



TSRT Guidebook

Organizational Chart

The TSRT Executive Board shall include the Board Officers, Executive Office Manager (EOM), and Area Counselors.

Voting Executive Officers: Board Chair, President, President-Elect, and Vice-President

Non-voting Board Members: Area Counselors and EOM.

Succession of Officers: A new Vice-President is elected each year.

During the Installation of Officers at the Annual Meeting,

- Vice-President becomes President-Elect
- President-Elect becomes President
- President becomes Board Chair.

Contracted Positions: Executive Office Manager (EOM) and Legislative Consultant

TSRT Standing Committees:

Annual Meeting Committee

Budgets and Bylaws Committee

Continuing Education for Radiologic Technologist in Texas (CERTT) Committee

Education Alliance

Grants/Scholarship Committee

Honors and Awards Committee

Legislative Committee

Nominating Committee
Organizational Development and Marketing Committee (ODM) Committee
Organization of Past Presidents
Search Committee
Technology Committee

Policies and Procedures

Section 1: Communication

- A. The TSRT logo is for official communication of TSRT and is for TSRT purposes only. The TSRT logo should be included on all TSRT communications, pamphlets, and fliers.
- B. Drafts and final TSRT documents shall be presented for approval to the Executive Board and those committee members affected by the communication prior to distribution. The Board will review the document for clarification of communication.
- C. At no time should individual opinions be expressed on behalf of TSRT. The TSRT President is the only voice for the organization.
- D. All deadlines must be met. If an officer, counselor, EOM, or committee chairman/member cannot meet a deadline, the President shall be notified immediately.
- E. If a document requires a Board Officer or EOM signature, the signature shall follow this format.

Name and credentials
Position/Year
Texas Society of Radiologic Technologists, Inc.
Mailing Address of TSRT home office
TSRT Office Phone
TSRT Office Fax
TSRT E-mail Address
TSRT website Address

Section 2: Minutes of Meetings

- A. Executive Office Manager shall take minutes of all TSRT meetings and distribute a preliminary copy of the minutes to the board for review. In the absence of the EOM, the Vice-President will take the minutes. The TSRT Executive Officers will call for a motion to accept or change the minutes. Approved and adopted minutes will be filed in the Executive Office.
- B. Final approval of the minutes shall be completed at the next Executive Board meeting. Minutes may be distributed after final approval. Minutes will be posted onto the website after final approval.

TSRT Board Meetings

Section 1 The Board shall hold at least four (4) Board Meetings a year.

Post-Annual Meeting Board Meeting (within 24 hours after Annual Meeting)
Attendance: Outgoing Officers, Incoming Officers

Summer Board Meeting: June or July.
Attendance: Executive Board
If needed: Committee Chairs

Fall Board Meeting: September or October.
Attendance: Executive Board
If Needed: Committee Chairs

Winter Board Meeting: January or February.
Attendance: Executive Board
If Needed: Committee Chairs

Pre-Annual Meeting Board Meeting (within 24 hours prior to Annual Meeting)
Attendance: Incoming Officers, Ongoing Officers

Annual Meeting Business Meeting
Attendance: Current Officers, Incoming Officers, Voting Members

Section 2

- A. A majority of the Executive Board shall constitute a quorum for the transaction of business.
- B. Board meetings are open to the public and will be announced one month prior to the meeting via TSRT website on the Calendar of Events.
- C. Board Meetings are conducted according to *Robert's Rules of Order*.
- D. Board Officers and/or committee chairpersons shall submit recommendations, suggestions, and reports to the President two weeks prior a Board Meeting. Electronic reports will be filed in the TSRT Executive Office.

Section 3

- A. The President shall select date, time, and place of Board meetings.
- B. The Executive Office Manager shall announce details of meeting to Executive Board Officers, requested committee chairpersons, and TSRT members two weeks prior to the meeting.
- C. Officers and committee chairpersons shall notify the President and EOM of any changes and/or conflicts in their attendance.
- D. The President and/or EOM shall send the meeting agenda to Board officers and requested committee chairpersons two weeks prior to the Board meeting.
- E. The Board shall present reports of their activities as outlined in the TSRT Guidebook.
- F. The Board and requested committee chairpersons shall send a copy of their reports to all board members two weeks prior to the Board Meeting.

- G. If a vote or decision is needed between board meetings, the request shall be sent to the President. The President will respond within three business days to the person making the request and will decide the necessity for an immediate vote or place the item on the agenda of the next Board meeting.

Reimbursement and Expenses

Section 1: Requests for travel, miscellaneous expenses, or advance funds to Annual Meeting shall be presented to the Board Chair/President and submitted to the EOM for review.

Section 2: Travel and Hotel Expenses for TSRT Annual Meeting

- A. If the TSRT budget allows, TSRT Executive Board members' travel and hotel expenses will have full or partial coverage while attending the Annual Meeting
- B. The EOM shall notify Executive Board members the details of travel and/or hotel arrangements made by TSRT. If the arrival or departure times/dates of an Executive Board member differs from that assigned, the officer must notify the EOM immediately.

Section 3: Supplies

The Board and committee chairpersons are encouraged to use electronic communication as much as possible. The TSRT Electronic Logo will be emailed out to the Incoming Executive Board the week after TSRT Annual Meeting. All correspondences that use this logo will be considered a live document and need to be submitted into the Executive Office for filing in Officer Folders.

Executive Officers' Duties and Meeting Schedule

Section 1: Executive Officers

- A. Shall be active members of TSRT and ASRT.
- B. Shall attend the majority of the four Board Meetings held annually.
- C. Shall assist the President with starting meetings on time, welcoming members/guests, and seeing that motions are passed correctly.
- D. Shall review and vote on issues presented by the President.
- E. Shall have equal vote on all decisions. The President is a non-voting officer except in case of a tie.
- F. Shall control and make all decisions concerning TSRT funds, communication, business, and properties of TSRT.
- G. Shall employ a Certified Public Accountant to monitor the audit of the TSRT's financial records and filing of the IRS Tax Forms.
- H. Shall promote TSRT and the profession.
- I. Shall evaluate contracts and establish deadline dates appropriate for the functions of TSRT. Exception is EOM contract which is handled through the Board Chair with approval from the Executive Board.
- J. Shall review and approve all presidential appointments.
- K. Shall write articles for Tex Rays/Tex Point Newsletters as directed by the President.
- L. Shall help with orientation of new officers.

- M. The Executive Board may rescind, amend, or suspend Standing Rules by majority vote.
- N. The TSRT Executive Officers shall create four areas within Texas: Northeast, Northwest, Southeast, and Southwest. Each area shall have an Area Counselor who shall be responsible for affiliate subordinates in their area.

Section 2: Annual Meeting

- A. Shall review and approve Annual Meeting date, site, and establish appropriate deadlines.
- B. Shall attend the entirety of Annual Meeting, special meetings, luncheons/dinners, business meetings, and student events. Shall assist the EOM and committees.
- C. Shall meet and greet TSRT members, guests, visitors, speakers, vendors, educators, and students.
- D. Shall give lectures at Annual Meeting or seminars as requested.
- E. Shall review and update their lists of duties and timelines in this Guidebook and give to the Board Chair by Post Annual Meeting Board Meeting.

Section 3: Committees

- A. The Board shall maintain or establish committees as deemed necessary to aid the TSRT in carrying on its activities.
- B. The TSRT President shall seek committee chairs and volunteers from TSRT membership (except for the Education Alliance Chairperson, who is elected at Annual Meeting and the Nominating Committee, who is the Board Chair).
- C. President shall present committee nominations to the Executive Board at the Post Annual Meeting Board Meeting. The Executive Board shall review and approve committee nominations.
- D. The President shall serve as Ex Officio member of all committees.
- E. The term for the chair and members of committees shall be one year.
- F. Shall see Standing Rules for duties and timelines of committees.

Section 4: Election of Officers

- A. Upon receipt of slate of candidates, the President-Elect shall coordinate with EOM the creation and distribution of election ballots to the membership.
- B. Shall be responsible for ballot tabulations and prepare a report for publication of the results by Winter Board Meeting.

Board Chair

Section 1: Duties

- A. Shall preside in the absence of the President.
- B. Shall present Board Chair reports at all Board Meeting.
- C. Shall act as liaison with TSRT Affiliate Subordinates and promote TSRT to affiliate societies. Shall present current affiliation charters and new charter recommendations to the Executive Board.
- D. Shall call special meetings if requested by three Board Officers.
- E. Shall act as a guide to the Board and communicate new ideas and plans.
- F. Shall review all banking, finance, and budget statements prepared by the EOM.

- G. Shall review requests for travel, miscellaneous, and/or advance funds from Executive Board Members before seeking board approval.
- H. Shall serve as Alternate Delegate to the ASRT House of Delegates meeting.
- I. Shall be responsible for the Executive Office. The EOM will report directly to the Board Chair. Personnel issues will be addressed by the Board Chair. The Board Chair will have handled renewal of contract with the Executive Board approval. The Board Chair is responsible for employee evaluations.

Section 2: Chairperson of Nominating Committee.

- A. Shall coordinate with President-Elect and Nominating Committee members to seek Vice-Presidential nominations from area counselors, affiliate subordinates, TSRT website, and other electronic communications by Summer Board Meeting.
- B. Shall assist the President-Elect in sending qualifications and duties of Vice-President to nominees. Shall present a slate of qualified candidates to the Board at Fall Board meeting.
- C. Shall coordinate with EOM the creation and distribution of election ballots to the membership by Fall Board Meeting.
- D. Shall be responsible for ballot tabulations and prepare a report for publication of the results by Winter Board Meeting if issues arise during counting of electronic votes by the nominating committee.
- E. Shall send written notification along with Guidebook and bylaws to the new Vice-President upon tabulation of ballots.

Section 3: Subordinate Liaison

- A. Shall encourage TSRT membership with affiliate subordinates and area leaders.
- B. Shall communicate with affiliate's subordinates monthly or following Board Meetings regarding ASRT issues, educational activities, and TSRT updates.
- C. Shall update affiliates subordinate's information on TSRT website and/or Tex-Rays.
- D. Shall identify ways TSRT can better serve the individuals in elected positions.
- E. Shall attend the affiliate's subordinates meeting at Annual Meeting.

Section 4: Timeline

Post Annual Meeting Board Meeting

- A. Shall oversee the change in authority and communicate current plans of TSRT from one chairman to another.
- B. Shall present affiliate subordinate reports including current affiliation charters and new charter recommendations.
- C. Complete ASRT paperwork as needed.

Summer Board Meeting

- A. Seek candidates for VP from presidents of affiliates subordinates and TSRT members. Announce a slate if available.
- B. Prior to Fall Board Meeting and upon approval of the Board, coordinate with the Executive Office Manager for the distribution ballots to TSRT members.
- C. If available, announce preliminary updates of Chair Board review of TSRT bylaws, Guidebook and Standing Rules, Organizational Chart, and present updates to the Board.

- D. Review the EOM contract and draft renewal for signature if needed, with Executive Board approval.

Fall Board Meeting

- A. Shall present the slate of election nominees during the Fall Board Meeting
- B. Sign EOM contract along with President if needed

Winter Board Meeting

- A. Shall review TSRT's previous annual budgets and present a proposed budget to the Board for review and vote for approval.
- B. Copy of the approved proposed budget shall be sent to the EOM for posting. Electronic Open Forum dates will be posted above the proposed budget.

Pre-Annual Meeting Board Meeting

- A. Shall meet with Board to review and coordinate the two business meeting agendas.
- B. Shall review the schedule of Annual Meeting and help with any last minute adjustments.

Annual Meeting

- A. The Board Chair shall present the proposed budget to the membership at the Annual Meeting.
- B. Upon membership approval, copies of the final budget shall be sent to the EOM/webmaster for viewing on the website.
- C. Shall present any resolutions and proposed bylaws changes to the membership. Upon membership approval, copies of the final bylaws shall be sent to the EOM or webmaster for viewing on the website.
- D. Give the Annual Meeting response to the host organization
- E. Prepare and give a "State of the Society" report (send a copy to EOM for viewing on the website).
- F. Be available to present awards, install officers, or serve as a spokesman for the Society as needed.
- G. Shall present memorial resolutions during the business meeting.
- H. Membership in attendance at an Annual Meeting shall adopt Rules of Procedure. These rules are only in effect for business sessions at that Annual Meeting.
- I. The annual report of the TSRT Executive Board shall be read at the Annual Meeting by the Board Chair or a TSRT Executive Officer.
- J. A complimentary list of attendees at the TSRT Annual Meeting shall be provided to paid sponsors/vendors upon request.
- K. Registration policies shall be determined by the Executive Office Manager with Board approval.
- L. Annual Meeting Rules of Procedure may be suspended by a majority vote.

President

Section 1: Duties

- A. Shall act as the spokesperson for TSRT.
- B. Shall serve as TSRT Affiliate Delegate to the ASRT House of Delegates annual Meeting.
- C. Shall present quarterly a President report at all Board Meetings and communicate new ideas and plans.
- D. Shall be responsible for communicating Board decisions to the membership.
- E. Shall write and e-mail quarterly articles/letters to membership stating TSRT goals, changes, meeting/election timelines, legislative report, committee reports, ASRT news, and other news.

Section 2: Board Meetings

- A. Shall select date, time, and location of Board meetings.
- B. May call special meetings.
- C. Shall remain neutral while occupying the chair. Should it be necessary to express a view on some issue, the President shall relinquish the chair to the Board Chair.
- D. Shall preside over TSRT meetings and coordinate with EOM to have copy of the current TSRT bylaws, Guidebook, gavel, and a current edition of Robert's Rule of Order.
- E. Shall call special meeting when requested by three Executive Board Officers and/or three at-large members.
- F. Shall attend to matters that concerns state licensure.

Section 3: Committees

- A. Shall seek and present nominations for committees and make appointments as stated in the bylaws and Organizational Chart.
- B. Shall provide charges for all committees and these charges shall be the framework for fulfilling the annual stated goals.
- C. Shall serve as Ex-Officio member of all committees (except Nominating Committee).

Section 4: Appointments

- A. President shall present all appointments to the Executive Board for approval.

Section 5: Timeline

- A. Shall coordinate with Board/EOM one month prior to board meetings the date, time, and location.
- B. Shall coordinate with EOM that Executive Board Officers, Area Counselors, and needed Committee Chairpersons are notified of meeting date, time, and location.
- C. Shall coordinate membership and website meeting announcements with EOM.
- D. Shall seek, coordinate, and plan agenda items Executive Board two weeks prior to all meetings.
- E. Shall verify with EOM and Board Officers that reports and time-lines are on schedule.
- F. Shall prepare and distribute monthly/quarterly President's report. (Message From The President)

Section 6: Meetings

- A. Shall preside over meetings.
- B. Shall review with Executive Board and Committee Chairs timeline responsibilities for next board meeting.

- C. Shall give a President's report.

President-Elect

Section 1: Duties

- A. Shall serve as a TSRT Delegate to the ASRT House of Delegates annual meeting.
- B. Shall serve as member of the ODM Committee.
- C. Become familiar with all Society matters, Guidebooks, bylaws, membership, committee members, and duties of President.
- D. Shall assist President with recommendations and advice on committee nominations, timeline, and evaluations. Shall utilize this year in office as a year of preparation to assume the office of President.
- E. Identify ways TSRT can better serve the individuals in elected positions.
- F. Shall serve on committees as needed by the President and/or Board and be willing to serve at any capacity as needed by TSRT.
- J. Shall present quarterly President-Elect report of activities at all Board Meeting and communicate new ideas and plans.

Section 2: Timeline

Post Annual Meeting Board Meeting

- A. Shall ask if Board Chair will need funding to attend ASRT House of Delegates annual Meeting as an Alternate Delegate.
- B. Shall make a motion that the ballots of the previous election be destroyed.

Summer Board Meeting:

- A. Shall present ODM ideas for a membership campaign to the Board
- B. Shall assist EOM with distribute of information concerning membership drives

Fall Board Meeting and Winter Board Meeting:

- A. Shall assist Vice President with student activities as needed.
- B. Shall study President's actions and meeting protocols.
- C. Shall assist President as needed.

Pre-Annual Meeting and Annual Meeting

- A. Shall request President's advice and prepare for Presidency.
- B. Shall contact affiliate subordinates and TSRT membership to seek candidates for TSRT committees.
- C. Shall create a slate stating committee title and candidates' names.
- D. Shall present slate to the Executive Board at the post meeting of the Annual Meeting for approval.
- E. Shall not appoint a chairman of Alliance Committee for Educators.
- F. Prepare to give incoming President's message to members at the Annual Meeting.

Vice-President

Section 1: Educator Activities

- A. Shall attend Alliance Committee for Educators meeting at the Annual Meeting.
- B. Shall send notices to Texas educators concerning TSRT and ASRT educator and student events.

Section 2: Student Activities

- A. Shall seek financial sponsorship of student activities.
- B. Shall review, coordinate, and manage all student events at the Annual Meeting.
- C. Shall review and update TSRT Grants rules regulations, applications, and guidelines (distributed only if funds are available).

Section 3: Student Competitions

- A. Shall review and update student competition rules and regulations by Summer Meeting.
- B. Competitions may include, but not limited to, Student iLead Competition, Award of Merit Competition, Scientific Display Competition, RAD Tees T-shirt Competition, and Student Bee.
- C. Updated rules and regulations shall be approved by the Board prior to distribution.
- D. Shall encourage use of electronic distribution of rules and regulations, student applications, and judging.
- E. Shall verify, with EOM assistance, applicants' TSRT membership and status in an accredited imaging or therapy program.
- F. Shall coordinate with the President, the selection of judges for student competitions.
- G. Shall verify that students and judges follow competition rules and regulations.
- H. Shall notify President immediately if there are any questions regarding judging.
- I. Shall maintain records of 1st, 2nd, and 3rd place winners along with their city and school. Records of winners will be announced at the Annual Meeting and on the website.
- J. Shall present to winner's cash awards, ribbons, or certificates.

Timeline

Section 1: Post Annual Meeting Board Meeting

- A. Discuss notes with predecessor and offer/seek recommendations.
- B. Obtain copies of current rules/regulations of student competitions for prepare to review and update them by Summer Board Meeting.

Section 2: Summer Board Meeting:

- A. Obtain names and e-mail addresses of Program Directors of accredited Texas programs in the Radiologic Sciences from ARRT and JRCERT Web-sites.
- B. Present draft of rules/regulations for student competitions for the next Annual Meeting - seek TSRT Board input, review, and approval. Verify student application deadline date for competitions.
- C. Prepare to distribute approved competition rules and regulations to affiliate/region presidents, EOM, web-master, Texas and nearby Radiology/Radiation Therapy Program Directors, membership, seminars, and Tex-Ray by first of September.
- D. Use electronic communication for distributions and applications.
- E. Seek sponsorship of student activities and cash awards.

Section 3: Fall Board Meeting:

- A. Report on distribution of rules/regulations and any other pertinent information regarding competitions/Student Bee.
- B. Verify date and time of student activities on Annual Meeting schedule with EOM or Annual Meeting Coordinator.

Section 4: Winter Board Meeting

- A. Coordinate with EOM or Annual Meeting Coordinator the time and room assignment of student events.
- B. Verify with EOM need for ribbons, cash, certificates, decorations, and other items for student events.
- C. Select coordinator(s) and or volunteers for the Student Bee (usually educators). Verify Student Bee schedule on Annual Meeting program and has a room assignment.

Section 5: After the Winter Board Meeting and Prior to Annual Meeting

- A. Verify that all student applications met application deadline date, and applicants are TSRT members and in accredited schools. Any questions or concerns, notify the President immediately.
- B. If using e-mail for student applications, send a return e-mail that application was accepted or denied.
- C. Verify space is available for Scientific Display and Student iLead event in on Annual Meeting program with room assignment.
- D. Coordinate with President the judging of Award of Merit manuscripts. Send (e-mail, etc.) manuscripts to judges with enough time to calculate the judge's points prior to Annual Meeting. Bring and display 1st, 2nd, and 3rd place manuscripts at Annual Meeting.
- E. Prepare a confidential numbered list (for Vice-President eyes only) of all student applicants' names, titles of entries, cities, and name of Program Directors and schools. Prepare name/school cards for all Scientific Displays and the 3 winning manuscripts. A card to be placed after Scientific Display judging is complete.
- F. Notify educators and students time and room assignment of student events prior to Annual Meeting.

Section 6: Pre-Annual Meeting Board Meeting and Annual Meeting

- A. Shall mentor newly elected Vice-President during Pre-Annual Meeting and Annual Meeting concerning educator and student activities.
- B. Shall take notes, make suggestions, and ask questions to prepare for office.
- C.

Section 7: Competition Judges

- A. Judges of student competition are not allowed to know student's name or school. If a judge sees a student's name/school anywhere on an entry, the entry is disqualified.
- B. Judges shall receive, at time of judging, a numbered list of entries with TITLES ONLY, rules and regulations of the competition, and judge's scoring sheet.
- C. Vice-President and/or President will seek judges from qualified membership, vendors, guests, and/or educators.

Section 8: Annual Meeting

- A. Greet as many educators and students possible.
- B. Oversee that student activities are going as planned.
- C. Assist student and assign space for Scientific Displays. Assign and place a number (as on VP list) in front of each display prior to judging.
- D. Present the Award of Merit manuscripts - 1st, 2nd, and 3rd place winners - near Scientific Displays.
- E. After judging of Scientific Displays, calculate scores and obtain 1st, 2nd, and 3rd place ribbons from EOM. Attach ribbons to winning displays and place name cards on all displays.
- F. After judging of Student Leadership, calculate the scores and obtain 1st, 2nd, and 3rd place ribbons from EOM.
- G. Prepare a list of winning student competitors, their school, city, and Program Director. Arrange the time and place with EOM and President for announcement of all winners and the presentation of ribbons, plaques, and/or cash awards.

Section 9: Duties after Annual Meeting

- A. Coordinate thank you e-mails with new Vice-President and to send to all who assisted in the student events at the Annual Meeting including volunteers, judges, and student competitors.
- B. Prepare a list of student competitions, the winners, placements, winner's schools and Program Director, and submit to the Executive Board, EOM, and webmaster.
- C. E-mail information to as many Texas educators and students possible.
- D. Give all necessary materials to the incoming Vice-President and assist the new officer in assuming the duties of this office.

Area Counselors

Section 1: Area Counselors

- A. Shall be appointed by the TSRT Executive Board by majority vote.
- B. Shall be non-voting members of the TSRT Executive Board.
- C. Shall be members of TSRT and ASRT.
- D. Shall serve on the TSRT Nominating Committee.
- E. Shall attend or send reports about their area to the TSRT President prior to a board meeting.
- F. Shall attend the TSRT Annual Meeting.
- G. Shall notify TSRT immediately if an affiliate subordinate in their area has disbanded.
- H. Area Counselors may appoint committees or additional staff (Area Counselor-Elects or Area Assistants) in their areas upon majority approval of the TSRT Board.

Executive Office Manager (EOM)

Section 1: Qualifications

- A. Able to be Treasurer, Secretary, and Webmaster for TSRT.

- B. Able to coordinate and maintain TSRT correspondence with Board Officers, affiliate subordinates, members, vendors, educators, students, and the public.
- C. Able to coordinate, approve, and maintain all continuing education/CERTT records and TSRT publications.
- D. Able to manage and facilitate the TSRT Annual Meeting.
- E. Able to act as TSRT contact person with ASRT and fulfill charter/permit requirements between TSRT and ASRT.
- F. Able to manage TSRT bank accounts, bookkeeping records, tax reports, minutes of TSRT meetings, e-mail accounts, and phone.
- G. Able to work with the Executive Board, ASRT, committee chairpersons, accountants, lawyers, bankers, and insurance agents.
- H. Able to give weekly/monthly/quarterly reports to the Board Chair the activities of the Executive Office.
- I. Able to maintain an electronic communication system such as a Runbox.
- J. Shall be in medical imaging or radiation therapy professional or a member of TSRT.

Section 2: Job Description

- A. The position of Executive Office Manager is a full or part time, paid position as needed. EOM general duties.
 1. Shall act under the immediate supervision of the Board Chair.
 2. Shall act as treasurer, deposit all monies, and send a copy of checks and deposit slips to the Accountant.
 3. Shall provide the Executive Board with bank account log on and passwords.
 4. Shall become acquainted with all functions of the Society.
 5. Shall maintain the Executive Board approved TSRT Guidebook with Organization Chart, Duties, and Timeline.
 6. Shall assist the Board Chair, President-Elect and Nominating Committee in verifying TSRT membership and qualifications of nominated committee members and Executive officer candidates.
 7. Shall maintain the files as Historian of TSRT.
 8. Shall not disburse money above what is allocated in the budget without TSRT Executive Board.
 9. Shall assist the bylaw, budget, and Guidebook Committee in an advisory position.
 10. Shall perform other duties as outlined in the Standing Rules or requested by the Board Chair.
 11. Shall answer all incoming calls to TSRT Executive Office.
 12. Shall give electronic reports to the Board Chair each month concerning income and expenditures.
 13. Shall obtain audit of the TSRT books shall be conducted by a CPA. Final Budget for year shall be posted on the website.
 14. Shall provide the Executive Board a copy of CPA audit annually.
- B. EOM membership duties.
 1. Shall receive and process all new TSRT membership applications, verify fees, and status.

2. Shall prepare and distribute membership cards indicating duration of membership within two weeks of receiving application.
3. Shall send dues renewal notices on a monthly basis, verify membership fees and status as received, and update all records.
4. Shall send second dues notice each month to all delinquent members.
5. Shall maintain a current list of delinquent members to delete from eligibility to vote.
6. Shall maintain a log of incoming membership applications, renewals and dues collected.
7. Shall maintain a current contact (email or mailing) list of accredited schools in Radiologic Technology, Nuclear Medicine, Radiation Therapy, RA, MRI, and Sonography.
8. Shall maintain all contact information for the Society including (but not limited to) a permanent mailing address, e-mail address, and phone numbers.

C. EOM and Board Meetings

1. Shall be defined by *Robert's Rule of Order* but may be modified by the Executive Board.
2. Shall record, transcribe, and distribute to the Executive Board the minutes, motions, and actions of all TSRT meetings. The Executive Board shall respond with any corrections within two (2) weeks of receiving minutes.
3. Shall retain a copy of all meeting minutes and adopted motions or actions for a period of ten (10) years.
4. Shall provide a financial report at each TSRT Executive Board Meeting.

D. EOM as Annual Meeting Planner

1. Shall work with Executive Board concerning dates and location at least one year in advance.
2. Shall prepare contracts for meeting and exhibit rooms, insurance, hotel rooms, food and refreshments, and AV equipment,
3. If necessary, shall travel to evaluate prospective sites.
4. Shall oversee or work with the Annual Meeting Committee Chair and Education Committee to develop, publish, and post on the website the Annual Meeting Prospectus of speakers and lectures.
5. Shall contact Executive Board and other funded persons concerning hotel reservations.
6. Shall arrange all items needed for the registration desk.
7. Shall purchase/provide name badges, badge holders, award ribbons, plaques, trophies, pens, TSRT bags, pins, gifts, office supplies, class attendance certificates as needed.
8. Shall assign meeting rooms and create speaker schedule and room assignment.

E. EOM and the TSRT Website

1. Shall maintain a roster of the membership on the TSRT Website.
2. Shall post proposed bylaws, budget, and Standing Rules one month prior to Annual Meeting.

3. Shall post amended and membership approved bylaws, budget, and/or Standing Rules within one month after the Annual Meeting.
4. Shall post Tex-Rays Newsletter when updated by the Executive Board.
5. Shall post the TSRT Guidebook.

F. CERTT Duties

1. Shall receive, process, and enter into database applications for CERTT approval.
2. Shall prepare CERTT reports for each Board meeting.
3. Upon approval, shall assign a CERTT ID number.

G. EOM and Equipment owned by TSRT

1. One (1) printer
2. External hard drive
3. TSRT Formal Gavel
4. Three (3) file cabinets with historical documents
5. Glass shelving

Standing Rules

TSRT Executive board duties, President's committee duties, voting procedures, policies, bylaws, budget, and other responsibilities are printed in the TSRT bylaws and TSRT Guidebook.

Committee Chair and Members Duties

- A. Committee Chair shall keep their committee members informed of all Executive Board communications and Board meetings.
- B. Committee Chair shall present their committee's electronic reports to the President or at appointed Board meetings.
- C. Shall serve for one year.

ASRT House of Delegate/Alternate Representatives

- A. Shall be the President and President-Elect
- B. Alternate Representatives are Board Chair, Vice-President, and Executive Office Manager

Annual Meeting Committee

- A. Shall consist of the EOM, Board Chair, and Feature Radiology Program Faculty and Student Reps
- B. Shall serve for one year.
- C. Shall plan the Schedule of Events for the Annual Meeting.
- D. Shall assist with student activities as needed.
- E. Shall plan meal functions.

- F. Shall handle registration needs prior and during the event.
- G. Shall secure speakers for the event. TSRT Board Members will present presentations to cut cost of the meeting.
- H. Shall host the vendors/recruiters in the Vendor Expo Area.

Budget and Bylaw Committee

- A. Chair shall be the TSRT Board Chair.
- B. Members may include at-large appointments by the President, Board Officers, Executive Office Manager, and Past Presidents.
- C. Shall serve for one year.
- D. Shall see bylaws, Guidebook, and Standing Rules for duties and timeline.
- E. Shall keep all discussions within the committee confidential.
- F. Shall assist and advise the Executive Board concerning Standing Rules of the budget, bylaws, and Guidebook Committee.

Continuing Education for RTs in Texas (CERTT) Committee

- A. Chair shall be the Executive Office Manager or Vice-President.
- B. Members shall be the Vice-President and Area Counselors
- C. Shall serve for one year.
- D. Shall review and audit the request for approval forms submitted into the Executive Office for CERTT approval.
- E. Shall work with the ASRT and ARRT RECEEM Committees on educational events effecting imaging professionals in Texas that hold a state license

Education Alliance

- A. Chair shall be elected by the members of the committee at the Annual Meeting.
- B. Members shall include the Vice-President and educators who attended the most recent ACE meeting at the Annual Meeting.
- C. Shall serve for one year.
- D. Shall seek volunteers for student events at the Annual Meeting.
- E. Shall make recommendations to the Executive Board concerning Standing Rules of the Alliance Committee for Educators.

Honors & Awards Committee

- A. Shall consist of five (5) committee members appointed by the President and approved by the Executive Board.
- B. TSRT President or Honors Committee may select the Chairman.
- C. Shall serve for one year.
- D. Shall seek candidates for the Edna M. Elliott Technologist Hall of Fame, and Sharon Coffey Educator of the Year starting six months prior to Annual Meeting.
- E. Shall seek nominees by publicizing honors criteria and/or nominating forms to TSRT sub-ordinates/affiliates, TSRT members, TSRT website, Texas Educators, Facebook, and other areas as needed.
- F. Shall keep all discussions within the committee confidential.
- G. Chairman shall send names of candidates to the President by the Executive Board Fall Board meeting.

- H. Shall make recommendations to the Executive Board concerning the Standing Rules of the Honors Committee and Honors criteria.
- I. Shall be responsible for the TSRT Student Intern Program. See the Student Intern Manual for guidelines related to this program. Manual will be published on TSRT website

Executive Board Honor Duties

- A. Shall be able to add candidates to the Honors Committee slate.
- B. Shall make final approval of the two honors.
- C. The honoree shall submit a manuscript of the lecture to the EOM for future publication.
- D. After Executive Board final selection, the President or Board Officer shall extend a formal invitation to the honorees.
- E. At the Annual Meeting, the Chairman or Executive Board Officer should recognize past honorees present. Past honorees may serve as an Honor Guard.
- F. Chairman or Executive Board Officer shall introduce the honorees at the Annual Meeting and present honorees with a medallion, plaque, or certificate as per TSRT tradition.
- G. The Executive Board may choose not to select an honoree if criteria are not met.

Legislative Committee

- A. Chair shall be the TSRT President-Elect or Board Chair.
- B. Members shall be appointed by the President and approved by the Executive Board.
- C. Shall serve for one year.
- D. Shall assist and advise the Executive Board concerning professional affairs in the state and national legislatures.
- E. May work with the TSRT Legislative Consultant and ASRT Grassroots Network.
- F. Shall make recommendations to the Executive Board concerning Standing Rules of the Legislative Committee.
- G. Shall keep all discussions within the committee confidential.
- H. Shall see Guidebook and bylaws for duties and timeline.

Nominating Committee

- A. Chair shall be the TSRT Board Chair.
- B. Members shall include Area Counselors and sub-ordinate/affiliate societies selected officers.
- C. Shall serve for one year.
- D. Shall make recommendations to the Executive Board concerning Standing Rules of the Nominating Committee.
- E. Shall see Guidebook and bylaws for duties and timeline.
- F. Shall keep all discussions within the committee confidential.

Organizational, Development, and Marketing Committee (ODM)

- A. Members shall include the President, President-Elect, Board Chair, EOM, and two members appointed by the President and approved by the Executive Board.
- B. Shall serve for one year.
- C. ODM committee shall elect a chairman annually.

- D. Shall assist and advise the Executive Board of procedural changes involving day to day and future TSRT operations.
- E. Shall make recommendations and assist in promoting TSRT and seeking new members.
- F. Shall assist the President and EOM with publicity and media coverage of the Annual Meeting and all TSRT activities.
- G. Shall keep all discussions within the committee confidential.
- H. Shall make recommendations to the Executive Board concerning Standing Rules of the ODM Committee.

Organization of Past Presidents

- A. Chairman shall be elected by the members.
- B. Members shall consist of Past Presidents of TSRT.
- C. Responsibilities shall be advisory.
- D. Shall make recommendations to the Executive Board concerning Standing Rules of the Organization of Past Presidents.

Search Committee

- A. The Board Chair shall appoint a Search Committee with Executive Board approval to search and hire a contract employee when vacancy is present.
- B. Chairman of the committee may be appointed by the President or elected by committee members.
- C. Shall seek and evaluate the qualifications of applicants.
- D. Shall submit a slate of candidates to the Executive Board.
- E. The Executive Board shall interview candidates and make a decision.
- F. The terms of the contract including salary, progress review(s) and benefits will be negotiated between the individual and the TSRT Board Chair.
- G. All contracted employees report directly to the TSRT Board Chair.
- H. Shall keep all discussions within the committee confidential.
- I. Shall make recommendations to the Executive Board concerning Standing Rules of the Search Committee.

Technology Committee

- A. Chair shall be the Executive Office Manager or the President Elect.
- B. Members appointed by the President and approved by the Executive Board.
- C. Shall serve for one year.
- D. Shall assist and advise the Executive Board in managing the TSRT website, Social Networks, e-mail, computer systems, educational programs, and Annual Meeting.
- E. Shall make recommendations to the Executive Board concerning Standing Rules of the Technology Committee.
- F. Shall keep all discussions within the committee confidential.
- G. Shall see Guidebook and bylaws for duties and timeline

Adopted	1986 – Kay Nolen	Amended	2010 – Charles Washington
Amended	1988 – Sharon Coffey	Amended	2011 – Lois Lehman

Amended	1989 – S. Kay Flood	Amended	2012 – Michael Hart
Amended	1990 – Donna Shepherd	Amended	2013 – Lynette Watts
Amended	1992 – Sue Leach	Amended	2014 – Chuck Merrifield
Amended	1994 – Maxine Bradley	Amended	2015 – Kameka Rideaux
Amended	1998 – Cissy Timms	Amended	2016 – Tiffani Walker
Amended	1999 – Scott Morren	Amended	2018 - Brian Rich
Amended	2000 – Cleveland Black		
Amended	2003 – Lisa Guerrero		
Amended	2005 – Jeniesa Johnson		
Amended	2006 – Scott Morren		
Amended	2007 – James Johnston		
Amended	2008 – Stephanie Johnston		
Amended	2009 – Cedric Jolivet		