominations for the Jean Machacek Award

8.6 Treasurer/Membership Officer

The office of Treasurer/Membership Officer carries with it a solemn responsibility to uphold the bylaws and policies of the ISRT. The Treasurer/Membership Officer shall conduct himself/herself in such a manner that will enhance the image of the profession and organization and

Shall keep a true record of the financial activities of the ISRT

Shall disperse funds of the ISRT only upon order of the Chairperson of the Board
of Directors

Shall prepare a financial report for the Board of Directors meetings and the
annual business meeting

Shall ensure that the President-Elect and one ISRT member in good standing
audit the accounts annually. A report shall be submitted to the Board of
Directors.

Shall have the ISRT finances professionally audited prior to change of
Treasurer/Membership Officer 4/08

- Shall submit financial data to the IRS as required by law for tax exempt organization (Form 990) 4/08
- Shall prepare a budget for the upcoming year and submit it to the Board of Directors at the fall meeting.
- The ISRT fiscal year shall be June 1 to May 31. 2/11
- Shall act as membership officer, shall collect dues, send renewal notices, and deposit monies as approved by the Board of Directors.
- Shall maintain an up-to-date list of all paid members to include the following information
 - Name
 - Current Address
 - Status - active, student, commercial, retired and life members.

Shall conduct membership renewal in the following manner.

- A) Obtain address information from ARRT in November and send out membership application and renewal forms in December. This is available on mailing labels or on CD and can include all classes of Idaho Technologists. It does take ARRT a minimum of three weeks to send it out.
- B) With each renewal, send the member a welcoming letter with a current membership card.
- C) Inform all Radiologic Technologist programs that a free one year membership is available to all new RT's. Then send a one year membership to all new RT's that request it.
- D) Provide information to the Editor of Scattered Radiation as needed

9.0 HISTORIAN

- 9.1 The Board of Directors appoints the ISRT Historian for a two-year term. The appointment is renewable at the pleasure of the Board of Directors.
- 9.2 Responsibilities of the historian include:
 - A) To maintain all non-active files, history albums, and all other materials of the society.
 - B) To act as official photographer for the annual conference.
 - C) To create a photographic record of each annual conference.
 - D) To work on other historical projects as desired or approved by the Board of Directors.
 - E) To conduct a yearly inventory of all ISRT property stored at Boise State University.

10.0 SCATTERED RADIATION

- 10.1 Scattered Radiation shall be the official publication of the Society
The editor of Scattered Radiation shall be the Secretary or can be appointed by the Board.
- 10.2 Online publication dates for the three annual issues are approximately, October 1, February 1, and June 1.
 - A) These issues are respectively known as Fall, Winter and Spring.
 - B) Actual publication dates are contingent on when the board of directors meetings are held.
 - C) The winter issue must be received by the membership 60 days prior to the annual business meeting.

11.0 AFFILIATE ORGANIZATIONS

The affiliate organizations of the Society are:

South Central Idaho Society of Radiologic Technologists; North Idaho Society of Radiologic Technologists; Southeast Society of Radiologic Technologists; Southwest Idaho Society of Radiologic Technologists

12.0 STANDING COMMITTEES

There shall be standing committees, as deemed necessary, appointed by the President. The Board of Directors shall determine the duties of all standing committees.

- A) Bylaws Committee: This committee shall be responsible for all matters related to the bylaws of the Society. All suggested amendments shall be reviewed and presented to the membership.
- B) Annual Meeting Committee: This committee shall be responsible for conducting the annual meeting
- C) Historian: It shall be the duty of this committee to keep, display, and preserve all material associated with the Society.
- D) Ways and Means Committee: The conference chairperson is responsible for statewide ISRT fund raising.

13.0 HARASSMENT POLICY

Sexual Harassment/Hostile Environment

Idaho Society of Radiologic Technologists (ISRT) is committed to protecting the rights and dignity of each member. A vital element of this commitment is the pledge to make every effort to provide an environment free from any type of harassment. This policy establishes procedures to address questions and problems regarding sexual harassment in a prompt, discreet and fair manner. All members and board members are expected to comply and cooperate with its provisions and avoid any action or conduct which could be viewed as sexual harassment.

Definition of Harassment:

Any harassment based on age, marital status, sex, race, creed, national origin and disability or other legally protected class

Any such conduct which has the purpose of unreasonably interfering with individual work/educational performance and/or creating an intimidation, hostile and offensive environment.

Verbal, written, physical and other conduct whereby submission to and/or rejection of such conduct is explicitly or implicitly used as a basis for membership, board membership/appointment or delegate positions.

Definition of Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is explicitly or implicitly made a term of membership or appointment or used as a basis for such membership or appointment.

Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Examples of Sexual Harassment:

The following are examples of behaviors, which may constitute sexual harassment. These examples are intended for general guidance and are not to be all inclusive:

- Linking demands for sexual favors to continued membership, board membership/appointment or delegate positions.
- Making frequent and repeated jokes or comments of a sexually explicit nature.
- Verbal abuse of a sexual nature or made on the basis of sex or gender.
- Unwelcome physical contact, such as patting, pinching, or brushing against another's body.
- Commenting in a sexually aggressive manner about an individual's physical appearance.
- Sexually oriented "kidding" or "teasing."
- Displaying sexually suggestive or obscene printed or visual material.
- Asking questions about an individual's sexual conduct or preferences.
- Retaliating against an individual for objecting to sexually harassing conduct.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, creed, disability, age, military or any legally protected status is also prohibited.

13.1 Procedure

All complaints of harassment will be investigated promptly and impartially in as confidential manner as possible. Members are required to cooperate in any investigation. Retaliation against any member for filing a complaint or participating in an investigation is strictly prohibited.