



North Dakota Society of Radiologic Technologists Bylaws

ARTICLE I NAME

The name of the Society shall be: The North Dakota Society of Radiologic Technologists, hereinafter referred to as the NDSRT.

ARTICLE II PURPOSES AND DEFINITION

Section 1 Purpose

The purposes of the NDSRT shall be to advance the profession of radiation and imaging disciplines and specialties, to assist in establishing and maintaining high standards of education; to enhance the quality of patient care; and further the welfare and socioeconomics of Radiologic Technologists and medical imaging professionals. The NDSRT shall be nonsectarian and nondiscriminatory according to race, religion, gender, national origin, age, or disability.

Section 2 Definition

Radiologic Technologists shall be the term used to define radiographer, nuclear medicine technologist, radiation therapist, and sonographer, and shall be used to describe the area of certification and licensure. Limited X-ray Machine Operator (LXMO) shall be used to define individuals who are not registered with The American Registry of Radiologic Technologists (ARRT) but have met the educational and didactic requirements set forth by the North Dakota Department of Environmental Quality. Additional terms of description may be adopted by the NDSRT to define new areas of certification or licensure.

ARTICLE III MEMBERSHIP

Section 1 Policy

- A) The NDSRT shall be committed to equal opportunity and nondiscrimination in all programs and activities. No one shall be denied opportunities of 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 NDSRT 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 NDSRT.

Section 2 Qualifications

The members of the NDSRT shall be those persons who have shown an active interest in advancing the radiologic science profession. A candidate for membership shall submit the prescribed application properly completed, along with the required fee, to the NDSRT Vice President. The candidate shall furnish any additional information as may be required. A qualified candidate shall be issued a certificate of membership.

Section 3 Categories

The membership of the NDSRT shall consist of Active, Associate, Student, Life, Honorary and Limited X-ray Machine Operators, and Active Military.



- A) **Active** members are those registered with 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 and hold office.
- B) **Associate** members are those individuals who are not registered with the American Registry of Radiologic Technologists (ARRT) or its equivalent or who are retired from the ARRT. They shall have all rights, privileges, and obligations of active members except the right to hold office or serve as a delegate.
- C) **Student** Members are those who are currently enrolled in a primary radiologic science program. Eligibility for student membership shall terminate upon initial certification or discontinuation of such education. They shall have all rights, privileges, and obligations of active members.
- D) **Life** members shall be NDSRT voting members and who have rendered exceptional service to the NDSRT. Life members shall be selected by a two-thirds vote of the NDSRT Board. They shall pay no annual dues and have all the rights, privileges and obligations of active members. They may attend the annual NDSRT conference without paying conference registration fees.
- E) **Honorary** members shall be those persons the NDSRT chooses to honor, because of the support they have shown in the activities and aims of the NDSRT. Honorary members shall be chosen by a two-thirds vote of the Board of Directors. They shall pay no dues and have all rights, privileges and obligations of active members except the right to vote, be a delegate or hold office.
- F) **Limited X-ray Machine Operators (LXMO)** are those individuals who are not registered technologists with the American Registry of Radiologic Technologists (ARRT) or its equivalent but have completed the educational and clinical requirements set forth by the North Dakota Department of Environmental Quality Rules and Regulations. They shall have all rights, privileges and obligations of active members except the right to vote or hold office or serve as a delegate.
- G) **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 the United States Armed Forces. They shall have all rights, privileges and obligations of membership including the right to vote, hold office and serve as a delegate.

Section 4 Membership Dues and Fees

- A) The application fee for active, associate, LXMO, and active military members shall be an amount determined by a unanimous vote of the Board of Directors.
- B) Dues of all members, established by the Board of Directors, require adoption by a two-thirds (2/3) vote of the voting members present at an NDSRT business meeting. Notice of such vote shall be given to the membership at least fifteen (15) days in advance of the vote.
- C) Dues shall be paid annually within thirty (30) days of their expiration.
- D) Member rights, privileges, and obligations shall be terminated if membership dues are not current.

Section 5 Resignation

Any member shall have the right to resign from membership, providing all dues and other indebtedness to the NDSRT has been paid. This requires a written communication to all NDSRT Board members.

Section 6 Suspension and Expulsion

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 NDSRT or any other conduct prejudicial to the interests of the NDSRT.

- 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 before the Board of Directors and be represented by counsel to present any defense to such charges before action is taken.
- E) Suspension or expulsion shall be approved by a two-thirds (2/3) vote of the Board of Directors.

Section 7 Reinstatement

A member who has resigned or whose membership has been deleted from the NDSRT for other reasons may be reinstated only after filing a new application and paying the fees as a new member.

ARTICLE IV OFFICERS

The officers of the NDSRT shall be: President, Vice-President, President-elect, Intermediate Board member, Chair of the Board, Secretary, Treasurer, and such additional officers as recommended by the Board of Directors, and ratified by the membership.

Section 1 Qualification

- A) Members eligible to hold office in the NDSRT must also be voting members in the ASRT.
- B) Members eligible to hold office in the NDSRT must have been a voting member of the NDSRT for a minimum of 1 year preceding nomination.

Section 2 Eligibility

An officer who meets eligibility requirements at the time of assuming office shall be permitted to complete the term, even though employment status changes.

Section 3 Election

1. The NDSRT Vice President shall accept nominations for elections of members to the Board of Directors.
2. The current Board of Directors shall satisfy itself that all candidates have the proper credentials and are willing to serve if elected.
3. Nominations shall also be accepted from the floor during an annual business meeting.
4. Elections will be by ballot, unless there is a single candidate for a position, in which case election shall be by voice or acclamation.

Section 4 Terms

- A) The **Vice-President** shall serve for a term of two (2) years.
- B) The **President-elect** shall serve for a term of one (1) year as President-elect, one (1) year as President, one (1) year as Intermediate Board Member, and one (1) year as Chair of the Board.
- C) The **Secretary and Treasurer** shall serve two (2) year terms. The Secretary and Treasurer shall be elected in alternate years.
- D) All officers shall surrender to their successors all records and properties belonging to the NDSRT.
- E) All officers, except the Intermediate Board Member, President, and President-elect, may be re-elected.
- F) All officers shall serve until their successors have been appointed or elected.
- G) The newly elected officers shall be installed into office under the direction of the Board of Directors.

Section 5 Duties



- A) **Chair of the Board:** The Chair of the Board shall serve as an advisor to the Intermediate Board member and the President.
- B) **Intermediate Board Member:** The Intermediate Board Member shall mentor the President and accept any assigned duties which the President may request.
- C) **President:** The President shall preside at all meetings of the NDSRT and perform all duties consistent with the office, shall be ex-officio members of all committees, and shall appoint committees unless otherwise provided in the Bylaws.
- D) **President-elect:** The President-elect shall become familiar with all activities of the NDSRT and shall make all preparations necessary for elevation to the office of President. The President-elect shall accept assigned duties which the President may request.
- E) **Vice President:** The Vice-President shall perform all duties consistent with the office and shall become acquainted with all duties of the President. In the absence of the President, the Vice-President shall assume the duties of President.
- F) **Secretary:** The Secretary shall keep an accurate and permanent record of the membership, conduct correspondence, and perform all duties that usually and customarily pertain to the office of Secretary. The written minutes of the Secretary shall be the official record of the NDSRT.
- G) **Treasurer:** The Treasurer shall receive and keep funds of the NDSRT and pay out the same only upon order of the Board of Directors. At the time of the annual meeting, the Treasurer shall make a full financial report which shall be incorporated with the minutes.

Section 6 Censure, Reprimand and Removal of Officers

Any officer may be censured, reprimanded or removed from the office for dereliction of duty or conduct detrimental to the NDSRT. 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 (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 before the Board of Directors and be represented by counsel to present any defense to such charges before action is taken.
- E) Censure, reprimand or removal shall be two-thirds (2/3) vote of the remaining membership of the Board of Directors.

ARTICLE V BOARD OF DIRECTORS

Section 1 Composition

The Board of Directors shall consist of the elected officers: Chair of the Board, Intermediate Board Member, President, President-elect, Vice President, Treasurer, and Secretary and appointed board members.

Section 2 Appointed Board Member

On an annual basis, a program director or clinical instructor from an accredited radiologic science program in a primary discipline may be selected by all concerned program directors to serve a one (1) year term on the Board of Directors as a voting member.



Section 3 Qualifications

Members eligible to hold office in the NDSRT must also be voting members in the ASRT.

Section 4 Responsibilities

- A) Act on behalf and be vested with the responsibility for the management of the business of the NDSRT.
- B) Change the dates and/or location of the annual meeting if found advisable.

Section 5 Vacancy

- A) A vacancy in the office of Vice President, Treasurer, Secretary, Intermediate Board Member, or Chair of the Board shall be filled by appointment agreed upon by **two-thirds (2/3)** of the remaining members of the Board of Directors to fill the unexpired term.
- B) A vacancy in the office of President shall be filled by the Vice President.
- C) A vacancy in the office of President-elect shall remain vacant until the next annual meeting, when a President and President-elect shall be elected in the manner provided in the NDSRT's bylaws.
- D) In the absence or inability of the President or Vice President to act, the Chair shall call the meeting to order and preside until a temporary President can be elected.

Section 6 Meetings

- A) The Board of Directors shall hold five (5) meetings each year.
- B) The president or a majority of the members of the board may call a special meeting by providing a written request to the Chair of the Board and 15 days' notice to all Board members.
- C) A majority of the Board including two (2) officers shall constitute a quorum.

Section 7 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 NDSRT. 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 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 before the Board of Directors and be represented by counsel to present any defense to such charges before action is taken.
- E) Censure, reprimand or removal shall be two-thirds (2/3) vote of the remaining membership of the Board of Directors.

ARTICLE VI NDSRT DELEGATES TO THE ASRT HOUSE OF DELEGATES

Section 1: Delegates

- A) The two NDSRT delegates shall be any eligible member that meets the ASRT requirements.
- B) The NDSRT shall submit to ASRT the names of the two (2) NDSRT delegates but no more than four alternate shall be elected or appointed by NDSRT in accordance with ASRT procedures.
- C) An ASRT affiliate organization on probationary status for more than two (2) consecutive years shall be considered inactive, by the ASRT.



Section 2: Qualifications

Must meet all ASRT requirements.

Section 3: Responsibilities

- A) A delegate shall attend the ASRT House of Delegates' meeting and all meetings required of delegates.
- B) A delegate shall respond to communications from the ASRT Office, ASRT Board of Directors or from the ASRT House of Delegates.
- C) A delegate shall disseminate information to the NDSRT and the Board of Directors.
- D) A delegate shall ascertain the responsibilities of serving as a delegate through the ASRT web site.

Section 4: Term

A delegate may serve a term of two (2) years, unless a designated delegate is unable to attend the ASRT House of Delegates meeting.

Section 5: Absence

An absence exists when an appointed NDSRT 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. In the case of an absence 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.

Section 6: Vacancies

Please refer to ASRT bylaws and procedures.

Section 7: Censure, Reprimand and Removal of NDSRT Delegate

Any NDSRT delegate may be censured, reprimanded, or removed from the position for dereliction of duty or conduct detrimental to the ASRT or the NDSRT. 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 before the Board of Directors 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 VII AFFILIATE RESPONSIBILITIES

Section 1 Charter

- A. Annually, NDSRT shall renew its charter within 60 days after the close of its fiscal year; failure to do so places the affiliate in inactive status.
- B. Annually, NDSRT within 60 days after the close of its fiscal year, as part of its compliance obligations, shall submit the following to the ASRT:
 - 1. Annual budget/financial statement.
 - 2. Affiliate bylaws in agreement with ASRT Bylaws.



3. Articles of incorporation.
 4. Certificate of good standing or proof of active incorporation verifying corporate existence is valid dated no later than 90 days prior to application being submitted.
 5. Evidence of IRS recognition of tax-exempt status (e.g., determination letter issued to applicant or letter requesting ASRT include applicant in group exemption number).
 6. Verification that affiliate officers are ASRT members.
 7. Annual meeting information.
 8. Names and contact information for officers and board members.
 9. List of affiliate subordinates recognized by affiliate and attestation that these subordinates are in compliance with ASRT affiliate subordinate policies and procedures.
 10. Verification that the affiliate filed the appropriate tax returns with the IRS in the prior year.
- C. NDSRT not in compliance with the ASRT Bylaws, the ASRT Affiliate Charter Agreement or the House of Delegates Procedure Manual shall be placed on probationary status.
- D. More than two years of probationary status shall be considered inactive,
- E. The ASRT will not be responsible for any debts, actions or statements made by, or on behalf of NDSRT.
- F. NDSRT may be reinstated when they meet all requirements for an active affiliate and they request formal reinstatement.

ARTICLE VIII MEETINGS

Section 1 Annual Meeting

- A) The NDSRT shall hold an annual meeting each year for the purpose of installing officers, receiving reports, amending bylaws, conducting such other business as may arise and for presenting educational programs.
- B) The site of the annual meeting shall be decided by majority vote of the voting members present during an annual business session.

Section 2 Special Meetings

Special meetings of the NDSRT may be called at such time and place as 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 meeting, together with a statement of the business to be transacted.

Section 3 Quorum

A quorum of an annual meeting or a special meeting shall consist of twenty-five percent (25%) of the voting members registered at the meeting, including no fewer than two (2) Board members.

Section 4 Electronic Meetings

The Board of Directors and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

Section 5. Communication

All communication required in these bylaws, including meeting notices, may be sent electronically.



ARTICLE IX COMMITTEES

- A) The Board of Directors shall establish committees as deemed necessary to aid the NDSRT in carrying on 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 members of the committees unless in conflict with other sections of the bylaws.
- C) A vacancy in any committee shall be filled by appointment by the President.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the NDSRT in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI AMENDMENTS

These bylaws may be amended, revised, or repealed at any annual meeting business meeting by two-thirds (2/3) vote of the members voting, provided such proposed amendment has been given to the members fifteen (15) days prior to time of voting. Amendments shall be effective at the conclusion of the business meeting unless otherwise specified.

ARTICLE XII EMERGENCY BYLAWS

This Article shall become operative upon majority vote of the Board of Directors as a result of the existence of an emergency condition. An "emergency condition" is defined as an act of God, war, government regulation or advisory (including travel advisory warnings), travel restrictions by employers due to laws, civil disruption or disturbance, terrorism or threats of terrorism as substantiated by governmental warnings or advisory notices, environmental or other disaster, determinations of outbreak of disease by either the World Health Organization or the Centers for Disease Control and Prevention (or other recognized entities), epidemics, pandemics, public health risks, quarantine, or other life threatening communicable disease, or threaten thereof, or any other comparable conditions, or the imposition of a financial hardship on NDSRT with materially impairs, or makes it inadvisable, illegal, impracticable or impossible, in part or in full, NDSRT's ability to fulfill its obligations hereunder.

Section 1. Meetings

Membership meetings may be suspended or 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 meeting occurring after the emergency condition has ended.



Section 3. Quorum

A quorum of an annual meeting or a special meeting shall consist of twenty-five percent (25%) of the voting members registered at the meeting, including no fewer than two (2) Board members.

Section 4. 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 5. Authority

The primary duty of the Board of Directors during an emergency condition shall be the continued function of the NDSRT. 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 6. Authority

To the extent not inconsistent with any emergency bylaw, all other NDSRT bylaws provisions shall remain in effect during the emergency condition. Upon the end of the emergency condition, as determined by the Board of Directors applying a reasonable person standard considering factors including, but not limited to, government warning or restrictions, member/Delegate opinion, travel restrictions, the emergency Bylaws shall cease to be operative. Notwithstanding the foregoing, emergency bylaws shall not supersede the provisions of the Illinois Corporations Act, with respect to amending the articles of incorporations or the regular bylaws of the corporation, adopting a plan of mergers or consolidations with another corporation or corporations, authorizing the sale, lease, exchange, or other disposition of all substantially all of the property and assets of the corporation other than in the usual and regular course of business, or authorizing the dissolution of the corporation; and the regular bylaws of the corporation and the articles of incorporation shall continue in full force and effect for such purposes.

ARTICLE XIII IDENMIFICATION

Every Board member, employee, appointed position, or delegate of the NDSRT shall be indemnified by the NDSRT 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 his being or having been an officer, director, employee, or delegate of the NDSRT, including but not limited to, the interpretation and application of the bylaws, 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 NDSRT. 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 the organization or bylaws. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which officer, director, employee, or delegate may be entitled.

ARTICLE XVI DISSOLUTION

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