



Revised March 2019

POLICIES AND PROCEDURES

Colorado Society of Radiologic Technologists

The following manual will be used as a guideline for the officers and committee chairs of the CSRT.

Due to the importance of each office and committee to the function of the CSRT, attendance at the Board and Committee meeting is essential. No Officer or Committee Member should miss in excess of two meetings. If an Officer or Committee member misses in excess of two meetings during the fiscal year, disciplinary action by the Executive Committee of the Board may be taken, up to and including dismissal from the Board or Committees.

The fiscal year of the Society shall be determined by the Board of Directors. Said fiscal year may be changed from time to time by the Board of Directors in its discretion.

The normal schedule for meetings is every six weeks.

All communications by Committee Chairpersons to the membership of the CSRT are subject to Board approval prior to mailing.

All expenditures by Committee Chairpersons must have prior approval by the Board of Directors. All Committee Chairpersons and committee members will be members of the CSRT and ASRT.

DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors is the governing board of the Society. It is to function in a unified democratic manner giving due consideration to any and all issues brought before it by any member of the Society. It is the duty of the Board of Directors to uphold the bylaws, as well as the policies, adopted by the membership of the society. Each issue is weighed in its direct relationship to the progress and purpose of the Society. Personalities, prejudice and personal conviction must be put aside and the cold light of objective reason adopted as the scale of judgment.

1. The Board of Directors will be composed of, the five elected officers of the Board of Directors. These members shall consist of the Chairman of the Board, President, President-

Elect, Vice President, and Secretary of the Society. The third year member of the board shall be designated as Chairman of the Board.

2. The term of Chairman shall not exceed one year unless there are mitigating circumstances.

3. The Chairman of the Board will assume responsibilities as the Chairman of the next annual meeting. It shall be the Chairman's responsibility to appoint the conference planning committee and oversee all activities.

4. If, in the event of a vacancy of the Chairman, the remaining Board members are empowered to fill the vacancy in accordance with established bylaws.

5. The Board of Directors shall attend scheduled meetings of the State Society.

6. The Board of Directors shall tally the votes for the election of officers.

7. It is the duty of the Board of Directors to approve judges at each annual meeting for judging of essays and exhibits.

a. They may also present certificates of award given at the annual meeting.

b. They may also procure plaques or ribbons for presentation to the winners of competition.

8. The members of the Board of Directors shall serve as advisors to the President.

9. At the end of each year, the Board of Directors will review progress and make recommendations to the Society for the following year (a Board Report).

10. The Board of Directors will:

a. Provide for the audit of the books and accounts of the Society.

b. Control all funds and/or properties of the Society. All expenditures of the Society must be approved by a majority of the Board.

c. Establish and/or change the dates or locations of the annual meeting if found advisable; and, if found advisable, in the case of state and national emergency, cancel the annual meeting.

- d. Employ such personnel as may be necessary to conduct the business of the Society.
- e. Determine the number and boundaries of affiliated districts, and define the affiliated chapters.
- f. Employ an Executive Secretary.

11. The Board of Directors shall review and approve the selection of all committee Chairmen of the Society prior to their appointment.

12. Newly elected State Officers shall be installed into office under the direction of the Board of Directors. The Chairman of the Board shall install all officers or delegate that duty to another representative.

13. The Chairman of the Board will contact all candidates for office and inform them of the election results no more than 72 hours after receiving the said results. The Chairman shall also send official letters to all candidates informing them of their election or non-election no less than 30 days prior to the annual conference at which they are to be installed.

14. Special meetings of the Society may be called at such time and place as may be designated by the Board of Directors. A majority of this group shall constitute sufficient authority. Members will be notified and meetings conducted in accordance with the bylaws of the CSRT.

15. The Board of Directors shall prepare a budget for the succeeding year.

16. The Board of Directors shall determine registration fees for the annual conference and seminars which are sponsored by the CSRT.

19. The Board of Directors shall appoint the delegates to the ASRT annual meeting to represent the CSRT every year in accordance with the eligibility requirements of the ASRT.

DUTIES OF THE ADVISORY BOARD

The basic objective and goal of the Advisory Board is to provide assistance and support to the current Board of Directors and Committee members. The current Board of Directors and Committee members can draw on the vast knowledge and experience of the Advisory Board

members to ensure consistency and stability in the operation of the Colorado Society of Radiologic Technologists, Inc.

1. The Advisory Board shall be composed of past Presidents of the Colorado Society of Radiologic Technologists, Inc.
2. Members of the Advisory Board should be in attendance at all Committee and Board of Directors meetings.
3. Information dispersed and business conducted shall remain confidential.
4. Advisory Board members are not voting members of the Board of Directors of the Colorado Society of Radiologic Technologists, Inc.
5. Advisory Board members must retain their memberships in both the American Society of Radiologic Technologists and the Colorado Society of Radiologic Technologists, Inc.
6. Advisory Board members will share their experience and knowledge and be a source of advice for current Board of Directors and Committee members to ensure the continued stability and operation of the Colorado Society of Radiologic Technologists, Inc.

DUTIES OF THE EXECUTIVE SECRETARY

All bookkeeping and accounting duties of the Colorado Society of Radiologic Technologists, Inc. are the responsibility of the Executive Secretary. The Executive Secretary is paid a salary for services rendered to the Society. The following is an outline of the duties.

1. The Executive Secretary shall purchase supplies for the Society and shall keep sufficient amounts on hand.
 - a. Such supplies to be kept on hand are stationary, bylaws, CSRT and ASRT applications, state membership cards and certificates.
 - b. Reprinting or purchasing of such materials must be approved by the Board of Directors.

2. The Executive Secretary shall send each new and renewing member of the Society a membership card. The membership card will specify the member's category and expiration date of said membership.
3. The Executive Secretary shall maintain an accurate and current list of all members of the CSRT. This list will include names, addresses, phone numbers, email addresses and categories of the membership. Copies are to be distributed to the Executive Committee, membership committee and each subordinate President as needed.
4. It is the duty of the Executive Secretary to send out notices to the membership for renewal of membership in the Society. If the member does not renew membership within sixty days, the member's name shall be dropped from the roster. All bookkeeping and or accounting for this will be done by the Executive Secretary. Membership cards will be prepared and distributed by the Executive Secretary.
5. Required state, federal or local reports, such as income tax will be filed by the Executive Secretary.
6. At the end of the year, the Executive Secretary shall provide for an audit of the books. The Board may request the Treasurer's book at any time they deem it necessary to be audited.
7. The Executive Secretary shall submit copies of all correspondence to the Board.
8. Ballots for election of officers will be returned to the Executive Secretary where they shall remain unopened until a time after the deadline for voting has passed and the Board of Directors assembles to count the ballots. Ballots shall be retained for a period of one year after the annual meeting at which elected officers are installed. In the case of electronic balloting, the Executive Secretary shall have access to the balloting service and/or website in order to receive and evaluate the vote count for the election.
9. The Executive Secretary will complete an annual Treasurer's report. This report will be submitted to the Board of Directors prior to the annual conference. This annual report will be submitted to the membership at the annual conference.

DUTIES OF THE BYLAWS COMMITTEE

The purpose of the bylaws committee is to maintain the bylaws of the CSRT. The committee reviews suggested changes from the Board or Membership and prepares them for voting.

1. The Chairman shall prepare a typewritten report to be distributed at each Board meeting.
2. The Chairman shall prepare a typewritten annual report of committee activities 30 days prior to the annual meeting.
3. When a member of the committee is unable to attend a Board meeting, he/she should notify the President. A written report should be given to the President prior to the meeting.
4. The committee should be familiar with the bylaws and be prepared to respond when a question of bylaw procedure is presented.
5. The committee shall review the bylaws annually for needed changes.
6. The committee shall collect and review suggested changes from the membership or the Board of Directors.

DUTIES OF THE LEGISLATIVE COMMITTEE

Charges for the Legislative Committee will be prepared by the President and approved by the Board of Directors before being presented to the Legislative Committee Chair each year. These charges will be basic and will be established by the President with the assistance and approval of the Board of Directors. Each Committee Chair is expected to act with initiative and good judgment.

It is encouraged that this committee consist of not less than three members including the chair.

1. The chairman shall prepare a typewritten report to be distributed at each board meeting..

2. The chairman of the committee shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.
3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the Board of Directors and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. The committee shall inform the membership on all old and new legislation.
6. Copies of any pending or proposed legislation shall be given to the membership when requested or required.
7. The committee should try to attend all legislative sessions that pertain to or are in the interests of radiologic technology.
8. Committee members may be selected by the chairman.

DUTIES OF THE MEMBERSHIP COMMITTEE

Basic objectives and goals will be presented to the Membership Committee Chair by the President each year. Charges for the Membership Committee will be prepared by the President and approved by the Board of Directors before being presented to the Membership Committee Chair each year. These charges will be basic and will be established by the President with the assistance and approval of the Board of Directors. Each Committee Chair is expected to act with initiative and good judgment.

It is encouraged that this committee consist of not less than three members including the chairman.

1. The chairman shall prepare a typewritten report to be distributed at each board meeting.

2. The chairman of the committee shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.
3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the Board of Directors and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. The committee shall have access to applications for CSRT and ASRT.
6. The committee will hold correspondence with all districts and chapters in the state.
7. The purpose of this committee is to recruit new members. Thorough knowledge of all benefits derived from membership to the professional society is a basic responsibility of this committee.

DUTIES OF THE PUBLIC RELATIONS COMMITTEE

Basic objectives and goals will be presented to the Public Relations Committee Chair by the President each year. Charges for the Public Relations Committee will be prepared by the President and approved by the Board of Directors before being presented to the Public Relations Committee Chair each year. These charges will be basic and will be established by the President with the assistance and approval of the Board of Directors. Each Committee Chair is expected to act with initiative and good judgment.

It is encouraged that this committee consist of not less than three members including the chairman.

1. The chairman shall prepare a typewritten report to be distributed at each board meeting.
2. The chairman shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.

3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the President and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. The basic purpose of the public relations committee shall be to acquaint the public with, and make the public aware of Radiologic Technology and its purpose in the health care professions. They will also assist the conference committee with the organization of vendor tables, and vendor events, at the annual meeting of the Society.
6. The chairman and committee shall assist the districts and chapters in public relations.
7. Committee members may be selected by the chairman.

DUTIES OF THE NOMINATING COMMITTEE

Charges for the Nominating Committee will be prepared by the President and approved by the Board of Directors before being presented to the Nominating Committee Chair each year. These goals will be basic and will be established by the President with the assistance and approval of the Board of Directors. Each Committee Chair is expected to act with initiative and good judgment. The Nominating Committee Chairman should be a past-president of the society, whenever possible, as their extensive experience will be helpful in describing the duties of officers of the society to potential candidates.

It is encouraged that this committee consist of not less than three members including the chairman.

1. The chairman shall prepare a typewritten report to be distributed at each board meeting..
2. The chairman shall prepare a typewritten annual report of committee activities 30 days prior to each annual conference.

3. At any time when correspondence is made with ASRT, etc., a copy of the correspondence must be given to the President and Executive Secretary for their files.
4. When the Chairman or members are unable to attend a board meeting, he/she must notify the President. A written report must be given to the President prior to the board meeting.
5. It is the responsibility of the Nominating committee to recruit candidates for the offices of President-elect, Vice President and Secretary.
6. It shall be the responsibility of the Nominating Committee to ascertain the qualifications of each candidate and satisfy itself that all candidates have the proper credentials and are willing to serve if elected. The list of candidates should be presented to the Board of Directors 90 days prior to the annual meeting.
- .7. Upon completion of the ballot count by the Executive Board, the results will be in the annual committee report.
8. The chairman of the Nominating committee shall read the results of balloting at a business session during the annual conference.

DEFINITIONS OF DISTRICTS AND CHAPTERS

District: A group that includes registered technologists, student technologists, and commercial representatives in an area encompassed by geographic boundaries.

Chapter: A group that includes registered and student technologists of like modality within the radiologic sciences. This could include military personnel as defined by the ASRT.

Policies and Procedures:

Those petitioning for district and chapter status must meet the following minimum criteria:

1. Officers must be members of the CSRT and ASRT.

2. Must have written bylaws that do not conflict with the philosophy of the CSRT; The district or chapter may also chose to adopt the CSRT bylaws.
3. Will assist in the direction and growth of the CSRT and promote the goodwill of the society.
4. Existing districts and chapters must maintain written correspondence with the Board of Directors with notification of new officers' names and addresses and additional contact information after annual elections.
5. New districts and chapters must petition the Board for Affiliation status (see below for example petition).

Petition to the CSRT for Affiliation Status

On this date, _____ we, _____

Petition the Colorado Society of Radiologic Technologists, Inc. for affiliation status as a district/chapter. We understand that this agreement allows us all CE benefits as received by the CSRT as the recognized ASRT state affiliate. We agree to organize and run our organization in accordance with the CSRT bylaws. We also agree that our officers, as named below, will be CSRT and ASRT members.

Officers: (include name, address, office)

This petition is submitted by _____ as a representative of our organization and can be contacted at _____.

Please submit this application to the Executive Secretary of the CSRT.

FINANCIAL

POLICIES REGARDING ALLOWABLE EXPENSES

Expenses are eligible for reimbursement if they meet the following criteria..

(1) An expense voucher and receipt must be presented to receive reimbursement.

A. Land travel to approved CSRT Board meetings, committee meetings, legislative meetings, district meetings or other Board approved meetings and functions where it would be advantageous or beneficial to the CSRT to have representation. The land travel expenses will be reimbursed at the rate authorized according to Federal regulations. (2)

B. Lodging and food expenses for The Board of Directors and committee chairmen when deemed necessary by a majority of the Board. Itemized bills or receipts must be submitted with an expense voucher to document expense. Lodging expense is to have prior approval.

C. Supplies and material which are necessary to conduct the duties of elected office or committee appointment.

D. Copying and/or printing expenses which have prior approval and are necessary in the conduct of assignment or duties.

E. Long distance telephone calls by The Board of Directors if it is necessary in the conduct of the office and cannot be taken care of by mail or at a regular meeting. Also, reasonable calls by committee members may be approved to obtain authorization for functions necessary in conduct of committee responsibilities.

F. Expense for postage which is required and necessary for the conduct of Society business.

G. Registration expense for attendance at meetings or functions which are sponsored by organizations other than CSRT and ASRT when attendance or representation would be advantageous or beneficial to the CSRT and its membership.

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT

- A. Food and beverages excluding item 1B.
- B. Laundry and dry cleaning.
- C. Oil, tires, towing and other maintenance, major or minor on vehicles of members.
- D. Expenses for family members.
- E. Personal care items.
- F. Recreational activities.

FOOTNOTES:

1. Only members of the Board of Directors committee chairmen and the Executive Secretary are eligible to have expenses reimbursed.
2. Car pooling to all meetings is encouraged. Individuals who do not wish to car pool to meetings but wish to travel alone, will not be reimbursed for travel expenses. Travel by means other than automobile must be authorized by a majority of the Board of Directors prior to travel.
3. Postage expenses may be requested and paid in advance. When expenses are approved and payment made in advance, cash receipt must be submitted at the next regularly scheduled meeting of CSRT board and officers. This receipt is to be attached to a previously submitted expense voucher and signed by the Board.

ACCOUNTING METHODS

It is the policy of the CSRT to utilize the cash basis of accounting. Cash receipts are a liquid asset and strong internal controls have been created to protect this most important asset.

Procedure:

- Upon receipt, all checks will be immediately endorsed to the CSRT and deposited within 48 hours
- Two signers are required on checks
- A receipt will be generated for every transaction and the ledger will be updated immediately
- An audit of the ledger will be conducted on a yearly basis by a subcommittee selected by the board of directors or a third party auditing firm

- A formal audit by a third party may be requested by the board at any time for just cause

BANK RECONCILIATION

It is extremely important to control liquid assets with a bank reconciliation process. A bank reconciliation is the process of matching the affiliate's records with the bank's records. Using a system of reconciliation will help determine if any errors or omissions have occurred. Keep in mind that some of the discrepancies may be due to the timing of the statement and the actual transaction and not an error or omission.

The CSRT bank statement is received by the Executive Secretary monthly. The bank statement should be opened and reviewed within 2 days. Any questions will be directed to the bank. Discrepancies will be noted and discussed by the board of directors. The CSRT Board of Directors, at its discretion, will determine if any further action is warranted, such as a full investigation or audit.

BUDGET

It is the policy of the CSRT to prepare a balanced budget. This budget will be prepared and presented for consideration by the Board of Directors every year.

CHECKS AND FINANCIAL CONTROLS

It is the policy of the CSRT that authorization is necessary for signatures on contracts, checks, payments, and receipt, deposit or withdrawal of money. The board shall have oversight of any individual authorized to perform such duties. The board shall approve any expense that exceeds the budget. The CSRT shall place all accounts in financial institutions that are federally insured.

All check disbursement will originate from the CSRT Executive Secretary. The Executive Secretary will review the funds disbursement request for accuracy and only upon review and approval of the transaction will a check be disbursed. This will include a review of the proper supporting documentation, such as a purchase order and evidence of the receipts of the goods and/or services. In addition, any checks shall require two signatures. Only the Executive Secretary has access to any unused checks.

RECORDS RETENTION AND DESTRUCTION

It is the policy of the CSRT to retain records as per the schedule below. The Board of Directors must approve the destruction of records not on the retention schedule.

Document	Retention Period
Vouchers for payment	7 years
Audit reports	Permanent
Bank statements	7 years
Canceled checks	7 years
Check registers	Permanent
Deposit slips	7 years
End of year financial statements	Permanent
Insurance policies	Permanent
Board Meeting Minutes	Permanent
IRS 990 Tax Forms	Permanent
Independent Contractor Contracts	7 years

BAD DEBT WRITE-OFF

It is the policy of the CSRT to ensure that all available means of collecting bad debts have been exhausted before write-off procedures are initiated. If a debt is deemed uncollectible, approval by the CSRT Executive Secretary and the President are required before write-off implementation.

LOANS

It is the policy of the CSRT that a loan may not be made to any board member, officer or employee of the organization