Guidebook with Standing Rules

A Manual to Governance and Operations

Texas Society of Radiologic Technologists, Inc. (TSRT)
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Preamble

The *Guidebook with Standing Rules* is a living document and instrument focused on the progressive needs and operations of the Texas Society of Radiologic Technologists, Inc. (TSRT). This manual is designed to empower each Executive Board Officer, Leader, and Advocate on effective best practices, expectations, and role definitions. Each person charged with any role subject to this guidebook and its standing rules is obliged to learn its content, perform the duties prescribed, and maintain the effectiveness of this document. The *Guidebook with Standing Rules* is instituted and managed by the Executive Board.

Mission, Vision, and Values

The mission of the TSRT is to advocate for the medical imaging and radiation therapy profession by promoting high standards of patient care, education, and professional support.

The vision of the TSRT is to be the leading voice for medical imaging and radiation therapy professionals in Texas.

The values of the TSRT include service, integrity, and collaboration.

- Service: The TSRT supports professionals at every stage, from student to retirement, through advocacy and community.
- Integrity: The TSRT maintains high ethical standards in education and professional interactions.
- Collaboration: The TSRT fosters partnerships and connections to promote innovation and growth within the profession.

2025–2029 Strategic Plan

The Strategic Planning Subcommittee completed a comprehensive review of the TSRT's mission, vision, and values to ensure alignment with the evolving needs of the medical imaging and radiation therapy profession. Guided by the Executive Board and informed by feedback from the membership survey, the subcommittee analyzed organizational strengths, member priorities, and future opportunities for impact. Through this collaborative process, the group refined the TSRT's foundational statements and developed a series of strategic initiatives focused on strengthening membership engagement, revitalizing the annual meeting experience, and expanding advocacy efforts. The resulting 2025–2029 Strategic Plan provides a clear roadmap to advance the mission of the TSRT and sustain its role as the unified voice for medical imaging and radiation therapy professionals across the state.

The Strategic Planning Subcommittee included: Kevin Clark, Chair; Tomio Calhoun; Jence Garza; Sebastian Medina; Courtney Snyder; Kailey Toal; Kate Verdun; and Jessica Walla.

Goal 1: Community and Engagement
Objective 1: Develop a contact list of at least 50 radiology/radiation therapy directors and managers, adding at least 25 new contacts annually from major Texas regions (e.g., Austin, Dallas-Fort Worth, El Paso, Houston, San Antonio) to ensure statewide representation. Share publications, news, save the dates, and other important information with these contacts.

Objective 2: Increase Student-to-Professional membership enrollments by 10% annually following program launch.

Goal 2: Education and Professional Development
Objective 1: Invite one prominent expert from the field of medical imaging and radiation therapy to serve as the keynote speaker at each Annual Meeting and Educational Symposium to ensure high-quality and targeted content for all attendees.

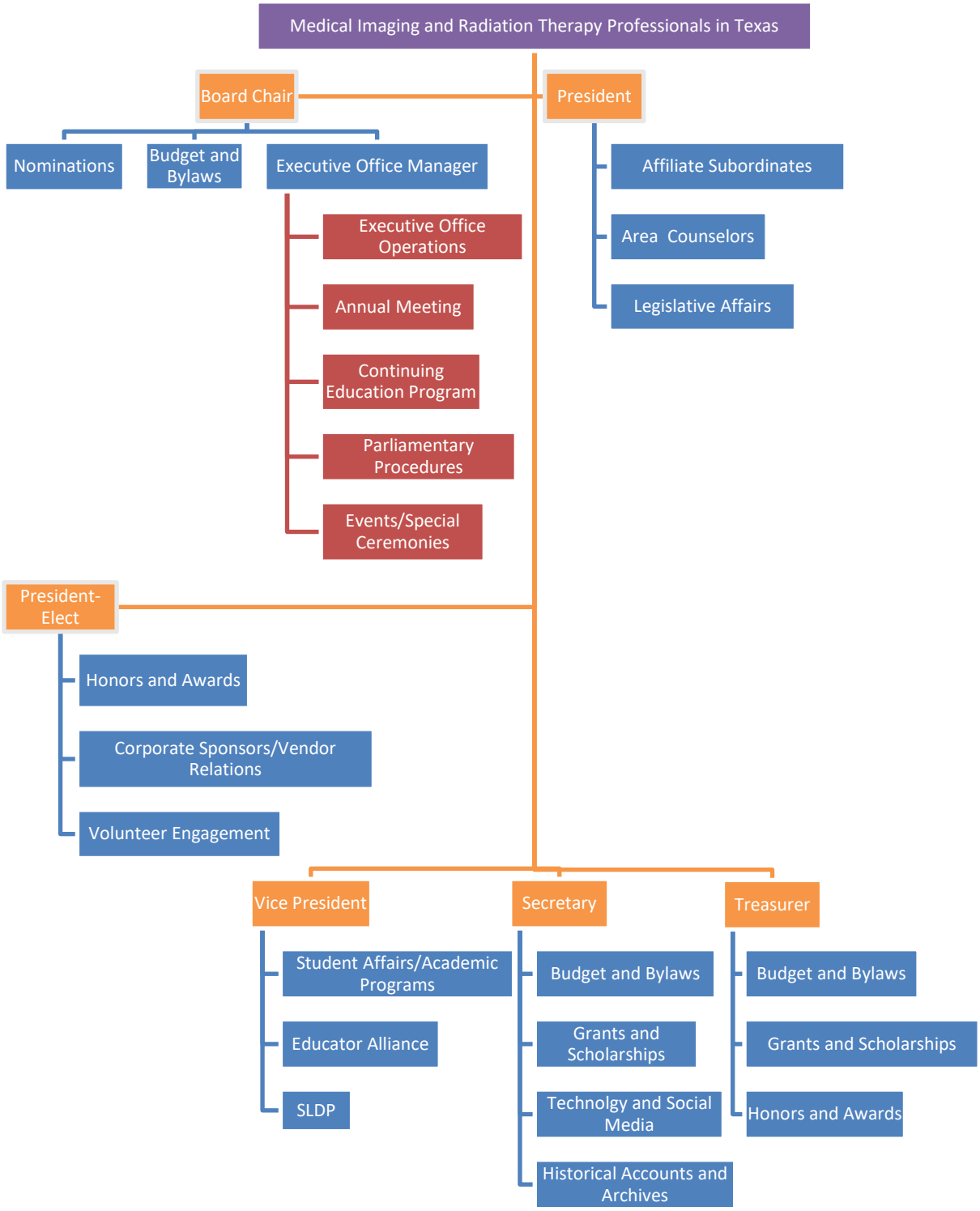
Objective 2: Achieve a minimum of 85% satisfaction rate on overall event quality from attendees through postconference surveys each year.

Goal 3: Advocacy
Objective 1: Ensure at least one TSRT Executive Officer attends each public Texas Medical Board (TMB) and Texas Medical Radiologic Technology (MRT) Board meetings and speaks when relevant issues arise. Track attendance and speaking engagements to ensure representation at 100% of meetings.

Objective 2: Facilitate a State Capitol Day event every 2 years with at least 75 attendees advocating for medical imaging and radiation therapy.

Organizational Chart

The TSRT includes the Executive Officers, Executive Officer Manager, Area Counselors, Committee Chairs, Program Managers, and Task Force Leaders.



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

Nonvoting Executive Board Members: Executive Office Manager, Area Counselors, and Chairs of Committees and Task Forces.

Succession of Officers:

- Treasurer shall be elected biannually (odd years).
- President-Elect, Vice President, and Secretary shall each be elected annually.
- During the Installation of Officers at the Annual Business Meeting, the President-Elect shall be installed as the President, and the President shall be elevated to the Board Chair.

Contracted Positions: Executive Office Manager, Website Consultation, Legislative Consultant (Lobbyist), and other needs as applicable.

Committees	Programs	Task Forces
Annual Meeting	Continuing Education	Corporate Sponsor/Vendor Relations
Budget and Bylaws	SLDP	Events/Special Ceremonies
Educator Alliance		Historical Accounts and Archives
Grants and Scholarships		Volunteer Engagement
Honors and Awards		
Legislative Affairs		
Nominations		
Students Affairs/Academic Programs		
Technology and Social Media		

Policies and Procedures

Section 1. Communication

A. The TSRT logo is the official mark of the TSRT and may be used only for official Society business. The logo should appear on all TSRT communications, publications, and promotional materials.
B. Drafts and final TSRT documents shall be submitted to the Executive Board and, when applicable, to affected committee members for review and approval prior to distribution. The Executive Board will ensure that all communications are clear, accurate, and consistent with the TSRT policy.
C. At no time shall individual opinions be expressed on behalf of the TSRT. The TSRT President serves as the principal spokesperson for the Society but may delegate communication duties to other elected or appointed officials when appropriate and in support of the Society's mission and interests.
    a. All public messages or statements must be preapproved by the Executive Board.
    b. Any objections to such delegation shall be resolved by a majority vote of the Executive Board.
D. All communication deadlines must be met. The Executive Board and the Executive Office Manager shall be notified immediately if a delay or other concern is anticipated that could affect timely submission.
E. When an official signature is required, it shall follow this format:

Name, Credentials
Position/Year
Texas Society of Radiologic Technologists, Inc.
P.O. Box 1189
Wichita Falls, TX 76307
tsrtinc@outlook.com
EOM@txsrt.org
https://www.txsrt.org

Section 2. Minutes of Meetings

A. The Secretary shall record the minutes of all TSRT meetings and distribute a preliminary copy to the Executive Board for review. In the absence of the Secretary, the Executive Office Manager shall assume this responsibility. The Executive Board will call for a motion to accept or amend the minutes. Once approved, the official minutes shall be filed with the Executive Office and posted on the TSRT website.
B. Final approval of the minutes shall occur at the next Executive Board meeting. Following approval, minutes may be distributed and must be posted to the website within 5 business days.

Section 3. Financial Authority

A. The TSRT shall recognize a fiduciary trust in the performance of financial duties vested in the Board Chair, Treasurer, and Executive Office Manager.

B. The President and all Executive Officers shall have access to the Society's financial information and operations as part of their fiduciary responsibilities to the Organization.
C. Each Executive Officer retains the right to vote, discuss, and inquire about any aspect of the TSRT's financial operations.
D. The principal authorized signers and managing trustees shall be limited to the Board Chair, Treasurer, and Executive Office Manager.
E. At least two authorized signers must approve any check, transfer, or financial transaction in accordance with Executive Board approval, the Bylaws, this Guidebook, and all applicable ethical and legal standards.
F. The President shall serve as a contingent authorized signer only under circumstances that do not create a conflict of interest or compromise internal controls.
    1. This authority is limited to instances of inaccessibility or incapacity of the Board Chair, Treasurer, and/or Executive Office Manager to fulfill the dual-signature requirement.
    2. The President shall otherwise refrain from direct financial transactions to preserve transparency and the checks-and-balances system among the Executive Officers.
G. Each incoming Executive Officer and/or newly contracted Executive Office Manager shall complete all procedures required to be added to the TSRT's accounts and granted appropriate access within the timeline established by the Board Chair.
H. Each outgoing or disqualifying Executive Officer and/or retiring Executive Office Manager shall be removed from the TSRT's financial accounts and shall relinquish all related access within the mandated timeline established and verified by the Board Chair.

Section 4. Executive Board Meetings

A. In accordance with the TSRT Bylaws, the Executive Board shall meet at least three times per year to conduct official business.
B. The Society will also continue its tradition of holding at least two open General Board Meetings each year, typically in the Fall and Winter, to allow for member participation and input. Membership should be given at least 30 days' notice.
C. Additional meetings may be called by the President as necessary to address time-sensitive or emergent issues.
D. Executive Board meetings may be closed to the membership when sensitive, contractual, or personnel matters are discussed. Summaries of such actions shall be published to the membership to maintain transparency and accountability.

Section 5. Parliamentary Procedures of Executive Board Meetings

A. A quorum shall consist of at least three of the six Executive Officers.
B. Meetings are conducted according to the current edition of Robert's Rules of Order Newly Revised.
C. Notices of Executive Board meetings shall be published on the TSRT website and other communication channels at least 30 days prior to the meeting.
D. Executive Board and Committee Chairs shall submit written reports and agenda items to the President and Executive Office Manager at least 2 weeks prior to each Executive Board meeting.
E. The Executive Office Manager shall serve as Parliamentarian unless the Executive Board appoints another qualified individual for that purpose.

Section 6. Executive Board Meeting Organization

A. The President shall determine the date, time, and location of Executive Board meetings.
B. Executive Officers and Committee Chairs must promptly notify the President and Executive Office Manager of any attendance conflicts or changes.
C. An agenda shall be distributed to the Executive Board at least 1 week prior to each meeting and made available to members at least 3 days prior for open meetings.
D. The Executive Board shall present and review reports of their respective areas as outlined in the TSRT Guidebook.
E. When an urgent decision or vote is required between scheduled meetings, the request shall be submitted to the President, who shall determine within 3 business days whether an immediate electronic vote is warranted or if the item should be placed on the agenda of the next Executive Board meeting.

Section 7. Reimbursement and Expenses

A. Requests for travel, miscellaneous expenses, or advance funds related to official or mandated TSRT business shall be submitted to the Board Chair for preliminary review.
B. The Treasurer shall review each request to ensure financial appropriateness and budget compliance.
C. All requests shall be presented for Executive Board approval by majority vote prior to disbursement.
D. Upon approval or denial, documentation shall be forwarded to the Executive Office Manager for recordkeeping and processing.

Section 8. Travel and Lodging for the TSRT Annual Meeting and Educational Symposium

A. When budgetary conditions allow, the TSRT may provide full or partial reimbursement for Executive Officers' travel and lodging expenses incurred while attending the Annual Meeting and Educational Symposium in an official capacity.
B. The Executive Office Manager shall coordinate travel and lodging arrangements and notify Executive Officers of the details.
C. If an Officer's travel dates or times differ from those arranged by the Executive Office Manager, the Officer must provide immediate written notice to ensure accurate accounting and coordination.

Executive Officers' Duties and Meeting Expectations

Section 1. Executive Officers

A. Shall be active members of both the TSRT and the ASRT.
B. Shall attend the majority of Executive Board meetings held annually.
C. Shall uphold and promote principles of equality, equity, and inclusion within the Society and the profession.
D. Shall assist the President in convening meetings on time, welcoming members and guests, and ensuring proper parliamentary procedure for motions.
E. Shall review, discuss, and vote on issues presented by the President.
F. Shall each have one equal vote on all decisions. The President is a nonvoting officer, except in the case of a tie.
G. Shall oversee and make all decisions regarding the TSRT's funds, communications, business operations, and properties.
H. Shall employ a Certified Public Accountant to audit the TSRT's financial records and file IRS tax forms.
I. Shall actively promote the TSRT and the medical imaging and radiation therapy profession through outreach, education, and advocacy.
J. Shall evaluate contracts and establish appropriate deadlines for Society functions.
    1. The Executive Office Manager contract shall be reviewed and negotiated by the Board Chair with Executive Board approval.
K. Shall review and vote on all official appointments recommended by the President or Nominations Committee.
L. Shall manage, advise, and support all committees, programs, and task forces as assigned.
M. Shall contribute articles or updates to Tex Rays, as directed by the President.
N. Shall participate in the orientation and mentorship of newly elected officers.
O. The Executive Board may rescind, amend, or suspend Standing Rules by majority vote.
P. The TSRT Executive Officers shall identify and support eight regions within Texas: Northeast, Northwest, Central, South Central, West, Midwest, Southeast, and Southwest.
    1. Each region shall elect a Regional Delegate to represent and communicate regional interests to the Board.
    2. Area Counselors may be appointed to assist with regional outreach to academic programs, hospitals, and stakeholders. Appointments shall be based on regional needs and subject to Executive Board approval.

Section 2. Annual Meeting and Educational Symposium

A. Shall review and approve the Annual Meeting date, site, and related deadlines.
B. Shall attend the entirety of the Annual Meeting, including business sessions, special meetings, luncheons, dinners, and student events.
C. Shall complete all assigned duties in accordance with the Annual Meeting Committee's strategic plan.
D. Shall serve as hosts and facilitators to ensure an engaging and professional experience for all attendees.
E. Shall welcome members, guests, visitors, speakers, vendors, professionals, and students.
F. Shall present lectures or moderate sessions at the Annual Meeting or other Society-sponsored events as requested.

G. Shall review, evaluate, and update the TSRT Strategic Plan based on performance assessments and feedback during the Annual Meeting.

Section 3. Committees, Programs, and Task Forces

A. The Executive Board shall establish and maintain committees, programs, and task forces necessary to fulfill the Society's mission and activities.
B. The Executive Board shall solicit volunteers for leadership and membership positions through the official TSRT Volunteer Application process.
C. Appointments shall be based on preparedness, prior service, and demonstrated ability, with approval by the Executive Board.
D. The President shall serve as an ex officio member of all committees, programs, and task forces.
    1. Each entity shall report directly to a designated Executive Officer.
    2. Committee and program assignments shall appear in the Organizational Chart and may be adjusted by majority vote of the Executive Board to ensure balanced oversight.
    3. Any reorganization must:
        a. Align leadership and committees strategically under appropriate oversight.
        b. Avoid omissions or reassignment of prescribed duties that could negatively impact the organization.
        c. Maintain equitable workload distribution and promote efficient performance of duty.
E. The term of appointment for all committees, programs, and task forces shall not exceed 1 year, beginning at the close of the Annual Meeting and concluding after the Post-Annual Meeting Debriefing.
F. Committee definitions, expectations, and performance standards are detailed in the Committees, Programs, Task Forces, and Other Human Resources section of this Guidebook.

Section 4. Election of Officers

A. Upon receipt of the official slate of candidates, the Board Chair shall coordinate with the Nominations Committee to prepare and distribute election ballots to the membership.
B. The Board Chair and Nominations Committee shall oversee ballot tabulation and prepare a written Election Report for publication at least 30 days prior to the Annual Meeting.

Section 5. Executive Officer Duties

<u>Board Chair</u>

A. General Responsibilities
    1. Shall preside in the absence of the President and ensure orderly conduct of meetings.
    2. Shall serve as the Chief Operations Officer of the TSRT, responsible for operational effectiveness, leadership culture, and structural soundness of the organization.
    3. Shall call special meetings when requested by a majority of the Executive Board.
    4. Shall present detailed reports at all Executive Board meetings and ensure transparency of operations.
    5. Shall review all banking, finance, and budget statements prepared by the Treasurer and Executive Office Manager.
    6. Shall review all requests for travel, miscellaneous expenses, or advance funds from Executive Board Officers prior to submission for Executive Board approval.

7. Shall serve as a Delegate or Alternate Delegate to the ASRT House of Delegates meeting.
8. Shall manage the Executive Office staff, with the Executive Office Manager reporting directly to the Board Chair. Personnel evaluations and issues shall be addressed by the Board Chair in consultation with the Executive Board.
9. Shall supervise all contractual business on behalf of the TSRT, subject to Executive Board approval.
10. Shall be authorized to establish a task force to recruit volunteers or contractors for the Executive Office or other operational needs, with Executive Board approval.
11. Shall serve as a principal authorized signer and trustee of the TSRT financial accounts, assets, and other fiscal responsibilities in accordance with the TSRT Bylaws, Operational Guidebook, and fiduciary standards.
12. Shall promote the mission, values, and strategic initiatives of the Society and maintain open communication with members and partners.

B. Chair of the Budget and Bylaws Committee
1. Shall serve as Chair of the Budget and Bylaws Committee due to the operational significance of these areas to the Chair's responsibilities.
2. Shall collaborate with the Treasurer, who serves as Vice Chair of the committee.
3. Shall provide education and awareness to promote fiscal and governance proficiency among the Executive Board, Executive Office Manager, committees, and membership.
4. Shall serve as the subject matter expert on the TSRT Bylaws, Guidebook, and Budget.
5. Shall request and review regular evaluations of the proposed and actual budgets to ensure fiscal responsibility.
6. Shall ensure that all governance documents remain current, consistent, and aligned with organizational goals.

C. Chair of the Nominations Committee
1. Shall coordinate with the Nominations Committee to identify and recruit qualified candidates for election.
2. Shall ensure nominees receive the current qualifications and duties for the office sought.
3. Shall coordinate the creation and distribution of election ballots to the membership.
4. Shall oversee ballot tabulation and verify results.
5. Shall ensure election results are reported to the membership and that newly elected officers receive official notification, the TSRT Guidebook, and the Bylaws.

D. Annual and Operational Responsibilities
1. Shall oversee the transition of leadership following the Annual Meeting and Educational Symposium, ensuring continuity of authority, communication of the strategic plan, and transfer of records.
2. Shall present affiliate subordinate reports, including current and new charter recommendations.
3. Shall review the TSRT Bylaws, Guidebook, Standing Rules, and Organizational Chart annually and present updates to the Board for approval.
4. Shall oversee review and renewal of contracts as needed and submit recommendations to the Executive Board for approval.
5. Shall present the proposed annual budget to the Executive Board for review and approval and forward the approved version to the Executive Office Manager for posting.

6. Shall present the final approved budget and any proposed bylaws revisions to the membership at the Annual Meeting and Educational Symposium.
7. Shall present awards, install officers, and serve as a spokesperson for the Society as needed.
8. Shall present memorial resolutions during the Annual Business Meeting.
9. Shall ensure that Annual Business Meeting sessions adhere to Rules of Procedure adopted by the membership, which may be suspended by majority vote.
10. Shall ensure that registration policies are established by the Annual Meeting Committee and approved by the Executive Board.
11. Shall complete all ASRT reporting and correspondence required of the affiliate.

<u>President</u>

A. General Responsibilities
   1. Shall serve as the principal spokesperson for the TSRT.
   2. Shall represent the Society as Affiliate Delegate or Alternate Delegate to the ASRT House of Delegates Annual Meeting.
   3. Shall serve as the Chief Advocacy Officer of the TSRT, remaining informed on all legislative issues affecting the profession, representing the Society at Texas Medical Board (TMB) and Medical Radiologic Technology (MRT) Board meetings, or designating a qualified proxy when necessary.
   4. Shall mobilize and empower imaging and therapy professionals across Texas to engage in professional and legislative advocacy.
   5. Shall communicate Executive Board decisions and organizational updates to the membership through official channels.
   6. Shall maintain active and regular communication with members to share news, professional achievements, advocacy updates, and Society initiatives.
   7. Shall serve as a contingent authorized signer for TSRT financial accounts, assets, and responsibilities in accordance with the Bylaws and Operational Guidebook.
      a. This authority may only be activated when the Board Chair, Treasurer, and/or Executive Office Manager are inaccessible or incapacitated and unable to meet dual-signature requirements.
      b. The President shall otherwise abstain from financial operations to maintain the integrity of checks and balances among Executive Board Officers.

B. Executive Board Meetings and Governance
   1. Shall select the date, time, and location of all Executive Board meetings and coordinate logistics with the Executive Office Manager.
   2. May call special meetings as necessary.
   3. Shall remain neutral while presiding over meetings; if the President wishes to express an opinion, the chair shall be relinquished to the Board Chair for that portion of the discussion.
   4. Shall preside over all official TSRT meetings and coordinate with the Board Chair to ensure the availability of current governing documents (Bylaws, Guidebook, and Robert's Rules of Order).
   5. Shall call special meetings when requested by a majority of Executive Board Officers.

6. Shall attend to matters concerning state licensure, professional encroachment, or regulatory impact. If unable to attend, the President shall appoint a qualified proxy with timely notice.
7. Shall ensure meeting notices, agendas, and reports are prepared and distributed in accordance with communication deadlines established in this Guidebook.

C. Legislative Leadership
1. Shall serve as Chair of the Legislative Affairs Committee and the Society's principal representative for advocacy initiatives.
2. Shall register with the Texas Medical Board as the primary contact for official communications.
3. Shall establish and maintain relationships with lobbyists, professional partners, and legislative allies to support or defend legislative actions affecting the profession.
4. Shall promote advocacy education and social awareness within the Society and among the imaging and therapy communities.
5. Shall act as a liaison with the ASRT Committee on R.T. Advocacy, providing reciprocal updates and coordination of national and state-level advocacy efforts.
6. Shall prepare and submit official position statements or testimony representing the Society's stance on proposed legislative or regulatory matters.

D. Committees and Organizational Leadership
1. Shall activate the Volunteer Application Process in coordination with the Executive Office Manager according to established bylaws and policies.
2. Shall provide written charges to all committees to guide their work in alignment with the Society's mission, strategic plan, and committee purposes.
3. Shall serve as an Ex Officio member of all committees, programs, and task forces, except the Nominations Committee.
4. Shall ensure Area Counselors actively support their assigned regions and subordinate affiliates, reporting directly to the President while respecting affiliate autonomy.

E. Appointments and Administrative Coordination
1. Shall ensure all appointments and nominations are reviewed and approved by the Executive Board prior to announcement.
2. Shall coordinate with the Executive Office Manager at least 1 month prior to each Executive Board meeting to confirm the date, time, and location.
3. Shall ensure all Executive Board Officers, Committee Chairs, and Area Counselors are notified of meeting details in a timely manner.
4. Shall collaborate with the Executive Office Manager to post public meeting notices and announcements.
5. Shall coordinate the preparation of agendas and supporting materials at least 2 weeks prior to each Executive Board meeting.
6. Shall verify that all required reports are submitted according to established deadlines.
7. Shall prepare and distribute a bimonthly or quarterly President's Message to the membership, or more frequently as circumstances require.

F. Meeting Leadership
1. Shall preside over all TSRT meetings and ensure professional and efficient conduct of business.
2. Shall review with the Executive Board and Committee Chairs all timeline responsibilities for the upcoming meeting cycle.

3. Shall present a President's Report summarizing progress, priorities, and initiatives.

President-Elect

A. General Responsibilities
    1. Shall serve as a TSRT Delegate or Alternate Delegate to the ASRT House of Delegates Annual Meeting.
    2. Shall serve as Chair of the Honors and Awards Committee, overseeing the annual review and administration of awards and recognitions.
    3. Shall act as liaison to TSRT Affiliate Subordinates, promoting collaboration and presenting current affiliation charters and new charter recommendations to the Executive Board.
    4. Shall manage Corporate, Sponsor, and Vendor Relations, cultivating partnerships with clinical, corporate, and industrial stakeholders who support the Society's mission.
    5. Shall oversee the Volunteer Onboarding Program for both new and returning leaders and volunteers, with the authority to form a task force to update or enhance this program as needed.
    6. Shall present a quarterly President-Elect Report at all Board meetings, highlighting accomplishments, initiatives, and strategic goals.
    7. Shall assist the President and Board Chair in advancing organizational priorities and preparing for the transition to the presidency.
B. Affiliate Subordinate Liaison
    1. Shall encourage TSRT membership among affiliate subordinate leaders and members.
    2. Shall manage the affiliation process in coordination with the Executive Board and Executive Office Manager, providing guidance to groups seeking or renewing subordinate status.
    3. Shall communicate regularly with affiliate subordinate officers to share updates from the ASRT, educational opportunities, and TSRT initiatives.
    4. Shall empower affiliates to maintain current and accurate information on the TSRT website and in Tex Rays to promote visibility and success.
    5. Shall identify opportunities for TSRT to better support affiliate leadership and professional development.
    6. Shall attend affiliate subordinate meetings at the Annual Meeting or delegate attendance to ensure effective communication and representation.
C. Strategic and Organizational Initiatives
    1. Shall identify and maintain lists of hospitals, administrators, and vendors for corporate relations and sponsorship outreach.
    2. Shall coordinate annually with the Honors and Awards Committee to review and revise award standards, nomination procedures, and timelines.
    3. Shall review and, if necessary, revise the volunteer application and onboarding processes to ensure efficiency, equity, and accessibility.
    4. Shall report updates on Honors and Awards, Volunteer Engagement, and Corporate Relations projects at each Board meeting.
    5. Shall coordinate with the Executive Office Manager regarding sponsorship transactions and agreements, ensuring transparency and appropriate documentation.
    6. Shall provide regular updates to the Executive Board on affiliate subordinate activities, needs, or concerns.

7. Shall assist the President as needed with special projects or advocacy initiatives.

D. Annual Meeting Responsibilities
    1. Shall prepare for the transition to the presidency by consulting with the President and reviewing organizational objectives and strategic priorities.
    2. Shall communicate with affiliates and members to encourage volunteer applications and leadership engagement.
    3. Shall coordinate with the Executive Office Manager to ensure Honors and Awards presentations meet established standards and are properly recognized during the Annual Meeting and Educational Symposium.
    4. Shall establish preliminary presidential goals and objectives for the upcoming year.
    5. Shall deliver the Incoming President's Message to the membership during the Annual Meeting and Educational Symposium.

<u>Vice President</u>

A. General Responsibilities
    1. Shall serve as a TSRT Delegate or Alternate Delegate to the ASRT House of Delegates Annual Meeting.
    2. Shall serve as the Chief Academic Relations Officer, representing the interests of students, educators, and academic institutions within the medical imaging and radiation therapy profession.
    3. Shall maintain effective communication and professional rapport with all accredited imaging and therapy programs across Texas.
    4. Shall serve as the liaison and advisor to the Educators' Alliance and its Chair, ensuring alignment between educational initiatives and the TSRT strategic plan.
    5. Shall coordinate with the President-Elect to secure sponsorships for student and educator activities.
    6. Shall present a Vice President's Report at each Executive Board meeting, summarizing academic, student, and educational initiatives.
    7. Shall mentor the incoming Vice President during the Pre-Annual and Annual Meeting periods to ensure continuity in academic and student affairs.

B. Academic Relations and Educator Engagement
    1. Shall represent the Society as an advocate for academic excellence and professional engagement at the community college, postprimary, undergraduate, and graduate levels.
    2. Shall attend the Educators' Alliance meeting at the Annual Meeting and Educational Symposium and communicate relevant updates to Texas educators throughout the year.
    3. Shall coordinate with the Executive Office Manager to distribute notices, calls for participation, and information about TSRT and ASRT educator and student events.
    4. Shall coordinate campus visits by Executive Board members to promote professional advocacy, membership engagement, and leadership opportunities, as resources permit.
        a. Campus visitation is a shared Executive Board obligation, with the Vice President serving as coordinator.
    5. Shall maintain a current contact list of program directors and institutional leaders for communication and outreach.
    6. Shall assess and enhance academic engagement strategies, ensuring equitable participation opportunities for programs of all types and sizes.

C. Student Affairs and Leadership Development

1. Shall oversee all student-focused activities and serve as the primary liaison for student engagement within the Society.
2. Shall manage the ASRT Student to Leadership Development Program (SLDP) application, selection, and mentoring processes.
3. Shall review, update, and publish Student Competition Rules and Guidelines annually in collaboration with the Executive Board.
4. Shall review and update TSRT Grant and Scholarship rules, applications, and guidelines in consultation with the Treasurer and Executive Board, ensuring alignment with available funding and the Society's mission.
5. Shall collaborate with the Executive Office Manager to ensure that student communications, applications, and event materials are distributed electronically.
6. Shall verify that all student participants are TSRT members enrolled in accredited educational programs.
7. Shall maintain accurate records of student engagement, event participation, and leadership outcomes.

D. Student Competitions and Recognition
1. Shall oversee all aspects of student competitions, including the Student Emerging Scholars Paper, Discovery Poster, Rising Voices, RAD Runway Challenge and Roentgen Challenge competitions.
2. Shall annually review and update competition rules, regulations, and judging criteria for Executive Board approval.
3. Shall coordinate with the Executive Office Manager and Annual Meeting Committee to schedule and publicize student competitions and related events.
4. Shall recruit, vet, and assign qualified competition judges who have no conflict of interest with participating programs or students.
5. All competition entries shall remain anonymous to judges; violations will result in disqualification.
6. Judges shall receive a numbered list of entries with titles only, competition rules, and scoring sheets.
7. Shall verify that competitions follow established rules and timelines, and that judging is completed before the Annual Meeting and Educational Symposium.
8. Shall maintain and publish a record of all competition results, including the names of 1st, 2nd, and 3rd place winners, their programs, and their cities.
9. Shall ensure winners are announced and recognized at the Awards Ceremony and that results are posted to the TSRT website following the Annual Meeting.
10. Shall coordinate with the Executive Office Manager regarding awards logistics (e.g., plaques, trophies, checks) and ensure timely distribution.
11. Shall prepare thank-you communications to all volunteers, judges, and program participants following the Annual Meeting and Educational Symposium.

E. Annual Meeting and Transitional Responsibilities
1. Shall collaborate with the Annual Meeting Committee to organize and oversee all student and educator events during the Annual Meeting and Educational Symposium.
2. Shall confirm event times, locations, and space allocations for the Discovery Poster Competition, Student Rising Voices Presentation and other competitions.
3. Shall ensure all student applications meet eligibility and submission requirements, with confirmations sent to applicants.

4. Shall verify event technology and resources (e.g., Wi-Fi access, judging platforms) are functional prior to competitions.
5. Shall compile a comprehensive list of student winners, programs, and faculty representatives for inclusion in the Awards Ceremony and post-meeting publications.
6. Shall submit a Post-Annual Meeting Report summarizing student and academic activities, including outcomes, winners, sponsors, and recommendations for improvement.
7. Shall transfer all materials, records, and guidance to the incoming Vice President to ensure a smooth transition of duties.

Secretary

A. General Responsibilities
    1. Shall serve as a TSRT Delegate or Alternate Delegate to the ASRT House of Delegates Annual Meeting.
    2. Shall serve as the Chief Documentation and Communication Officer, maintaining the integrity, accuracy, and accessibility of all TSRT official records.
    3. Shall take and maintain accurate minutes of all Executive Board meetings and distribute draft minutes for review. Final minutes shall be filed with the Executive Board and posted within 5 business days after approval.
    4. Shall coordinate with the Executive Office Manager to maintain all records, correspondence, and archives in secure physical and digital formats.
    5. Shall assist the President and Board Chair in preparing meeting agendas, communications, and reports.
    6. Shall serve as the liaison to the Executive Office Manager for Society documentation and correspondence, ensuring consistent standards and timely communication.
    7. Shall present a Secretary's Report at each Board meeting summarizing actions, communications, and archival updates.
B. Budget and Bylaws Committee
    1. Shall serve as a member of the Budget and Bylaws Committee, chaired by the Board Chair.
    2. Shall assist in ensuring compliance with bylaws, standing rules, and guidebook provisions affecting fiscal operations.
    3. Shall verify that governance articles are current, nonconflicting, and aligned with organizational goals.
    4. Shall assist in updating and distributing revised bylaws, guidebook sections, and operational policies following Executive Board or membership approval.
    5. Shall promote awareness and understanding of governance policies among Executive Board Officers, committees, and members.
C. Grants and Scholarships
    1. Shall serve as a member of the Grants and Scholarships Committee, in collaboration with the Treasurer and Committee Chair.
    2. Shall assist in verifying application completeness and eligibility, maintaining transparent records, and supporting funding allocations approved by the Executive Board.
    3. Shall maintain a historical record of all grants and scholarships awarded, including recipient names, institutions, and award categories.

4. Shall support the Treasurer in ensuring compliance with funding timelines and reporting obligations.

D. Technology and Social Media
   1. Shall serve as the managing Executive Board Officer and advisor to the Technology and Social Media Committee.
   2. Shall collaborate with the Webmaster, Social Media Compliance Officer(s), and RAD Promoters to ensure consistency and compliance in TSRT's digital communications.
   3. Shall review and recommend technology updates, social media policies, and digital engagement strategies for Executive Board approval.
   4. Shall monitor reports of web traffic, outreach, and digital engagement to support data-driven decision-making.
   5. Shall assist in promoting professional engagement through electronic communications and technological innovation.

E. Historical Accounts and Archives
   1. Shall serve as the TSRT Historian and Keeper of the Archives, with the prerogative to form a task force to assist with preservation efforts.
   2. Shall maintain, safeguard, and inventory all historical materials, including officer records, awards, and event documentation.
   3. Shall ensure all archives are readily identifiable, reproducible, and secure.
   4. Shall collaborate with the ASRT Museum and Historical Committee to support national initiatives.
   5. Shall prepare historical summaries or displays for inclusion at the Annual Meeting or in Society publications.

F. Collaboration with the Executive Office Manager
   1. Shall work closely with the Executive Office Manager to promote shared goals related to documentation, communications, and historical preservation.
   2. Shall recognize that the Secretary, as an elected Executive Board Officer, does not report to the Executive Office Manager; rather, both operate under the governance of the Executive Board, with the Executive Office Manager managed by the Board Chair.

<u>Treasurer</u>

A. General Responsibilities
   1. Shall serve as the Chief Financial Officer of the Society, focusing on financial wellness, jurisprudence, and organizational effectiveness.
   2. Shall serve as a TSRT Delegate or Alternate Delegate to the ASRT House of Delegates Annual Meeting.
   3. Shall oversee the financial integrity of the Society, including management of accounts, disbursements, and deposits in collaboration with the Board Chair and Executive Office Manager.
   4. Shall serve as a principal authorized signer and trustee of all TSRT finances, accounts, assets, and other fiscal responsibilities, adhering to all ethical and fiduciary obligations.
   5. Shall present financial reports to the Executive Board quarterly and an annual summary to the membership.
   6. Shall collaborate with the Board Chair and Executive Office Manager to prepare and finalize the operational budget for the upcoming term.

7. Shall coordinate with a Certified Public Accountant for the annual audit, tax filings, and recommendations for fiscal improvement.
8. Shall promote financial transparency and ensure expenditures remain within approved budgetary limits.

B. Budget and Bylaws Committee
1. Shall serve as the Vice Chair of the Budget and Bylaws Committee, chaired by the Board Chair.
2. Shall facilitate financial education and awareness to improve fiscal proficiency among the Executive Board, Executive Office Manager, committees, and membership.
3. Shall review and perform regular budget evaluations to monitor proposed and actual utilization.
4. Shall assist in reviewing bylaws and guidebook amendments that influence budget or financial operations.
5. Shall ensure all governance documents and financial procedures support the Society's productivity, prudence, and progression.

C. Grants and Scholarships
1. Shall serve as the Chair of the Grants and Scholarships Committee, managing its operations in coordination with the Secretary and Committee members.
2. Shall develop and implement strategies to secure and sustain funding for scholarships and grants.
3. Shall maintain accurate records of all disbursements and ensure no conflict of interest exists among applicants, committee members, or reviewers.
4. Shall oversee the timeline of grant and scholarship activities, ensuring consistency with the Society's mission and available funding.
5. Shall report all financial transactions and award distributions to the Executive Board and Executive Office Manager.

D. Honors and Awards
1. Shall serve as a member of the Honors and Awards Committee, chaired by the President-Elect.
2. Shall oversee the financial allocation and distribution of award-related funds, ensuring budget alignment.
3. Shall maintain accurate records of expenses and reimbursements for award-related activities.
4. Shall coordinate with the Executive Office Manager on procurement and payment for plaques, trophies, or certificates.

E. Fiscal Oversight and Collaboration
1. Shall coordinate closely with the Executive Office Manager and Board Chair to manage organizational financial operations distinct from business operations.
2. The Treasurer manages Society-level finances (e.g., scholarships, grants, member benefits).
3. The Executive Office Manager manages operational and business finances (e.g., purchasing, vendor contracts, compliance, and audits).
4. Shall ensure two authorized signers approve all financial transactions in accordance with policy.
5. Shall participate in financial planning and risk management discussions with the Board Chair and Executive Office Manager.

6. Shall prepare all necessary reports and supporting documentation for Annual Business Meeting presentation.
7. Shall mentor the incoming Treasurer in fiscal procedures during the Pre-Annual and Annual Meeting periods.

Area Counselors

A. Purpose and Role
    1. Area Counselors serve as the liaisons between the TSRT Executive Board and local stakeholders, including affiliate societies, academic programs, and clinical partners across Texas.
    2. The purpose of this role is to foster communication, collaboration, and engagement among medical imaging and radiation therapy professionals within their designated areas.
    3. Area Counselors provide a grassroots connection to members, helping identify local needs, opportunities, and challenges that inform TSRT's statewide initiatives.
    4. Area Counselors are nonvoting members of the TSRT Executive Board but play a vital advisory and outreach role.
B. Appointment and Membership
    1. Area Counselors shall be appointed by the Executive Board by majority vote.
    2. Appointees must be active members of the TSRT and, when applicable, members of an affiliated subordinate society in their area.
    3. Appointments are for a 1-year term, beginning at the close of the Annual Meeting and Educational Symposium and concluding after the Post-Annual Meeting debriefing.
    4. Area Counselors may be reappointed for additional terms based on performance, engagement, and continued eligibility.
C. General Responsibilities
    1. Shall promote professional engagement, education, and advocacy within their assigned geographic area.
    2. Shall serve as TSRT representatives at local events, academic institutions, and affiliate society meetings when possible.
    3. Shall maintain communication with program directors, educators, employers, and professionals to encourage TSRT membership, participation, and professional development.
    4. Shall provide support to affiliate subordinates and local groups, helping strengthen operations, programming, and member involvement.
    5. Shall communicate ASRT and TSRT updates, including legislative, educational, and organizational news, to members in their area.
    6. Shall identify opportunities for TSRT partnerships with academic institutions, hospitals, vendors, and industry stakeholders.
    7. Shall attend and participate in the TSRT Annual Meeting and Educational Symposium and other official events as available.
D. Reporting and Communication
    1. Shall submit area reports to the Executive Board prior to each scheduled Board meeting, detailing:
        a. Local area activities and engagement efforts.
        b. Academic or affiliate updates.

c. Legislative or regulatory concerns.
d. Emerging professional needs or opportunities.

2. Shall maintain regular communication with the President or designated Executive Board liaison (typically the President or Vice President).
3. Shall promptly notify the Executive Board if an affiliate subordinate within their area becomes inactive or disbands.
4. Shall collaborate with the Technology and Social Media Committee to promote area activities through official TSRT platforms, following communication protocols.

E. Affiliate and Community Engagement
1. Shall work collaboratively with affiliate subordinate societies, when present, to support membership growth, events, and leadership development.
2. In the absence of an affiliate subordinate, shall work directly with local stakeholders, academic programs, employers, and professionals, to establish or revive a local society.
3. Shall mentor new local leaders and connect them with TSRT resources to ensure structural soundness and operational sustainability.
4. Shall promote inclusivity, professionalism, and respect across all interactions, representing the values of the TSRT.

F. Projects and Initiatives
1. Area Counselors may propose local initiatives, committees, or task forces to the Executive Board for approval.
2. Proposals shall include a clear statement of purpose, scope, membership, timeline, and any requested resources.
3. Approved initiatives will operate under the direct supervision of the Executive Board liaison and must submit a final report upon completion.

G. Collaboration and Accountability
1. Shall coordinate closely with the Vice President and President-Elect, who provide mentorship and oversight of educational and outreach efforts.
2. Shall maintain accurate records of area activities, correspondence, and community engagement efforts.
3. Shall participate in TxSRT training or orientation for Area Counselors when offered.
4. Shall uphold confidentiality, professionalism, and the mission, vision, and values of the TxSRT in all duties.

Executive Office Manager

Section 1. Qualifications

A. Must demonstrate the ability to collaborate effectively with the Executive Board, ASRT representatives, corporate and vendor partners, affiliate subordinates, committees, and contractors.
B. Must exhibit a commitment to the advancement and promotion of medical imaging and radiation therapy, emphasizing professionalism, education, and advocacy.
C. Must demonstrate organizational, project management, and financial accountability skills with consistent attention to deadlines and detail.
D. Must possess strong communication skills, including management of postal, electronic, and telephone correspondence.
E. Must be able to work independently and exercise initiative while maintaining responsiveness to Executive Board directives.
F. Must demonstrate leadership and adaptability, including the ability to work under varying degrees of demand or stress.
G. Must demonstrate ethical conduct, sound judgment, and professional demeanor at all times.
H. Must successfully complete a background and professional reference review confirming no evidence of financial misconduct, criminal activity, or ethical conflicts.
I. Shall serve as an authorized signer and trustee of TSRT financial accounts and assets, in accordance with the Bylaws and Operational Guidebook, under the direction of the Board Chair.

Section 2. Appointment and Structure

A. The position of Executive Office Manager is a voluntary, contract-based appointment approved by the Executive Board.
B. A stipend may be provided in accordance with the TSRT Bylaws. This position does not constitute employment and is not compensated through salary or benefits.
C. The Executive Office Manager acts under the direct supervision of the Board Chair and serves as the primary operations liaison between the Executive Board and the administrative functions of the Society.

Section 3. General Responsibilities

A. Shall manage the day-to-day operations of the TSRT Executive Office.
B. Shall ensure the continuity, organization, and professionalism of all Society correspondence and records.
C. Shall maintain and safeguard all financial and administrative records in accordance with approved governance standards.
D. Shall provide regular activity and operations reports to the Board Chair and Executive Board.
E. Shall collaborate with the President, President-Elect, and Treasurer to maintain compliance with ASRT affiliate standards, tax requirements, and audit recommendations.
F. Shall assist in maintaining compliance for affiliate subordinates, including charter status and reporting.
G. Shall coordinate official signatures, document authentication, and organizational seals as required.

H. Shall maintain proficiency in the Bylaws, Operational Guidebook, and Budget to ensure procedural integrity.
I. Shall assist the Board Chair and Treasurer in coordinating internal and external audits and serve as the primary liaison to the contracted Certified Public Accountant firm.
J. Shall manage Executive Board scheduling, communications, and logistics to ensure efficient operations.

Section 4. Communication and Publications

A. Shall serve as the Communications Coordinator, overseeing postal, electronic, and telephone correspondence for the Society.
B. Shall ensure timely response to inquiries directed to the TSRT Executive Office and maintain accurate contact records.
C. Shall serve as Editor of the Tex Rays Newsletter, coordinating content, authorship, editing, and publication timelines in collaboration with the Executive Board.
D. Shall work with the Technology and Social Media Committee to publish official updates, announcements, and news on the TSRT website and digital platforms.
E. Shall develop and maintain a publication calendar to ensure consistent communication with the membership.

Section 5. Membership Management

A. Shall oversee all TSRT membership processing and records, including applications, renewals, and account maintenance using the official membership platform.
B. Shall maintain an accurate and current membership roster on the TSRT website.
C. Shall report on membership numbers, financial trends, and growth initiatives at each Executive Board meeting.
D. Shall maintain updated contact lists for:
    1. Accredited medical imaging and radiation therapy programs.
    2. Affiliate subordinate organizations.
    3. Professional associations, vendors, and clinical partners.
E. Shall maintain and monitor official TSRT contact information, including mailing address, email accounts, and phone lines.

Section 6. Parliamentary and Governance Duties

A. Shall serve as Parliamentarian during Executive Board meetings and enforce meeting decorum in accordance with Robert's Rules of Order (Current Edition).
B. In the absence of the Secretary, shall record and transcribe meeting minutes, distribute drafts within 2 weeks, and retain final approved copies in the Society archives.
C. Shall ensure all meeting minutes and motions are archived electronically for historical and legal purposes.
D. Shall assist the Board Chair and Treasurer in preparing financial and administrative reports for presentation.

Section 7. Event and Project Management

A. Shall serve as Chair of the Annual Meeting Committee, managing event logistics, contracts, and program coordination under the direction of the Board Chair.

B. Shall collaborate with the Superintendent of Continuing Education to develop, schedule, and post the Annual Meeting prospectus of speakers and sessions.
C. Shall coordinate with vendors, sponsors, and speakers to ensure all contractual and logistical details are fulfilled.
D. Shall prepare, review, and monitor contracts related to event venues, lodging, catering, and technology needs.
E. Shall coordinate registration processes, payment collection, and onsite logistics, ensuring alignment with approved budget allocations.
F. Shall maintain accurate records of event expenditures and income and report financial summaries to the Treasurer and Board Chair.
G. Shall supervise or appoint event task forces, with Executive Board approval, to support Annual Meeting planning and execution.

Section 8. Continuing Education Liaison

A. Shall serve as a liaison and advisor to the Continuing Education Program Manager.
B. Shall maintain current knowledge of ASRT continuing education approval processes and ARRT CQR standards.
C. Shall assist in ensuring all continuing education activities meet applicable accreditation requirements and documentation standards.

Section 9. Website and Technology Oversight

A. Shall coordinate with the Technology and Social Media Committee to maintain website content accuracy and digital compliance.
B. Shall ensure timely posting of approved communications, events, and updates to the website.
C. May serve as a member of the Technology and Social Media Committee due to the integral connection between office operations and digital infrastructure.

Section 10. Collaboration and Accountability

A. Shall collaborate with the Secretary and Treasurer on all matters related to governance documents, fiscal records, and administrative reporting.
B. Shall ensure confidentiality, accuracy, and professionalism in all official communications.
C. Shall promote teamwork, transparency, and ethical practice within all interactions on behalf of the Society.
D. Shall perform additional duties as assigned by the Board Chair or Executive Board consistent with this Guidebook and Standing Rules.

Committees, Programs, Task Forces, and Other Human Resources

Section 1. Definitions

A. Committee: A standing body of elected/appointed members that operates continuously for a 1-year term.
B. Program: A tenured, ongoing set of activities with a defined purpose; may continue year to year without interruption.
C. Task Force: A temporary body activated for a specific purpose; deactivated upon completion or at a preset date; may be reactivated as needed.
D. Other Human Resources: Roles that support Society work but do not squarely fit the above (e.g., ad hoc advisors).

Section 2. ASRT House of Delegates (Affiliate Delegates and Alternates)

A. The Executive Board shall designate Delegates and Alternates from current officers and the Executive Office Manager: Board Chair, President, President-Elect, Vice President, Secretary, Treasurer, and Executive Office Manager.
B. Two Delegates and two Alternates shall be credentialed for the ASRT House of Delegates.
C. Subject to available funds and Executive Board approval, Alternates may receive full/partial travel or lodging support for official purposes. Funding requires compliance with the travel agreement and is contingent on performance of duty.
D. The Executive Board should prioritize a senior delegate (prior delegate experience) and a junior delegate (first-time delegate) when feasible.
E. If four representatives cannot be seated from officers due to qualification/availability, the Executive Board shall formally solicit qualified representatives from committees and/or membership and appoint by majority vote.

Section 3. Committee Governance (Chairs and Members)

A. Appointment and Term
    1. Unless otherwise specified, Chairs are appointed by majority vote of the Executive Board following the Volunteer Application process.
    2. Chairs and members serve 1-year terms; consecutive terms are permitted subject to reapplication and Executive Board approval.
    3. Each committee reports to a managing Executive Board Officer (advisor/sponsor).
B. Duties and Accountability
    1. Chairs govern in alignment with the TSRT mission, vision, values, and strategic plan.
    2. Chairs serve as the chief liaison to the Executive Board; they assign member roles objectively and maintain a productive culture.
    3. Committees shall create and maintain:
        a. A brief charter (purpose & scope).
        b. An annual plan (goals, timeline, deliverables) for Executive Board approval.
        c. Operating procedures as needed.
        d. Periodic updates and a year-end report.
    4. Members shall meet standards and role definitions set in the Bylaws, Guidebook, and applicable policies.
C. Selection and Removal

1. Selection: Completed Volunteer Application, recommendation by the managing Executive Officer, Executive Board approval.
2. Removal of Chair: resignation; conflict of interest; absence/inactivity; or performance concerns.
    a. Absence/Inactivity: If no response ≥14 business days after documented attempts, the managing Executive Officer may appoint an interim chair; after 45 days, the position is vacated and a new appointment made.
    b. Performance: The Executive Board may dismiss concerns, issue probation with terms, suspend, or remove.
3. Removal of Member: resignation; absence/inactivity; or performance issues.
    a. Absence/Inactivity: Chair documents at least three attempts at least 7 days apart and recommends action to the managing Executive Officer.
    b. Confidential committee deliberations are required; official outputs (e.g., budgets, rules) must remain transparent per policy.

D. Standing Committees (Composition and Charge)
1. Annual Meeting Committee
    a. Chair: Executive Officer Manager (or a qualified appointee if unavailable, with Board approval).
    b. Members: Executive Board Officers; Area Counselors; at least three host-site reps; one rep from each affiliate subordinate in the host area (as applicable); up to two student interns. Committee may request additional appointments to ensure at least five working members (excluding interns and Board).
    c. Charge: Develop and execute the Annual Meeting (budget, venue/contracts, schedule of events, speakers, vendor expo, student activities, registration, meals, logistics). Submit a strategic event plan and event budget for Executive Board approval; file a post-event report.
2. Budget and Bylaws Committee
    a. Chair: Board Chair; Vice Chair: Treasurer.
    b. Members: Executive Board Officers; Executive Office Manager; Past Presidents (as appointed).
    c. Charge: Maintain current operational and proposed budgets; require and review treasury reports; support audits with the Certified Public Accountant; draft/review governance amendments; maintain confidential deliberations while ensuring transparent budget reporting; record minutes and file them.
3. Educators' Alliance
    a. Chair: Elected by the Alliance at the Annual Meeting and Educational Symposium.
    b. Members: Vice President (ex officio); educators and academic leaders attending the most recent Alliance meeting. Each institution may have two voting reps; must be present to vote.
    c. Charge: Advance academic collaboration; support student events; propose improvements to academic value; partner with Student Affairs and Academic Programs; may meet outside the Annual Meeting and Educational Symposium.
4. Grants and Scholarships Committee
    a. Chair: Treasurer.
    b. Members: Vice President + three appointed members (no student interns).

c. Charge: Maintain an inventory of awards, timelines, and criteria; ensure conflict-free reviews; verify funds; track disbursements; recommend improvements. Current Executive Board Officers and committee members are ineligible for awards.

5. Honors and Awards Committee
    a. Chair: President-Elect.
    b. Members: Four appointed members.
    c. Charge: Maintain inventory, timelines, and criteria; solicit nominations ~ 6 months before Annual Meeting and Educational Symposium (open ≥ 30 and ≤ 90 days); maintain confidential, Board-approved rubrics; recommend honorees; coordinate accurate names/credentials for award procurement; recognize past honorees; the Executive Board may decline to select if criteria are unmet. Executive Board Officers and committee members are ineligible.
6. Legislative Affairs Committee
    a. Chair: President.
    b. Members: seven to nine engaged members statewide (priority for proximity to Austin as needed).
    c. Charge: Monitor/attend Medical Radiologic Technology and Texas Medical Board and stakeholder meetings; collaborate with lobbyists and ASRT networks; draft position statements; provide regular updates and recommendations; meet routinely.
7. Nominations Committee
    a. Chair: Board Chair.
    b. Members: Area Counselors, affiliate subordinate representatives, and/or Past Presidents/Former Officers (five to seven total including Chair).
    c. Charge: Operate a fair, confidential nominations and elections process (policy, timeline, candidate verification, elections, breach protocols); verify results and issue a formal report; coordinate letters of succession and appreciation.
8. Student Affairs and Academic Programs
    a. Managing Executive Officer: Vice President (may serve as Chair).
    b. Members: Five additional members, including two appointed from the Educators' Alliance.
    c. Charge: Maintain program roster; coordinate student competitions, SLDP, scholarships (with Treasurer), and student engagement; propose improvements to student events.
9. Technology and Social Media Committee
    a. Chair: Secretary (or qualified appointee).
    b. Members: Webmaster; one or two Social Media Compliance Officers; two RAD Promoters; two at-large members; Executive Office Manager (ex officio).
    c. Charge: Policies for website/social media; manage official channels; data security; consult with the IT/web vendor; monitor engagement metrics; coordinate postings and membership roster functions maintained by the Executive Office Manager.

E. Programs (Ongoing)
1. Continuing Education Program
    a. Education Coordinator: Appointed by the Board; Executive Office Manager serves as managing advisor.
    b. Charge: Manage ASRT CE approvals and audits; maintain standards (ASRT, ARRT CQR, TMB/MRT); coordinate with affiliates seeking approval; maintain liaison

relationships with ASRT/ARRT/TMB; recommend policy updates; integrate with Annual Meeting content.

F. Task Forces (Temporary)
    1. General Rules
        a. Activation: By Executive Board approval upon managing Executive Officer's request (scope, members, timeline, resources).
        b. Leadership: Task Force Leader recommended by managing Executive Officer and appointed by the Executive Board (managing Executive Officer may assume leadership).
        c. Governance: Submit a brief plan and schedule; provide updates; file a close-out report; confidentiality applies.
        d. Selection and Removal: Volunteer Application; majority Executive Board approval; removal protocols as stated above, with expedited timelines when work is time-sensitive (acknowledgement of unresponsiveness window may be shortened proportionally).
    2. Specific Task Forces (Examples)
        a. Affiliate Subordinate Task Force (Managing Executive Officer: President-Elect)
            i. Build/restore local affiliates; develop policies and support resources; operate episodically as needs arise.
        b. Corporate and Vendor Relations Task Force (Managing Executive Officer: President-Elect)
            i. Maintain sponsor directory; outreach; value propositions; sponsorships; support Annual Meeting/vendor engagement.
        c. Volunteer Engagement Task Force (Managing Executive Officer: President-Elect)
            i. Operate the volunteer application and onboarding processes; support chairs/managers; review/improve annually.

G. Program Managers and Staff (Where Applicable)
    1. Program Managers are appointed by the Executive Board (via Volunteer Application and managing officer recommendation).
    2. Responsibilities mirror committee chairs: manage scope, assign roles, maintain plans/procedures, report progress, and align to strategy.
    3. Programs report to a managing Executive Board Officer.
    4. Selection, term, reappointment, overlap for transitions, and removal follow above stated standards (with timelines adapted to program needs).

Amendment Summary

Adopted	1986	Kay Nolen
Amended	1988	Sharon Coffey
Amended	1989	S. Kay Flood
Amended	1990	Donna Shepherd
Amended	1992	Sue Leach
Amended	1994	Maxine Bradley
Amended	1998	Cissy Timms
Amended	1999	Scot Morren
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
Amended	2010	Charles Washington
Amended	2011	Lois Lehman
Amended	2012	Michael Hart
Amended	2013	Lynette Watts
Amended	2014	Chuck Merrifield
Amended	2015	Kameka Rideaux
Amended	2016	Tiffani Walker
Amended	2020	Brandon A. Smith
Amended	2021	Rodney Fisher
Amended	2025	Kevin R. Clark

2026-2027 Calendar

June 25-28	ASRT Educational Symposium & Annual Governance & House of Delegates Meeting
August 1	Affiliate Subordinate Compliance Documents – Start to gather information (NTRTS)
August 1-November 15	ASRT Accepting Applications for SLDP
August 18	Board of Directors Meeting
September 1	Save the Date for Annual Meeting – Send to All Members, Vendors, and Mailing Lists
September 1	Annual Meeting Speaker Applications Open
September 15	Board of Directors Meeting Submit ASRT Blast for NRTW Membership Rate
October 1	Officer Nominations Open (President-Elect, Vice President, and Secretary)
October 10	Fall Public Board of Directors Meeting – via Zoom at 10:00 am, Central Time
October 31	ASRT Compliance Documents Due
November 8 - 14	National Radiologic Technology Week (special membership rate for entire month)
November 17	Board of Directors Meeting
November 18-30	ASRT Selection Process of SLDP Participants
November 30	Annual Meeting Speaker Applications Close
December 1	Send Email Blast Request to ASRT for Annual Meeting Registration Announcement
December 14	ASRT SLDP Participants Notified
December 30	Officer Nominations Close

January 1	SLDP 2027 Cohort Starts
January 1	Tentative Annual Meeting and Educational Symposium Schedule Published
January 1	Annual Meeting Registration Opens (Early Bird Rate Opens)
January 1	Student Competition Application Submissions Open
January 1	Award Nominations Open
January 9	Winter Board Meeting – Open to Members (Present FY 27-28 Proposed Budget) via Zoom at 10:00 am, Central Time.
January 9	Educator Alliance Meeting – via Zoom, 11:00 am, Central Time
January 9	Officer Elections Ballot Opens
January 30	Officer Election Close
February 6	Results of Officer Elections Published
February 15	Award Nominations Close
February 16	Board of Directors Meeting
March 1	Proposed FY 27-28 Budget Posted to Website for Members to View (At Least 30 Days Prior to Annual Meeting)
March 1	Student Competition Application Submissions Close
March 15	Early Bird Rate Closes
March 16	Board of Directors Meeting
April 3	Registration Closes
April 15-17	96th Annual Meeting and Educational Symposium (Vote to Approve FY 27-28 Budget)
April 19	Send Post-Meeting Survey to Attendees and Vendors
May 1	Post Approved FY 27-28 Budget to Website