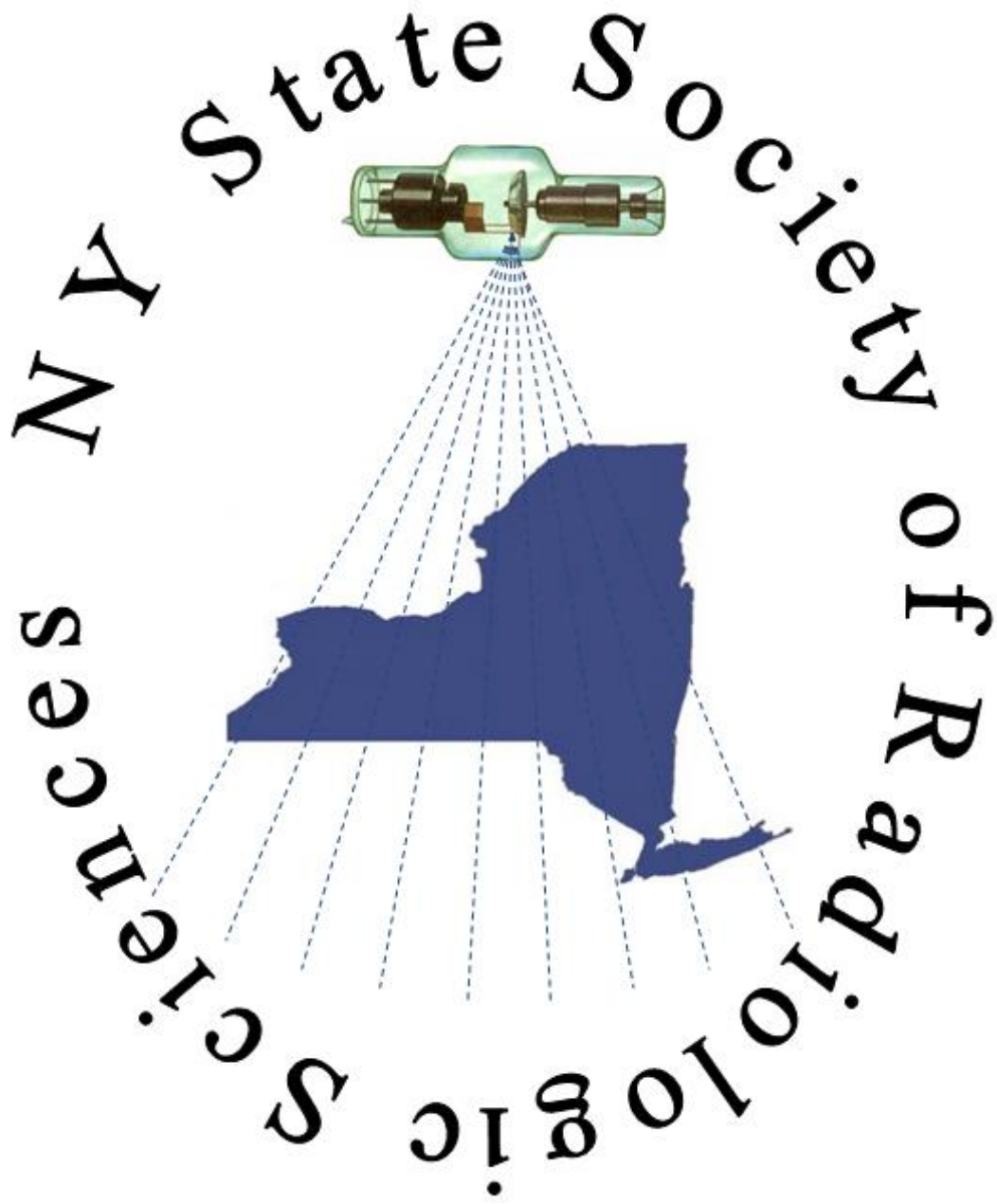


**THE NEW YORK STATE SOCIETY  
OF RADIOLOGIC SCIENCES, INC.  
(N.Y.S.S.R.S.)**



# **THE NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC. (N.Y.S.S.R.S.)**

## **NYSSRS MISSION STATEMENT**

THE MISSION OF THE NYSSRS IS TO PROMOTE THE RADIOLOGIC SCIENCES AND MEDICAL IMAGING PROFESSIONS, TO ESTABLISH AND MAINTAIN APPROPRIATE EDUCATION FOR THE PURPOSE OF ELEVATING AND PROMOTING THE HIGHEST STANDARDS OF PATIENT CARE TO OUR COMMUNITIES OF INTEREST, AND TO PROTECT THE GENERAL WELFARE OF RADIOLOGIC SCIENCE PROFESSIONALS.

### **THE NYSSRS WILL ACHIEVE THIS MISSION BY:**

- REPRESENTING THE PROFESSIONAL INTERESTS OF THE MEMBERSHIP OF THE NYSSRS TO THE ASRT
- MONITOR LEGISLATIVE ACTIVITIES THAT AFFECT RADIOLOGIC SCIENCE PROFESSIONALS
- KEEP THE MEMBERSHIP INFORMED OF ISSUES RELATED TO MAINTAINING THEIR STATUS AS NY STATE LICENSED PROFESSIONALS
- TO PRESENT CONTINUING EDUCATION OPPORTUNITIES IN INNOVATIVE WAYS
- TO STRENGTHEN PROFESSIONAL STANDARDS WHILE UPHOLDING THE PROFESSION'S CODE OF ETHICS.

**LIFE MEMBERSHIP IN THE NYSSRS**

Life membership in the NYSSRS is bestowed upon individuals who have rendered exceptional service and who have the unanimous recommendation of the Board of Directors.

Life members shall be exempt from annual dues.

Life members may be nominated by any district society or group of individual technologists. The candidate may be a current member, or past member of the NYSSRS. The recommendation is made in writing to the NYSSRS board. The written recommendation should outline the candidate's contributions to the NYSSRS.

The board shall vote on all candidates presented for life membership at either the winter or mid-year board meeting and the life membership shall be awarded at the annual meeting. Life membership shall be awarded by majority vote at a regular board meeting. At any one time there should be no more than twelve (12) life members. Life members who have not been in contact with the NYSSRS are excluded from this tally.

After the board awards life membership status, the president shall notify the new life member via personal phone call. A written letter shall also be sent following this call. The letter shall be written to include the contributions of the life member to the NYSSRS, so that the life member can use it in their professional portfolio. The board shall determine the type of token (plaque, medallion etc.) to be presented at the annual meeting.

Life members shall have all the rights and privileges of active members. This includes the right to vote, debate, hold office and if a voting member of the American Society of Radiologic Technologists (ASRT) may serve as a delegate in the ASRT House of Delegates.

**LIFE MEMMBERS OF THE NYSSRS, INC.**

<b><u>LIFE MEMBERS</u></b>	<b><u>YEAR HONORED</u></b>
CHARLES STILLMAN -----	DECEASED – 1971
WILLIAM PAYNE -----	DECEASED - 1975
MARY CAMERON -----	1958-NO CONTACT SINCE 1996
EDWARD WHITE -----	1958-DECEASED 1983
EDWARD GUNSON -----	1958-DECEASED
SR. CHRISTINA SPIRKO -----	1959-DECEASED 1992
FLORENCE LEVY -----	1959 - DECEASED 1969

**LIFE MEMBERS CONTINUED**

**LIFE MEMBERS**

**YEAR HONORED**

LOUIS WALTHOUSEN -----	1961 - DECEASED 1969
FLORENCE KILLEGREW -----	1963 - NO CONTACT SINCE 1998
NINA KLINEMAN -----	1964 - NO CONTACT SINCE 1996
MARION SNYDER -----	1964
ANGELO DINI -----	1965 - DECEASED
VERONICA GORMAN -----	1968 - NO CONTACT SINCE 1996
REGINA BARTISH -----	1970 – NO CONTACT SINCE 1990
BERNICE WALKER -----	1971 - DECEASED
MARY LOUISE BAUDER -----	1977 - DECEASED
TED LATOFF -----	1991 - DECEASED 1998
ANGELINE CULLINAN -----	1996
JOHN CULLINAN -----	1996 – DECEASED 2013
ROBERT GEISER -----	2001
MARIANNE “MICKEY” SHORT-----	2002
BOB RIVERA -----	2009 – DECEASED 2010
EILEEN DOYLE -----	2014
STEVE HERRMANN -----	2014
WILLIAM BRENNAN -----	2016

LAST REVISED 04/2014, 04/2016, 1/2019

### PAST PRESIDENTS OF THE SOCIETY

(\* indicates no picture in the president's album; \*\* indicates deceased)

WILLIAM PAYNE**	1933, 1934	WESTERN NY SOCIETY OF RADIOGRAPHERS
EDWARD "ED" GUNSON**	1935, 1941	WESTERN NY SOCIETY OF RADIOGRAPHERS
CHARLES STILLMAN**	1936, 1939	WESTERN NY SOCIETY OF RADIOGRAPHERS
CECELIA C. BATT	1937, 1942	WESTERN NY SOCIETY OF RADIOGRAPHERS
HAROLD KAYS*	1938	WESTERN NY SOCIETY OF RADIOGRAPHERS
BLANCHE MILLARD	1943, 1944	WESTERN NY SOCIETY OF RADIOGRAPHERS
EDWARD "ED" GUNSON**	1945, 1946	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
MARION SNYDER	1947	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
EVELYN JONES*	1947	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
NINA BOOKE KLIMAN	1949	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
SIDNEY ALEXANDER	1950	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
MARIE GROOTEN*	1951	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
FLORENCE KILLEGREW	1952	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
GEORGE FISHER**	1953	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
JOHN HOLLENBECK*	1954	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
ANGELO DINI	1955	THE NY STATE SOCIETY OF X-RAY TECHNICIANS

**PAST PRESIDENTS OF THE SOCIETY CONTINUED**  
 (\* indicates no picture in the president's album; \*\* indicates deceased)

DANTE DILELLA	1956	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
MARY LOUISE BAUDER	1957	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
DAVID SAGE	1958	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
ALBERT "AL" PRONTI	1959	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
DONALD "DON" ATKINS	1960	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
CAROL SAVAGE	1961	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
JOHN "JACK" STEWART	1962	THE NY STATE SOCIETY OF X-RAY TECHNICIANS
JANE AGAN	1963	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
VITO FODERA	1964	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
BERNICE WALKER	1965	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
WILLIAM "BILL" BURGER	1966	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
BETTY MACAFEE	1967	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
THEODORE "TED" LATOFF	1968	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
CHARLES "CHUCK" PECORA	1969	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
DONALD ROTH	1970	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
ROBERT SUPRENANT	1971	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.

**PAST PRESIDENTS OF THE SOCIETY CONTINUED**  
 (\* indicates no picture in the president's album; \*\* indicates deceased)

THOMAS WALKER	1972	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
FRANCES CASCIO	1973	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MARY SUSAN THOMAS	1974	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
FREDERICK STEFAN	1975	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MICHAEL LETIZIA	1976	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MATY-FAYE GREAR	1977	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
LINDA WEISS	1978	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MELVIN THORNHILL	1979, 1980	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
BERNICE WALKER	1981, 1982	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MARIANNE SHORT	1982, 1983	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
JOSEPH TACKNEY	1983, 1984	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
KEVIN HISCOCK (IMPEACHED)	1984, 1985	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MARY BRENNAN	1985-1986	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
MARY AN PASKEY-EMANUELLI	1986, 1987, 1988, 1989, 1990, 1991	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.

**PAST PRESIDENTS OF THE SOCIETY COMTINUED**  
 (\* INDICATES NO PICTURE IN THE PRESIDENT'S ALBUM; \*\* INDICATES DECEASED)  
 (2 YEAR TERMS BEGIN)

ROBERT W. GEISER JR.	1992	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
BARBARA WILSON -CHAKMAKJIAN	1994	RADIOLOGIC TECHNOLOGISTS SOCIETY OF NYS, INC.
STEVEN HERRMANN	1996	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.
DOMINICK DEMICHELE	1998	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.
PAULETTE PETERSON	2000	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.
JOSEPH WHITTON	2002	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.
WILLIAM BRENNAN	2004	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.
BARBARA NEUMANN	2006	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.
PAULETTE PETERSON	2008	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC
KENNETH MARTUNICCI	2010	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC
DAVID FINALDI	2012	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC
ERIC LOBEL	2014	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC
ANN VERSCHUUREN	2016	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC
DAVID FINALDI	2018	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC
	2020	NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC

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## **EMERITUS MEMBERS**

Emeritus members shall be at least 60 years of age, and have been a member of the NYSSRS for 20 consecutive years.

The members seeking emeritus status, must submit a request to the membership director. The application will be reviewed and if qualifications are confirmed emeritus status will be granted.

The Emeritus member shall have all the rights and privileges of active members to include the right to vote, debate, run for office (if a member of the NYSSRS & ASRT) and if a voting member of the American Society of Radiologic Technologists (ASRT) may serve as a delegate in the ASRT House of Delegates.

### **EMERITUS MEMBERS OF THE NYSSRS, INC.**

Jean Allen	Glover Hill
Eleanor Andrews	William Olverson
Ellen Bell	Charles Pecora
Dorothy Darrin	Paulette Peterson
Antionette DeJohn	Belle Posner
Adele Demand	Elaine Resciniti
Eileen Doyle	Victor Storace
Sharonlee Duguay	Elizabeth Sullivan
Gerald Frank	Joseph Tackney
Anthony Guccione	Melvin Thornhill
Armand Hall	Ruth Wensley

LAST REVISED 01/04, 04/2014,  
04/2016, 1/2019

## DELEGATES TO THE ASRT ANNUAL MEETING

*THE PRESIDENT AND PRESIDENT-ELECT OF THIS SOCIETY  
SHALL BE THE DELEGATES TO THE ASRT ANNUAL MEETING.  
THE ALTERNATES SHALL BE APPOINTED BY THE PRESIDENT.*

<b>YEAR</b>	<b>DELEGATE</b>	<b>SITE</b>
1955	BERNICE WALKER	BOSTON
1956	MARY LOUISE BAUDER	LOUISVILLE
1957	ANGELO DINI EDWARD GUNSON	WASHINGTON (W/ CANADA)
1958	REGINA BARTISH	DALLAS
1959	CAROL SAVAGE	DENVER
1960	DONALD ATKINS	CINCINNATI
1961	DAVID SAGE	MONTREAL W/CANADA)
1962	MARIAN SNYDER	SEATTLE
1963	JANE AGAN	PITTSBURGH
1964	JACK STEWART	MINNEAPOLIS
1965	BETTY MACAFEE	CHICAGO
1966	VITO FODERA	BOSTON
1967	BERNICE WALKER	ST. LOUIS
1968	WILLIAM BURGER	LOS ANGELES
1969	BERNICE WALKER	ATLANTA
1970	THEODORE LATOFF	MIAMI
1971	THEODORE LATOFF	NEW ORLEANS
1972	DONALD ROTH	DENVER

<b>YEAR</b>	<b>DELEGATE</b>	<b>SITE</b>
1973	ROBERT SUPRENANT	CHICAGO
1974	FRANCES CASCIO THOMAS WALKER	PHILADELPHIA
1975	MARY SUSAN THOMAS	SAN FRANCISCO
1976	MARY-FAYE GREAR	HAWAII
1977	MICHAEL LETIZIA	WASHINGTON, D.C.
1978	MARY-FAYE GREAR	ANAHEIM
1979	LINDA WEISS	HOUSTON
1980	MELVIN THORNHILL	SALT LAKE CITY
1981	BERNICE WALKER	NEW ORLEANS
1982	MARIANNE SHORT	BALTIMORE
1984	JOSEPH TACKNEY	RENO
1985	KEVIN HISCOCK	DENVER
1986	MARY BRENNAN MARY ANN PASKEY-EMANUELLI	SAN ANTONIO
1987	MARY ANN PASKEY-EMANUELLI	WASHINGTON, D.C.
1988	MARY ANN PASKEY-EMANUELLI	ALBUQUERQUE
1989	MARY ANN PASKEY-EMANUELLI	MILWAUKEE
1990	MARY ANN PASKEY-EMANUELLI MARIANNE SHORT	ORLANDO
1991	MARY ANN PASKEY-EMANUELLI MARIANNE SHORT	ALBUQUERQUE
1992	MARY ANN PASKEY-EMANUELLI ROBERT W. GEISER	SALT LAKE CITY

<b>YEAR</b>	<b>DELEGATE</b>	<b>SITE</b>
1993	ROBERT W. GEISER BARBARA WILSON-CHAKMAKJIAN	BALTIMORE
1994	ROBERT W. GEISER BARBARA WILSON-CHAKMAKJIAN	ST. LOUIS
1995	BARBARA WILSON-CHAKMAKJIAN DOMINICK DEMICHELE	SALT LAKE CITY
1996	BARBARA WILSON-CHAKMAKJIAN STEVEN HERRMANN	LOUSVILLE
1997	DOMINICK DEMICHELE JOSEPH WHITTON	PROVIDENCE
1998	STEVEN HERRMANN DOMINICK DEMICHELE	HOUSTON
1999	DOMINICK DEMICHELE PAULETTE PETERSON	PORTLAND
2000	DOMINICK DEMICHELE PAULETTE PETERSON	ALBUQUERQUE
2001	DOMINICK DEMICHELE WILLIAM BRENNAN	ORLANDO
2002	PAULETTE PETERSON EILEEN DOYLE	BIRMINGHAM
2003	JOSEPH WHITTON BARBARA NEUMANN	LAS VEGAS
2004	JOSEPH WHITTON BARBARA NEUMANN	DALLAS
2005	JOE WHITON BARBARA NEUMANN	ORLANDO
2006	WILLIAM BRENNAN JOSEPH WHITTON	DENVER
2007	BARBARA NEUMANN DIEDRE COSTIC	ALBUQUERQUE

<b>YEAR</b>	<b>DELEGATE</b>	<b>SITE</b>
2008	BARBARA NEUMANN KEN MARTINUCCI	ALBUQUERQUE
2009	PAULETTE PETERSON KEN MARTINUCCI	ALBUQUERQUE
2010	PAULETTE PETERSON KEN MARTINUCCI	ALBUQUERQUE
2011	DAVE FINALDI KEN MARTINUCCI	ALBUQUERQUE
2013	DAVID FINALDI ANN T. VERSCHUUREN	LAS VEGAS
2014	DAVID FINALDI ERIC LOBEL	ORLANDO
2015	ERIC LOBEL ANN VERSCHUUREN	ALBUQUERQUE
2016	ERIC LOBEL ANN VERSCHUUREN	LAS VEGAS
2017	ERIS LOBEL ANN VERSHUUREN	ORLANDO
2018	ANN VERSCHUUREN JOHN TRAMPOSCH	LAS VEGAS
2019	DAVID FINALDI RAY FRADELLA	ORLANDO

LAST REVISED 04/2014, 4/2016, 1/2019

**NYSSRS MEMBERS WHO ARE ALSO FELLOWS OF THE ASRT**

EDWARD W. WHITE, R.T.	-----	DECEASED
EDWARD "ED" GUNSON, R.T.	-----	DECEASED
DANTE DILELLA, R.T.	-----	
VITO FODERA, R.T.	-----	
SR. CHRISTINA SPIRKO, R.T.	-----	
DAVID SAGE, R.T.	-----	
WILLIAM BURGER, R. T.	-----	DECEASED
RICHARD SWEENEY, R.T.	-----	
DONALD ATKINS, R.T.	-----	
ANGELINE CULLINAN, R.T.	-----	
JOHN E. CULLINAN, R.T.	-----	DECEASED
GEORGE USCHOLD, Ph.D, R.T. (T)	-----	
STEVEN HERRMANN, M.S., R.T. (M)	-----	
JOSEPH WHITTON, M.S., R.T. (R) (CT) (MR)	-----	

LAST REVISED 04/2014, 4/2016, 1/2019, 8/2019

**NYSSRS ANNUAL MEETING / CONFERENCE SITES**

<b>YEAR</b>	<b>SITE</b>
1954	Albany
1955	Syracuse
1956	Rochester
1957	New York City
1958	Niagara Falls, Ont.
1959	Utica
1960	Elmira
1961	Syracuse
1962	Elmira
1963	Binghamton
1964	Rochester
1965	Schenectady
1966	Utica
1967	Buffalo
*1968	Syracuse
1969	New York City
1970	Rochester
1971	Binghamton
1972	Albany
1973	Syracuse
1974	Niagara Falls
1975	Rye
1976	Albany
1977	Rochester

<b>YEAR</b>	<b>SITE</b>
1978	Ellenville
1979	McAfee, NJ
1980	Cancelled
1981	Syracuse
1982	Albany
1983	Tarrytown
1984	Utica
1985	Albany
1986	White Plains
1990	Westchester
1991	Freehold
1992	Rochester
1993	Freehold
1994	Syracuse
1995	Catskill
1996	Catskill
1997	Binghamton
1998	Binghamton
1999	Albany
2000	Lake George
2001	Lake George
2002	Niagara Falls
2003	Newburgh
2004	Corning

LAST REVISED 10/06, 4/2014, 4/2016, 1/2019

**NYSSRS ANNUAL MEETING/CONFERENCE SITES CONTINUED**

<b>YEAR</b>	<b>SITE</b>
2005	Owego
2006	Binghamton
2007	Cooperstown
2008	Corning
2009	White Plains
2010	White Plains
2011	Corning
2012	Corning
2013	Corning
2014	Corning
2015	Corning
2016	Corning
2017	Corning
2018	Corning
2019	Corning
2020	Corning
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<b>YEAR</b>	<b>SITE</b>
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## MEMBERSHIP

1. The most important part of any society is the membership, it is the essence of any society. NYSSRS, Inc. membership is comprised of active, associate, emeritus, life, student and honorary membership in the field of the radiologic sciences.
2. As stated in the life membership section "Life members may be nominated by any district society or group of individual technologists. The candidate may be a current member, or past member of the NYSSRS. The recommendation is made in writing to the NYSSRS board. The written recommendation should outline the candidate's contributions to the NYSSRS. The board shall vote on all candidates presented for life membership at either the winter or mid-year board meeting and the life membership shall be awarded at the annual meeting. Life membership shall be awarded by majority vote at a regular board meeting. At any one time there should be no more than twelve (12) life members. Life members who have not been in contact with the NYSSRS are excluded from this tally".
3. It should be the duty, and privilege, of every member to serve in any capacity when asked.
4. Membership should make an effort to attend all district or local meetings; and whenever possible, to attend the state and national annual conference.
5. The membership should strive to recruit all technologists in their district into their local and state societies.
6. Membership fees will be reviewed by the board of directors and presented to the membership for a vote when a change is recommended.
7. Membership year will run concurrently with the fiscal year beginning in January 2008. When the membership year changes, fees for the partial year will be pro-rated until the next membership year begins.
8. Each membership year, new applications which are received between January 1- December 31 will remain in effect until the end of the current membership year on December 31.
9. Student members are those who are enrolled and in good standing in a recognized educational program. Eligibility shall conclude upon discontinuation of student status (ie. graduation or expulsion). Student membership shall be \$30 for the duration of enrollment in the program they joined through. Since program completion occurs in the middle of the membership year; after graduation, student members shall be considered associate members until they have been successfully credentialed. Credentialed associate members who wish active membership after program completion must submit an application and associated fees for the membership year. Membership will end 12/31 of the year a student associate member re-joins as an active RT member.
10. Voting members shall be those who are active, life and emeritus.

LAST REVISED 01/04, 4/2016, 1/2019, 4/2019

## **STANDING COMMITTEES**

THE FOLLOWING ARE STANDING COMMITTEES. THE PRESIDENT WILL APPOINT THE CHAIRPERSON AND WHEN NECESSARY THEY SHALL EXERCISE THE LIBERTY TO APPOINT AD HOC COMMITTEES.

AUDITING COMMITTEE  
ANNUAL CONFERENCE COMMITTEE  
CREDENTIALS COMMITTEE  
EDUCATION COMMITTEE  
FINANCIAL COMPLIANCE  
LEGISLATIVE COMMITTEE  
MEMBERSHIP COMMITTEE  
NEWSLETTER COMMITTEE  
NOMINATING COMMITTEE  
SOCIAL MEDIA  
VENDOR  
WEBMASTER

## **AD HOC COMMITTEES/TASK FORCES**

AD HOC COMMITTEES OR TASK FORCES ARE APPOINTED BY THE PRESIDENT FOR SOME PURPOSE OR WORK. THE COMMITTEE EXPIRES WITH THE COMPLETION OF ITS WORK AND PRESENTATION OF ITS REPORT. SOME OF THE AD HOC COMMITTEES THE PRESIDENT HAS APPOINTED IN THE PAST, INCLUDES:

FINANCIAL  
MARYANN HARVEY EDUCATIONAL SCHOLARSHIP COMMITTEE  
SOCIAL MEDIA COMMITTEE  
SERGEANT AT ARMS COMMITTEE  
STUDENT LIAISON

LAST REVISED 04/2014, 4/2016, 1/2019, 4/2019

## **NYSSRS, INC. COMMITTEE DESCRIPTIONS**

**THE AUDITING COMMITTEE** shall be appointed by the president. This committee shall review all financial matters of the society as directed by the president.

**THE ANNUAL CONFERENCE COMMITTEE** shall be appointed by the president. Should a district society host the meeting, the president reserves the ultimate acceptance of the chair selected by the district. The chair will supervise all arrangements for the annual conference except the city and date, with the approval and assistance of the Board of Directors. The Chair shall appoint, with the approval of the president, such aides and committees as are necessary, and shall conduct the financial affairs of the annual conference under the supervision of the Board of Directors.

**THE CREDENTIALS COMMITTEE** shall be appointed by the president. It shall be responsible for attesting to the status of those members who wish to vote or run for office at the annual meeting.

**THE EDUCATION COMMITTEE** shall be appointed by the President. This committee shall work to promote educational excellence and high standards for the radiologic sciences. The committee will oversee student activities related to the annual conference.

**THE FINANCIAL COMPLIANCE COMMITTEE** shall be appointed by the president. This committee will maintain and execute the policies in the financial Policy & Procedure manual. The committee will recommend any policy change along with a rationale for the change. Such changes will be presented to the board prior to the annual meeting and are subject to board approval.

**THE LEGISLATIVE COMMITTEE** shall be appointed by the president. It should monitor and report legislative activities at both the state and national level. It shall be responsible for maintaining communication with the New York State Department of Health Bureau of Environmental Radiation and other legislative entities.

**THE MEMBERSHIP COMMITTEE** shall be appointed by the President following the election of new officers. This committee shall communicate all affairs related to membership to the Board of Directors. This committee will be chaired by the Membership Director,

**THE NEWSLETTER COMMITTEE** shall be appointed by the President. This committee shall work to collect materials for, and publish "THE IMAGIST" two to three times a year.

**THE NOMINATING COMMITTEE** shall be elected by the membership. The rules for this committee can be found following this page under "NOMINATING COMMITTEE".

**WEBMASTER** shall be appointed by the President. The committee shall work to keep the website current and update as directed by the board. The committee shall assure that current board documents are kept in the Board Only section. The committee will investigate the value and cost of new programs to improve the function of the society.

**AD HOC COMMITTEE(S)** shall be appointed by the President, as needed, to carry on duties that are not already assigned to the standing committees.

LAST REVISED 01/04, 4/2016, 1/2019, 4/2019

## NOMINATING COMMITTEE CHARGE

### THE NOMINATING COMMITTEE WILL:

1. Be elected at the annual conference. The nominee with the most votes will serve as chair, and the rest of those running will serve as the committee.
2. Get all contact information of their committee members before the end of the annual conference, so that they may work in concert during the next two years to establish a slate of prospective candidates to run for office.
3. Read and understand the by-laws of the society to ensure that all the qualifications for nominees are met. In particular, attention will be given to by-laws which describe membership requirements and requirements of officers and committees.
4. Send letters to each district or chapter affiliated with the society, requesting the names of qualified persons from their membership to be considered by the nominating committee as a nominee.
5. Upon written acceptance of the nomination, the nominee shall submit to the nominating committee a recent picture and autobiography. These are displayed on the society website and at the annual conference after the report of the chair of the nominating committee has been made at the first business session. Pictures and autobiographies of each individual nominated from the floor should be obtained after the Credentials Committee verifies that these individuals meet the necessary qualifications.
6. Present the slate of nominees to the membership at the annual conference/first business session. A written report shall be submitted to the secretary.
7. Prepare ballots under the direction of the Nominating Committee Chair.
8. Be responsible to convey to all nominees the need to attend the post-conference meeting if they win the election held at the annual conference.
9. Ensure that all nominees are fully aware of the nominee responsibilities as well as responsibilities of the elected position to include:
  - a. It is required that the nominees for all board positions be members in both the NYSSRS and the ASRT. In addition, the committee must obtain evidence of continuing education from the nominees for President and President-Elect as they must show evidence of continuing education so that they may serve as a delegate to the ASRT.
  - a. Nominees running for office **must attend** the annual conference and **must remain** to attend the annual post-conference meeting to obtain materials and assignments.
  - b. Elected officers **must attend** the presidential banquet or other sponsored events

- designated for the installation of officers.
- c. Nominations from the floor will be accepted at the second business session. Before a nomination is made and seconded from the floor, those nominating should check with the Credentialing Committee to be sure the Candidates have met the criteria for office.
  - d. Requests for exemptions. Exemptions to the above responsibilities may be granted at the discretion of the Board.

### **ELECTION PROCEDURE:**

Chair of the Tellers shall be appointed by the president at least 14 days prior to the election.

1. Collect and tally votes for each board position during the election process.
2. Report the outcome of vote tally to the nominating chair and submit the votes for archival purposes.

Fourteen days prior to the election date, the president shall appoint a Sargent at Arms team. A team leader will also be identified at this time.

The team leader will guide the Sargent-at-Arms team in fulfilling their duties during the annual conference.

### **DUTIES OF THE SARGENT-AT-ARMS**

1. Ensure that all conference attendees are reminded to turn off all cell phones just before the introduction of the speaker, by walking around the room and personally reminding each table of attendees.
2. Monitor those who enter the conference room for appropriate NYSSRS conference attendee ID badges.
3. Monitor each conference attendee who leaves the room during lectures for duration of absence from lecture (10 minutes or less is acceptable). Report any attendee who is late to return to those who hand out tickets of attendance at the end of lecture.
4. Help direct conference attendees to events and lectures.
5. Direct questions about the conference to the appropriate board member who is in charge of that area.
6. Provide and assemble paper for the membership to vote for each nominee in the categories presented at the election.
7. to the secretary for archival. The nominating chair will turn over the results to the president and announce the newly elected or re-elected board member.
8. The Sargent-at-Arms team will provide a short report of their experience to the nominations chair so that improvements can be made in the future.

LAST REVISED 04/2014, 04/2016, 1/2019, 4/2019

## NEWSLETTER COMMITTEE CHARGE

### THE EDITOR OF THE NEWSLETTER WILL:

1. Edit all material submitted for publication.
2. Obtain a list of members for mailing purposes
3. Communicate with all district Presidents and chapter leaders regularly, to inform them of publication deadlines and encourage them to submit materials for publication.
4. Work closely with all committees
5. Obtain copies of winning scientific essays from the annual conference chair for publication consideration.
6. Maintain a master file containing a copy of each issue of the NYSSRS, Inc. publication known as "THE IMAGIST".
7. Send a copy of each publication to the ASRT executive office.

LAST REVISED 01/04, 04/2014, 04/2016. 1/2019, 4/2019

## EDUCATION COMMITTEE CHARGE

### THE EDUCATION COMMITTEE WILL:

1. Plan, coordinate and assume responsibility for all educational and scholarship activities of the society.
2. Encourage continuing education through the promotion of local, regional and national meetings.
3. Promote attendance at educational activities by providing the editor of the IMAGIST, the Webmaster and other necessary parties, with information, well in advance of the events.
4. Plan and coordinate the following activities:
  - a. Student Quiz Bowl Contest
  - b. Student Essay Contest
  - c. Student Poster Contest
5. Identify and update prize amounts and documents such as applications and rule forms.
6. Identify and update a fee schedule.
7. Prepare awards/plaques for winners of each contest for presentation at the annual conference.
  1. Student Quiz Bowl Contest – team members must be NYSSRS members and registered for the conference. Assure trophies for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places are purchased.
  2. Essay contest – open to student members...

1 <sup>st</sup> place...	\$250.00
2 <sup>nd</sup> place...	\$150.00
3 <sup>rd</sup> place...	\$75.00
  3. Poster contest – open to all student members

1st place.....	\$200.00
2nd place.....	\$75.00
3rd place.....	\$50.00
8. If a student activity is offered during the conference coordinate activity and arrange for prizes if applicable.
9. Promote student membership in the society from all imaging modalities and Radiation Therapy.
10. The Chair will submit a written progress report of the committee activities at the:
  - a. mid-year board meeting
  - b. annual pre-conference meeting
11. Work with the Social Media committee and the Webmaster to include educational activities and documents on social media sites and the website.

LAST REVISED 01/04, 04/2016, 1/2019, 4/2019

## **FINANCIAL COMPLIANCE COMMITTEE CHARGE**

### **THE FINANCIAL COMPLIANCE COMMITTEE WILL:**

1. Maintain and execute the policies in the financial Policy & Procedure manual.
2. Obtain documents and related information necessary for maintenance of good standing with the ASRT.
3. Submit required documentation to the ASRT according to deadlines.
4. Recommend any policy change along with a rationale for the change. Such changes will be submitted to the board prior to the annual meeting and are subject to board approval.

1/2019, 4/2019



## MEMBERSHIP COMMITTEE CHARGE

### THE MEMBERSHIP COMMITTEE WILL:

1. Work under the direction of an elected Membership Director.
2. Should include of a member from each district/chapter.
3. Make an effort to contact all non-members within the state and extend an invitation to join the affiliate society. Work with the social media chair, the webmaster and the ASRT (to send out e-mail blasts) to increase membership.  
Supply membership applications and affiliate information to interested Radiologic Science professionals.
3. Keep a current list of members, member status and current addresses on the database of the NYSSRS web site so that all board members have ongoing access to the most current membership status.
4. Update the current membership roster that is posted on the web site, so that the conference registrar has the most current information at the Annual Conference registration desk. Supply a hard copy back up of this web list, in the event that internet, web site or electrical issues occur at the registration desk.
5. Supply labels for all society mailings.
8. Include any request for application changes in writing to the board prior to sending out renewal applications or applications to join the NYSSRS. The board must approve any recommended changes to these applications.
9. Send renewal statements for the current year to the membership no later than one month prior to the current membership year (ie. December 1) and upon receipt of dues, remit the proper membership cards to each member.
6. Verify emeritus and life member status.
7. The chair will submit a written progress report of the committee activities at the:
  - a. winter board meeting
  - b. mid-year board meeting
  - c. annual conference meeting
10. Propose innovative ideas to maintain and promote the growth and membership of the organization.

LAST REVISED 01/04, 04/2016, 1/2019, 4/2019

**NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.**  
APPLICATION FOR MEMBERSHIP NEW [ ] RENEWAL [ ]

NAME \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DO YOU BELONG TO THE ASRT YES [ ] NO [ ] IF YES MEMBER # \_\_\_\_\_

ARE YOU A MEMBER OF YOUR LOCAL SOCIETY? YES [ ] NO [ ]

CERTIFICATION (ARRT- REGISTRY) NUMER \_\_\_\_\_

CHECK ALL THAT APPLY :

RADIOGRAPHY-RT (R) [ ]                      THERAPY- RT (T) [ ]                      CVI-RT (CVI) [ ]  
NUCLEAR MEDICINE-RT (N) [ ]                      SONOGRAPHY-RDMS [ ]                      SONOGRAPHY-RT (S) [ ]  
MAMMOGRAPHY-RT (M) [ ]                      CT-RT (CT) [ ]                      MRI-RT (MRI) [ ]  
OTHER \_\_\_\_\_

LICENSE(S): NEW YORK STATE \_\_\_\_\_ OTHER STATE \_\_\_\_\_

**THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOLEDGE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**APPLYING FOR: (SEE BACK PAGE FOR ELEGIBILITY)**

[ ] ACTIVE MEMBERSHIP - \$40.00

[ ] ASSOCIATE - \$40.00

[ ] EMERITUS – EXEMPT (SEE BACK PAGE TO DETERMINE STATUS)

**WOULD YOU DONATE \$2.00 OR MORE TO OUR SCHOLARSHIP FUND?**  
DONATIONS PROVIDED FUND STUDENT ACTIVITIES.

**MAKE CHECKS PAYABLE TO: TREASURER, NYSSRS, INC.**  
FORWARD TO: TREASURER, NYSSRS

<b>APPLICATION FEE</b>	\$ _____
<b>SCHOLARSHIP</b>	\$ _____
<b>TOTAL</b>	\$ _____

\*MEMBERSHIP PERIOD IS FROM **JANUARY 1<sup>ST</sup> THROUGH DECEMBER 31.** - REGARDLESS OF DATE JOINED OR RENEWED.

(REVISED 01/08)

**NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.**  
APPLICATION FOR ASSOCIATE STUDENT MEMBERSHIP

NAME \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DO YOU BELONG TO THE ASRT YES [ ] NO [ ] IF YES MEMBER # \_\_\_\_\_

ARE YOU A MEMBER OF YOUR LOCAL SOCIETY? YES [ ] NO [ ]

NAME OF PROGRAM \_\_\_\_\_ DIRECTOR \_\_\_\_\_

PROGRAM PHONE NUMBERS: Director: \_\_\_\_\_ Secretary: \_\_\_\_\_

ANTICIPATED PROGRAM COMPLETION DATE \_\_\_\_\_

**THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**WOULD YOU DONATE \$1.00 OR MORE TO OUR SCHOLARSHIP FUND?**  
DONATIONS PROVIDED FUND STUDENT ACTIVITIES.

**MAKE CHECKS PAYABLE TO: TREASURER, NYSSRS, INC.**  
FORWARD TO: TREASURER, NYSSRS

<b>APPLICATION FEE</b>	\$ <u>30</u>
<b>SCHOLARSHIP</b>	\$ _____
<b>TOTAL</b>	\$ _____

\*STUDENT MEMBERSHIP PERIOD IS FROM DATE OF APPLICATION TO DATE OF CREDENTIALING. AFTER WHICH, STUDENT ASSOCIATE MEMBERS MAY RE-JOIN AS RT ACTIVE MEMBERS BY GOING ON LINE TO REQUEST AN APPLICATION. .

(REVISED 01/08)

## **CREDENTIALING COMMITTEE CHARGE**

### **THE CREDENTIALING COMMITTEE WILL ABIDE BY THE BYLAWS AND THE FOLLOWING:**

1. Work with the membership committee to ascertain the status of members attending the annual conference.
2. At the annual conference, assure that members attending the business sessions possess the proper qualifications for voting purposes.
3. Investigate credentialing discrepancies as they may occur.
4. Maintain a place at the registration table at the annual conference.
5. Have a chair who will submit a written progress report of the committee activities at the:
  - a. mid-year board meeting
  - b. annual conference meeting

LAST REVISED 01/04, 04/2014, 1/2019, 4/2019

## **LEGISLATIVE COMMITTEE CHARGE**

### **THE LEGISLATIVE COMMITTEE WILL:**

1. Be the liaison between government entities and the NYSSRS, Inc.
2. Track legislative activities at the federal and state level that may affect the society and/or the profession.
3. Coordinate national lobbying activities with the ASRT.
4. Encourage the membership to become involved in legislative activities on an individual basis by working with the social media committee and the website chairs.
5. Attend meetings, conferences or any other activities involving legislative activities at the direction of the Board of Directors.
6. The chair will submit a written progress report of the committee activities at the:
  - a. Mid-year board meeting
  - b. Annual conference meeting

LAST REVISED 01/04, 04/2016, 1/2019, 4/2019

## **AUDITING COMMITTEE CHARGE**

### **THE AUDITING COMMITTEE WILL:**

1. Review financial activities (documents, expenditures, income etc.) of the NYSSRS, Inc. on an annual basis or at the direction of the Board of Directors. Document any discrepancies that may arise.
2. Investigate any areas of inconsistency or apparent mismanagement by the Board of Directors.
3. The chair will submit a written progress report of the committee activities at the:
  - a. Mid-year board meeting
  - b. Annual conference meeting

REVISED 01/04, 1/2019, 4/2019

## **ANNUAL CONFERENCE COMMITTEE CHARGE**

### **THE ANNUAL CONFERENCE COMMITTEE WILL:**

1. Investigate sites and dates for the annual conference.
2. Contact potential speakers for the annual conference educational program, informing them of honoraria, RECEEM approval process and reimbursement policy. Subject to board approval, arrange classrooms, meals, rooms and accommodation packages with the annual conference site manger.
3. Subject to board approval, arrange menus, breaks and social activities with the annual conference site management.
4. Obtain speaker information and objectives of their presentation to submit to a qualified RECEEM for continuing education credits valid with ARRT requirements & NY State licensure law.
5. Submit information to the ARRT for approval as CQR activities.
6. Assist speakers/guests in making arrangements for travel and accommodations.
7. Obtain biographical sketches of speakers for introductory purposes.
8. The chair will submit a written progress report of the committee activities at the:
  - a. Winter meeting
  - a. Mid-year board meeting
  - b. Annual conference meeting

LAST REVISED 01/04, 1/2019, 4/2019

## SOCIAL MEDIA COMMITTEE CHARGE

### THE SOCIAL MEDIA COMMITTEE WILL:

1. On a frequent basis post and seek others to post comments, links, and other information pertinent to the NYSSRS and/or the profession of the Radiologic Sciences.
2. Work on social media sites.
3. On a frequent basis, post and seek others to post comments, links, and other information pertinent to the NYSSRS and/or the profession of Medical Imaging and Radiation Therapy.  
Work with the various committee chairs to mirror information related to NYSSRS activities and post on NYSSRS social media sites.
4. Track usage statistics and provide such information in the form of a report to the board at the winter, spring, and annual conference meetings.
6. Work with the ASRT to promote national YSSRS social media sites by sending out email blasts, regionally and nationally.
- 6 Monitor sites on a frequent basis in order to identify ~~remove~~ inappropriate posts and or unprofessional content and report to the board for possible removal.
7. Provide links to membership forms, request volunteers and advertise upcoming conferences and/or NYSSRS events frequently.
- 8 Communicate the interests of the interests of potential members to the membership director for follow up.
9. Focus should be on student involvement and an effort should be made to publicize our social media presence to Medical Imaging and Radiation Therapy schools in New York State.



## **WEBMASTER CHARGE**

### **THE WEBSITE COMMITTEE WILL:**

1. Maintain the website with current information.
2. Update the website as directed by the board.
3. Investigate the need for website updates, including cost of updates.
4. Be familiar with current trends on web design.
5. Obtain and upload all relevant documents related to the administration of the society on the "Board only" section.
6. Create online registration options for the annual conference.

1/2019, 4/2019

## **CHAPTER AND DISTRICT RESPONSIBILITIES**

The New York State Society of Radiologic Sciences, Inc. is an affiliate of the American Society of Radiologic Technologists. Chapter and District societies are extensions of the NYSSRS, Inc and act as a bridge between local professionals and the NYSSRS, Inc. Chapters and Districts are linked to the ASRT via recognition by the NYSSRS, Inc.

In order to fully participate in the business of the NYSSRS, Affiliate chapters and districts must appoint liaisons to represent their interests to the NYSSRS, Inc. Duties of the district liaison officers are outlined in this NYSSRS, Inc. Policy and Procedure Manual.

Chapter and District officers should encourage their membership to become members of the NYSSRS, Inc. Additionally they are encouraged to invite representatives of the NYSSRS to a meeting or seminar to help them keep their members abreast of state and national activities.

Chapter and Districts are encouraged to keep the NYSSRS, Inc. informed of local issues and activities at the state and national level that have an impact on the Chapter and District societies.

Chapters and Districts that wish to be re-chartered at the annual conference must submit a membership roster which includes addresses and identifies the board members, an agenda/brochure for their meetings, and minutes of AT LEAST ONE BOARD MEETING of three to verify regular activity for the past membership year of the Chapter/District society. In addition, a complete copy of the chapter/district bylaws must be submitted to the NYSSRS for review (these must mirror the NYSSRS bylaws). This paperwork must be submitted to the NYSSRS, Inc. Secretary no later than 60 days prior to the annual conference. (Reminder letters may be sent by the NYSSRS, Inc. 90 days prior to the annual conference so as to remind affiliates of their responsibility for re-chartering).

Charters will be distributed at the annual conference. Any Chapter or District who is unable to send a representative to accept the charter, will receive their charter by mail following the annual conference.

Re-chartering paperwork that is not turned in 60 days prior to the annual conference, may not have a charter certificate ready by the annual conference, but as long as the paperwork was turned in prior to the annual conference, a certificate of charter will be sent to the Chapter/District society.

Any Chapter or District society who has not applied for re-chartering by the annual conference will be sent reminder letters. Any chapter or district responding to these reminder letters before the winter board meeting will be considered by the board for re-charter. Any paperwork for re-charter that is not received by the winter board meeting will not be accepted for re-charter. The President has the authority to determine exceptions at the mid-year board meeting.

LAST REVISED 04/2014, 1/2019, 4/2019

## **AD HOC COMMITTEES**

Appointment of Ad Hoc committees may be done with presidential discretion, as deemed necessary to work on special assignments or projects that are not covered in the duties of any existing committee. The committee will be discontinued when the assignment(s) are completed.

Ad Hoc committees will be given a list of charges, which must be completed by the deadline set by the president. A report of the Ad Hoc committee's progress on activities must be provided to the board for the winter and spring board meetings. A final report must be provided for the pre-conference board meeting prior to the annual meeting.

Ad Hoc committees may include, but are not limited to the committees that follow.

### **AD HOC DISTRICT LIAISON OFFICERS COMMITTEE CHARGES**

1. The president-elect of the state society shall send a letter to each district president to ask them to select a liaison officer to serve a one year term, and meet with the president at the annual meeting. The liaison officer receives the district society charter at one of the business sessions during the annual meeting.
2. The appointed district liaison should attend the liaison officer meeting if one is scheduled at the annual state meeting.
3. If a mid-year liaison officer meeting is held, this also should be attended. This meeting is usually held in the spring and in the Albany area, so as to be mid-state. The president will notify the liaison officer if such a meeting is to be held.
4. The liaison officer should encourage the President of their district society (if they are not the same person) to submit required paperwork to the secretary of the NYSSRS, Inc. in the proper time frame.
5. The liaison officer should encourage members of their district society to run for office at the state level. Individuals need encouragement to become involved and a liaison officer can provide the insight and mentoring required.
6. District members should be encouraged to present papers and exhibits for state and national competitions.
7. During their term of office, the liaison officer should mentor individuals who desire to become more active in their professional societies. Upon completion of their term of office the liaison officer should remain in contact with the new liaison officer to continue to mentor.
8. The liaison officers shall serve as the continuing education committee and shall submit to the President of the NYSSRS, Inc. the speaker approval cover sheet for their districts meetings to help establish a credentialed pool of speakers.

**AD HOC BY-LAWS COMMITTEE CHARGE**

1. When the By-laws committee is convened at the direction of the President, the committee shall communicate with the membership via the NYSSRS, Inc. publication "The Imagist", to solicit proposed amendments and resolutions for both the state and national level.
2. Upon receipt of proposed amendments and resolutions, the By-laws committee should notify the writer of the proposal that they are in receipt of the resolution then prepare them for presentation to the membership.
3. As directed by the President, the committee will review the current by-laws, along with the ASRT By-laws to ensure they do not conflict.
4. All proposed changes to the By-laws as a result of membership input, committee work and board review will then be presented to the membership for review and comment.
5. All correspondence concerning resolutions and By-laws must be kept on record. The By-Laws committee will maintain these records in an orderly manner for the duration of their existence, and once the committee is dissolved, the records will be turned over to the secretary to maintain.
6. The By-laws committee will submit a final report to the Board of Directors outlining their work during their tenure. This will be kept with the presidential records.

## **AD HOC STUDENT COMMITTEE CHARGE**

1. The president of the NYSSRS shall appoint a student committee liaison from the membership after the mid-year (spring) board meeting. This RT will work with the student committee to accomplish their charge. The RT student liaison will be in contact with the student committee by the start of September.
2. The student committee will act as a liaison between student members of the NYSSRS, Inc. and the Board through the year they are appointed for.
3. The student committee should chair a meeting with all students at the annual conference to allow for a roundtable discussion on professional issues that are being raised at the annual conference business meetings.
4. The president may request the committee chair's attendance at the winter, mid-year or pre/post conference Board meetings to present a report from any student related activity.
5. The student committee will brainstorm ways to increase student membership and report their ideas to the Membership committee chair through their RT liaison.
6. The student committee will maintain communication with the imaging and therapeutic programs in NY state by e-mail and by using "The Imagist" for student related articles.
7. The chair of the student committee will serve as an official non-voting member of the Board for the duration of the committees tenure.
8. Work with the social media committee, membership director and webmaster to post and promote NYSSRS conference and educational activities.
9. Run the ASRT's student leadership development program (SLDP) for the NYSSRS
10. Assist, develop, and promote educational programs held at the conference with students and potential student members.

LAST REVISED 04/2014, 04/2016, 1/2019, 4/2019

## **BOARD AND OFFICERS**

1. The Board of Directors, herein after known as “the Board”, is composed of the Chairman Of the Board, President, President-Elect, Vice-President, Treasurer, Secretary, Nominating Committee Chair and Membership Director.
2. The Board must see that all transactions are in accordance with the By-laws and Policy and Procedure manual.
3. The President may appoint Board Members to assist any officer or committee when deemed necessary.
4. Final decisions by the board will be made by majority vote when the Board can not arrive at consensus.
5. The responsibilities of the Board of Directors are found in the By-Laws.
6. The Chairman shall preside at the Board of Directors meetings and in their absence, the president shall preside.
7. The board shall review and update the Policy and Procedure manual on a regular basis. The secretary will be responsible to type the updates and present them to the President for review before distribution to the board for review. Upon acceptance of the revisions, the date of the updated portion(s) of the Policy and Procedure manual will appear at the end of the specific section, with the words ,“REVISED month/year”.

REVISED 01/07, 04/2016, 1/2019, 4/2019

## BOARD ETIQUETTE

The Radiologic Professionals, who were elected/appointed to the NYSSRS Board, bring valuable perspectives based on their unique life experiences. On occasion, although these perspectives may be polarized, the variety of perspectives brought to the table can be a valuable resource in deliberations. To make differences in perspective valuable, they must be acknowledged respectfully, explored and treated as useful input. Even when this occurs, there may be times when an individual's passion on an issue is not consistent with the majority of the Board. At such times comes the need to concede to, and support, the will of the majority. Therefore, the following principles of etiquette to govern interactions between Board members are intended to assure that differences in perspectives strengthen the deliberative process rather than weaken it.

1. Each Board member swears commitment to the duties of their office as listed in the NYSSRS Policy and Procedure Manual. When there are disagreements each Board member should start with the assumption that everyone at the meeting is making good faith efforts to uphold their promise to the NYSSRS membership.
2. The Board meeting is held for the purpose of discussion before reaching agreements that are in the best interest of the organization. The collective opinions of the Board members is essential to this process. Board members should not view disagreements as a personal attack on their beliefs.
3. Challenges to stated opinions are a useful part of developing effective policy. It is better to identify the strengths and weaknesses of an idea during Board discussions than after a decision is published or expressed to the members at the annual meeting .
4. Put at least as much energy into trying to understand other points of view as in trying to convince others of your position. Focus on crafting a good solution for NYSSRS rather than on winning a debate.
5. Because an idea has not worked for the NYSSRS in the past, does not mean it will not work today. When exploring a previously rejected concept, keep debate on track by identifying what conditions have changed that may result in a positive outcome for an old idea. Weigh the new conditions against the risks including previous experiences involved in the concept – but do not focus or dwell on negative previous experiences
6. Each Board member deserves the right to LEARN how to become a more effective Board member. Argue facts, do not make it personal. Avoid terms that make people defensive, since this makes it difficult to discuss issues productively. Focus on tasks accomplished, rather than the mechanism or person involved. Focus on outcomes, rather than the skills of the person who drove the project.
7. Be tolerant of different styles of processing information. Some people think out loud by verbalizing their thought process; while others process silently and speak up only when they have reached a conclusion. Some like to reach closure quickly; while others are more deliberative. All

styles are valuable if Board members allow all styles to play off each other, rather than compete with each other.

### **(BOARD ETIQUETTE CONTINUED)**

1. Do not hesitate to let others know, in a neutral manner, that you are uncomfortable with a tone, or approach, that is being used. Try to bring this situation to the Board's attention early in the situation, rather than sit on your feelings and tolerate it, because eventually you will need to express yourself. Doing so later might produce a disproportional emotional response.
2. Good ideas are forged in the fire of passionate discussion, but it is sometimes productive to take a break to process information when issues evoke strong reactions.
3. Acknowledge that you are making an interpretation so you understand what was said, by paraphrasing another's statement. Using a qualifying remark such as "you seem to be saying" or "as I understand you" will help to keep complex ideas clear to everyone.
4. If criticism is in order, do so in a polite and constructive manner. In turn, be willing to accept constructive criticism as an opportunity for growth.
5. Regarding misinterpreting or expressing facts that are wrong, admit your mistake when you realize you are wrong. Even when you are not sure you are wrong, be prepared to apologize, if more information is leading you to this end. Accept apologies graciously.
6. Give praise when it is due – encourage each other to be an integral part of the Board.
7. Not all issues are equally important. Board members must address issues that are most important to achieving the NYSSRS mission and expend their energy accordingly. Ideas that do not strongly associate with the mission of the NYSSRS should be placed in another forum for discussion (round table discussion at the annual meeting, for example).
8. Do not let the emotions from one energized discussion carry over to another topic.
9. Unless otherwise agreed to, The Chairman establishes the agenda for the Board meeting. The President should consider all suggestions of the Board for agenda development.
10. Before the meeting, the Chairman of the Board should work with the President to prioritize issues on the agenda. It is the Chairman of the Board's responsibility to ensure that all issues on the agenda are addressed in a timely manner. The Chairman should work to keep the President on track during the Board meeting. The Board members should help the Chairman in this task by making deliberations productive.
11. Repeating points already made, does not advance the discussion, therefore Board members should keep their support of already stated ideas, brief. Call the question when it seems as if the discussion is starting to go around and around. A vote is one way to decide on an issue that is going around in a circle. The other way is to table the discussion until later in the meeting.
12. Each person is responsible for playing a part in creating a productive decision making environment and a cohesive board.
13. Celebrate differences: if all Board members held the same opinions and beliefs on all issues, decisions would be less robust.



14. All Board members will adhere to a confidentiality statement to be read at the beginning of each meeting

**NYSSRS, INC.  
BOARD MEMBER  
CONFIDENTIALITY STATEMENT**

***This statement is to be read by the president at the beginning of all business meetings of the NYSSRS, Inc.***

“Today, (say date) a (meeting / conference call etc.) of the Board of the New York State Society of Radiologic Sciences, Incorporated is about to begin. Information discussed during this meeting may be privileged, confidential, private, and intended solely for the use of the board.

Release of information discussed at board meetings can hinder:

- ✓ Organization perception of the board of directors of the NYSSRS.
- ✓ Collegial relations with other support organizations.
- ✓ Working relationships with professional colleagues.
- ✓ Board, committee, and staff trust relationships.

This verbal Confidentiality Agreement between board members, establishes that any *confidential* information discussed, heard or transcribed will not be released, modified, discussed or shared in any manner with any individual outside of the current board.

By agreeing to this statement you are affirming that you understand the importance of confidentiality at board meetings and agree to abide by it to the best of your ability.

All present at the reading of this statement must abide by it. To indicate their commitment to the spirit of this confidentiality agreement, all present must verbalize “I DO” or “I WILL”.

REVISED 04/2014, 1/2019, 4/2019

## **POLICY AGAINST DISCRIMINATION, VIOLENCE AND OFFENSIVE BEHAVIOR**

It is the policy and intention of the NYSSRS to maintain a respectful work environment. The NYSSRS will maintain a work environment free from discrimination, violence, harassment and offensive behavior by not tolerating such behavior from any board members. Anyone who engages in such behavior is subject to action consistent with the bylaws of the NYSSRS.

Behavior prohibited by this policy includes, but is not limited to: discriminatory behavior, violent behavior, harassment, offensive behavior, sexual harassment, requests to engage in illegal, immoral or unethical conduct, or retaliation acts for making a complaint under this policy. (All behaviors prohibited by this policy have not been explicitly covered herein. The definitions used are for illustrative purposes and are not meant to be all inclusive).

**Discriminatory behavior** includes, but is not limited to: inappropriate remarks or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation or status with regard to public service.

**Violent behavior** includes, but is not limited to: the use of physical force, harassment, intimidation, or abuse of power or authority when the impact is used to cause fear, pain, hurt, verbal abuse and or acts, words, comments or conditions that would lead a person to reasonably believe that a violent act could occur.

**Harassment** is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited words or behavior that is severe or pervasive such that a reasonable person would find demeaning, threatening or offensive and results in a hostile environment for the board member or membership. Harassing behavior may include, but is not limited to: epithets, derogatory comments or slurs and lewd propositions, assault, impending or blocking movements, and visual insults, such as derogatory jokes, posters or cartoons.

**Offensive** behavior includes but is not limited to: words or conduct that a reasonable person would find reprehensible, although the conduct is neither severe nor pervasive. Hostile, negative, threatening or accusatory comments about a person's habits, personality or behavioral traits are considered offensive behavior.

**Sexual harassment** is defined as unwelcome sexual advances. Sexual harassment includes but is not limited to: requests for sexual favors, verbal or physical conduct of a sexual nature, unwelcomed sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually-suggestive facial expressions, kissing, touching and sexual contact when the conduct:

- is made explicitly or implicitly a term or condition of an individual's position with the NYSSRS and/or submitting to or rejecting the conduct is used against them.
- has the purpose or results of unreasonably interfering with an individual's performance

of their NYSSRS duties or creates a hostile /offensive work environment.

## **POLICY AGAINST DISCRIMINATION, VIOLENCE AND OFFENSIVE BEHAVIOR CONTINUED**

The NYSSRS, Inc. recognizes that any person who believes they are being subjected to discriminatory, violent, harassment, offensive behavior and/or sexual harassment of any kind - has the right to pursue their charges with the appropriate legal authorities. However, in the event that the person does not wish to pursue the issue outside the NYSSRS arena, they may express objection to the behavior by expressing their concerns to the NYSSRS board.

### **BOARD RESPONSIBILITY:**

1. Starting within 15 days of receiving a written complaint of discriminatory, violent, harassment, offensive behavior and/or sexual harassment, the board will begin investigating the allegations.
2. The president or duly appointed substitute where needed, shall appoint a committee of peers to investigate the allegations. Should the complaints be about a board member or between board members, those members will be excused from board meetings which are addressing the investigation of allegations.
3. All allegations will be fairly and completely investigated by the committee of peers appointed by the NYSSRS board. Such investigation will be undertaken with as much discretion as possible. These facts shall determine the response to each complaint.
4. The committee will determine the validity of the complaints and suggest remedies of deemed necessary in written form to the board. The appointed committee chair will present their findings directly to the board either via conference call or at a regularly scheduled board meeting.
5. Resolution of complaints can include, but not necessarily be limited to:
  - a. An apology (personal or written),
  - b. Explicit direction to stop the offensive behavior
  - c. Written direction to seek counseling or sensitivity training (w/submission of proof).
  - d. Written warnings for suspension, termination or resignation from NYSSRS / board position
  - e. Immediate suspension, termination or resignation from the NYSSRS /board in severe cases.
6. If the complain implicates a member of the board, and they are removed from position the president or vice president may appoint new board members to preserve the integrity of the board, until the next election period. If the persons removed from office were either the president or vice president, the board may vote by majority to replace the missing president or vice-president with either the incoming president, immediate past president or other

NYSSRS member who has had prior experience in the position being filled.

APPROVED AND ADOPTED 1/2012, REVISED 04/2014, 1/2019, 4/2019

## **POLICY ON CONFLICTS OF INTERESTS**

*Section 1.* **In General** – When NYSSRS, Inc. is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer/board member this policy is intended to protect the NYSSRS, Inc.’s interest and to supplement, but not replace, any applicable NY state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

*Section 2.* **Definitions** – For the purpose of this Conflicts of Interests Policy these terms shall be defined as follows:

**A. “Interested Person”** – shall be any board member, committee chair or committee member with board-delegated powers who has a financial interest in the NYSSRS, Inc. as defined below.

**B. “Financial Interest”** – exists if a person has, directly or indirectly, through business, investment or family -

- 1.) An ownership or investment interest in any entity with which the NYSSRS, Inc. has a transaction or arrangement, or
- 2.) A compensation arrangement with the NYSSRS, Inc. or with any entity or individual with which the NYSSRS, Inc. has a transaction or arrangement, or
- 3.) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the NYSSRS, Inc. is negotiating a transaction or arrangement.

For the purposes of this policy, “compensation” includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. An “ownership or investment interest” shall not include an owner interest of less than two percent of the total ownership interests of an entity. Shares in a mutual fund shall not be deemed to create an ownership or investment interest in the entity in question.

*Section 3.* **Procedure-**

**A. Duty to Disclose** – In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of their financial interest and all material facts to the NYSSRS, Inc. board to be considered when determining all proposed transactions or arrangements with said entity.

**B. Determining Whether a Conflict of Interest Exists** – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the NYSSRS, Inc. board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

Section 3. **Procedure continued-**

**C. Procedures for Addressing the Conflict of Interest:**

1. An interested person may make a presentation at a NYSSRS, Inc. board meeting, but after such a presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.
2. The chairperson of the NYSSRS, Inc. board or president (if chairperson has the potential conflict of interest) shall, if appropriate, appoint a disinterested committee to investigate alternatives to the proposed transaction or arrangement that was deemed to be a conflict of interest.
3. After exercising due diligence, the board shall determine whether the NYSSRS, Inc. can obtain a more advantageous transaction or arrangement with reasonable effort from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably attainable the NYSSRS, Inc. board shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the NYSSRS, Inc.'s best interest and for its own benefit and whether the transaction is fair and reasonable to the NYSSRS, Inc. The NYSSRS, Inc. board shall make a decision as to whether to enter into the transaction or arrangement with the entity that posed the conflict of interest. .

**D. Violations of This Conflicts of Interest Policy –**

1. If the NYSSRS, Inc. board has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action (We need a policy for this such as dismissal from board?).

Section 4.

**Record of Proceedings** – The minutes of the board and all Committees with board-delegated powers shall contain-

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

*Section 5*

**Compensation Committees** – A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the NYSSRS, Inc. for services is precluded from voting on matters pertaining to that member’s compensation.

*Section 6.*

**Annual Statements** – Each NYSSRS, Inc. board member and all committee members with board-delegated powers shall annually sign a statement which affirms that such person:

- A. Has received a copy of the conflicts of interest policy.
- B. Has read and understands the policy.
- C. Has agreed to comply with the policy.
- D. Understands that the NYSSRS, Inc. is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax- exempt purposes.

*Section 7.*

**Periodic Reviews** – To ensure that the NYSSRS, Inc. operates in a matter consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include whether compensation arrangements and benefits are reasonable.

*Section 8*

**Use of Outside Experts** – In conducting the periodic reviews provided for in this policy, the NYSSRS, Inc. may, but need not, use outside advisors. If outside experts are used their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

Approved and Adopted 2008, rev 1/2019, 4/2019

## **REIMBURSEMENT GUIDELINES FOR BOARD**

1. Within 60 days of incurred expenses, receipts and expense vouchers must be submitted to the president for review. They will then be forwarded to the treasurer for payment, if approved.
2. Expenditures that appear excessive/inappropriate will be investigated by the president, treasurer and their designee, prior to reimbursement (the investigating team will not include the person being investigated).
3. Travel and items used for NYSSRS, Inc. business are eligible for reimbursement as long as requests have been authorized by the president and/or board.
4. Air fare reimbursement is limited to round trip coach rate. Board members are expected to select the lowest practical air fare or ground travel with consideration of the impact such reimbursement will have on the society's finances. Cost of air travel should align as close as possible to the cost of mileage reimbursement, if the board member had driven.
5. Travel by personal car is reimbursed at the current federal mileage rate.
6. Car rental may be approved for several members carpooling, if it is cheaper or equal to payment of individual mileage reimbursement for the group. Mileage round trip does not apply to a rental vehicle but toll reimbursement will apply. Taxi reimbursement guidelines apply to transportation for affiliate delegates to the ASRT.
7. Taxi charges may be reimbursed if:
  - a. evidence is shown that lower cost transportation is not available.
  - b. commercial travel is not available or is available only at times which result in
  - c. additional expenses (ie. additional lodging or meal costs).
8. Hotel reimbursement is based on reasonable and customary rates for locations convenient to conference / meeting sites. Reimbursement for personal use items charged to hotel rooms (ie room service, movies, personal phone calls, alcoholic beverages etc.) may not be available from the society in certain situations.
9. Use of the NYSSRS, Inc. credit card for society related expenditures must receive pre-approval of the president.
10. Expenditures for supplies such as stamps, stationary, newsletter production and photographs will be reimbursed if original receipts are submitted.
11. Any questions regarding this procedure should be directed to the treasurer.

**NEW YORK STATE SOCIETY  
OF RADIOLOGIC SCIENCES, INC**

**EXPENSE VOUCHER**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date attended: \_\_\_\_\_

Conference / Meeting: (circle one): Winter Board Spring Board Annual Conference

Expense period: From \_\_\_\_\_ To: \_\_\_\_\_

Reason for expense: \_\_\_\_\_

REASON	EXPENSE	OFFICE USE ONLY
Postage:		
Official phone calls:		
Stationary/ Printing:		
Copies:		
FAX (amt. billed on phone):		
Gifts/Door Prizes/ Donations:		
Advance given:		
Mileage: _____ miles @ _____ cents a mile =		
Tolls:		
Hotel:		
<b>TOTAL:</b>		

*Original receipts are required for all expenses claimed within 60 days. Receipts not received within 60 days will not be reimbursed.*

Signature of applicant: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Current President Current Treasurer

.....

Check Issued: # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Comments:



**STANDARD REIMBURSEMENTS**

*THE FOLLOWING REIMBURSEMENTS COVER MISCELLANEOUS EXPENSES ANNUALLY.  
REIMBURSEMENT FEES SHOULD BE REVIEWED ANNUALLY.*

PRESIDENT.....	\$250.00
PRESIDENT-ELECT.....	\$100.00
VICE PRESIDENT.....	\$100.00
SECRETARY.....	\$200.00
TREASURER.....	\$200.00
CHAIRMAN OF THE BOARD .....	\$250.00
NOMINATING CHAIR.....	\$100.00
ANNUAL CONFERENCE CHAIR.....	\$200.00
NEWSLETTER EDITOR.....	\$100.00
EDUCATION CHAIR.....	\$100.00
WEBMASTER.....	\$200.00
PARLIAMENTARIAN.....	CONTINGENT UPON HIRE
MEMBERSHIP DIRECTOR.....	\$200.00
INCOMING BOARD MEMBERS** .....	LAST NIGHT HOTEL STAY

\*\*RATIONALE: THEY ARE MANDATED TO ATTEND POST CONFERENCE BOARD MEETING & MAY NOT HAVE OTHERWISE STAYED THAT NIGHT IF NOT ELECTED.

## **RESPONSIBILITIES OF THE PRESIDENT**

### **THE PRESIDENT WILL:**

1. Preside at all business meetings of the society and perform all duties consistent with their office. The President shall preside at board meetings in the absence of the Chairman.
2. The President shall be an ex-officio member of all committees except the nominating and auditing committees. The president shall appoint committees unless otherwise provided for in the bylaws.
3. Meet with the board at the annual post conference meeting to discuss plans for the year and announce all committee appointments.
4. Identify the board members and committee chairs, along with contact information and forward this list to the secretary for distribution to each person on the list.
4. Be well prepared in advance of all meetings and be familiar with parliamentary procedure in order to conduct the meetings efficiently. The president is responsible for selecting a parliamentarian for the annual conference and preparing an agenda for all meetings.
5. Be equipped with a copy of the incorporation papers, bylaws, agenda, gavel to maintain order, a practical parliamentary reference such as "Roberts Rules of Order", and any other supplies needed to ensure an efficiently run meeting.
6. Always remain neutral during business meetings while occupying the chair. Should the president desire to express an opinion the gavel should be surrendered to the vice-president.
7. Have a complete and up-to-date membership roster.
8. Be able to provide information regarding the ASRT, ARRT, Educational programs, annual conferences and NY state licensure.
9. Write letters of appreciation to the immediate past officers and letters of congratulations to award winners.
10. Be the official delegate to the ASRT annual conference.
11. Store and keep a record of the whereabouts of all society property.
12. Immediately following the annual conference held on an election year, send an election report to the ASRT with all credentials verified.

13. Within 30 days of receipt of the draft minutes, forward comments and corrections to the secretary, who will prepare a final draft. REVISED 1/07, 1/2019, 4/2019

## **RESPONSIBILITIES OF THE PRESIDENT-ELECT**

### **THE PRESIDENT-ELECT WILL:**

1. Become familiar with the activities of the society and shall make all preparations necessary for the elevation to the office of the president.
2. Preside at the liaison officers meeting held during the annual conference.
3. Prepare the annual post conference meeting with dates selected for the meetings held during the year, excluding the annual conference.
4. Be the second delegate to the ASRT annual conference.
5. Be prepared to appoint committee chairs and identify and assign charges to committee chairs upon assuming the office of the president
6. Within 30 days of receipt of the draft minutes, forward comments and corrections to the secretary, who will prepare a final draft.

## **RESPONSIBILITIES OF THE VICE-PRESIDENT**

### **THE VICE PRESIDENT WILL:**

1. Become familiar with the duties of the President, as it is the vice president's responsibility to serve in the absence of the president, or to automatically fill the office of the president should a vacancy occur during their elected term.
2. Give serious consideration to becoming president-elect (this is a six year commitment).
3. At the request of the president, be an official representative of the society at any meetings the president is unable to attend.
4. Within 30 days of receipt of the draft minutes, forward comments and corrections to the secretary, who will prepare a final draft.
5. Serve as a member of the Financial Compliance Committee.
6. Serve as Board liaison to the conference committee.
7. Be responsible for letters of appreciation to:
  - a. annual conference participants (including students)
  - b. commercial (vendor) supporters
  - c. speakers
  - d. others as designated by the president and conference chair
8. Be responsible for sending a certificate of appreciation to the hosting society of any annual conference, where applicable.

## **RESPONSIBILITIES OF THE SECRETARY**

### **THE SECRETARY WILL:**

1. Keep on file (electronic format files) of the minutes of all regular business and board meetings.
2. Attend all meetings called by the president and record the minutes of all meetings, to include noting motions made.
3. Transfer records to their successor immediately upon the expiration of their term of office (at the post-conference board meeting) and as a courtesy, the secretary will go over the books and explain the files to the incoming secretary.
4. Prepare a new roster of board members and committee chairs and forward copies to the members of the board for inclusion in their Policy and Procedure manual.
5. Return the first draft of any and all meeting minutes to the board within 30 calendar days of that meeting, for review.
6. Upon return of the first draft to the secretary, make final revisions and corrections within 30 days of the first draft revisions and send out final copy to all board members.
7. Maintain a list of current contact information for all district and chapter society officers and liaison officers.
8. Keep election ballots for 30 days following the election, and then dispose of them.
9. Maintain an inventory of official office supplies and stationary (electronic template) for distribution to authorized officers and committee chairs.
10. Secure all official documents of the society and provide electronic copies of said documents to all current board members. Update names of officers on all documents after elections.
11. Send out reminder letters to all district and chapter societies 30 days prior to the date which these societies must submit their documentation to the society for charter.
12. Prepare and award charter certificates after collection of appropriate documentation from districts and chapters. Presidential and secretarial signatures will appear on each charter certificate as should the raised NYSSRS, Inc. seal. Award charter certificates at the Annual Conference. Mail all charter certificates to the appropriate contact persons from the

district and chapter societies that did not attend the annual conference.

13. A secretaries report will be prepared and presented at the annual conference, to include correspondence throughout the year and the identity of all current charters as well as the status of any district or chapter society that is on hiatus or which as retired (including the reasons). Copies for conference attendee folders will also be provided.
14. When the board votes on budget/expenditures, this vote will be recorded in the minutes of the meeting of the board.
15. Remain in the presence of any NYSSRS member who is reviewing the society's federal tax forms.
16. Submit completed and approved minutes to the webmaster for posting on the "Board only" section on the website.

## **RESPONSIBILITIES OF THE TREASURER**

### **THE TREASURER WILL:**

1. Be familiar with the board reimbursement guidelines and standard reimbursement scale.
2. Become the expert resource to the board regarding the Financial Policy & Procedure manual to include maintenance of all records as per the schedule outlined in the manual.
3. Receive all funds of the society, keeping them in an approved bank and paying bills as ordered by the board of directors or by the order of the president.
4. Receive all funds of the society, keeping them in an approved bank and paying bills as ordered by the board of directors or by the order of the president.
5. Keep the books balanced at all times and have them available for audit at the request of the board. The qualified auditors are to be the choice of the board.
6. In the event of treasurer incapacity, the president (1986) will issue checks and maintain financial records.
7. A treasurer's report will be prepared and presented at the winter board meeting, the mid-year board meeting and the annual conference. Copies of the report are provided for each registered conference attendee's folders.
8. Turn over to the incoming treasurer, all money, files, supplies, equipment and property belonging to the society and as a courtesy, the treasurer will go over the books and explain the files to the incoming secretary.
9. Should annual revenue exceed \$50,000 the treasurer will file Form 990 EZ with the IRS within the taxable year (January 1 to December 31).
10. Have the obligation to ensure that the organization is fiscally sound; and act as an advisor to the president and board so they may assume fiscal responsibility for the society.
11. Serve on the Financial Compliance Committee.
12. Assure completion and submission of Financial Compliance Committee activities by the established deadlines.
13. Within 30 days of receipt of the draft minutes, forward comments and corrections to the secretary, who will prepare a final draft.

## **RESPONSIBILITIES OF THE CHAIRMAN OF THE BOARD**

### **THE CHAIRMAN OF THE BOARD WILL:**

1. Establish the agenda for and presides over Board of Directors meetings.
2. Identify dates, locations and times for Board meetings.
3. Should there be an inability of the Chairman to serve, the President shall preside at the meetings of the Board of Director.
4. Function as an advisor and resource to the board when input is solicited.
5. During an election year, install the new officers of the NYSSRS. Inc. at the annual conference.
6. Perform duties as directed by the president.
7. Within 30 days of receipt of the draft minutes, forward comments and corrections to the secretary, who will prepare a final draft.

01/04, REVISED 01/07, 04/15, 04/2016, 1/2019, 4/2019



## **RESPONSIBILITIES OF THE NOMINATING CHAIR**

### **THE NOMINATING CHAIR, ALONG WITH THE ELECTED COMMITTEE MEMBERS WILL:**

1. Obtain the contact information of all committee members right after elections at the annual meeting so that contact can be maintained during the upcoming two years of service.
2. Communicate (in person or via phone / email) with the entire nominating committee to ensure that they are familiar with the society bylaws, especially those pertaining to nomination and election procedures.
3. Collaboratively or as individuals, contribute a short article on the importance of being active in the society for the spring edition of the IMAGIST, to include information on how to run for office, who to contact for information etc. (this should be forwarded to the newsletter editor by the mid-year spring board meeting).
4. Seek qualified candidates for each office by networking with NYSSRS members at the annual meeting and by email or phone during the year. Let the member know the benefits of active involvement in the society. Give them a copy of the duties of the position they seek.
5. After a candidate steps forward to run for office, verify qualifications of each prospective candidate by reviewing with them, the qualifications for office in the Bylaws. Once they are deemed qualified seek their acceptance to run in writing.
6. Prepare a slate of qualified candidates who are willing to serve. The developed slate is to be presented in the committee report at the winter and mid-year (spring) board meetings. A final slate is to be presented in the pre-conference board meeting report. The goal is to have established a full slate of several candidates per position by the pre-conference board meeting.
7. Obtain a biographical sketch (resume or CV) of each candidate with a photo, to be presented to all voting members at the annual conference, prior to the voting meeting. The presentation can be a trifold poster with all materials affixed to it or a power point presentation. Whatever medium is selected by the committee it must be visible from the opening of the registration desk on the first day through the election meeting.
8. Run the election process by providing the paper ballots to be used for the election and devising a means of publicizing candidates nominated from the floor (ie. Adding a CV to the poster or adding a photo to the power point etc.)
9. Within 30 days of receipt of the draft minutes, forward comments and corrections to the secretary, who will prepare a final draft.

REVISED 04/2014, 1/2019, 4/2019

## RESPONSIBILITIES OF THE MEMBERSHIP DIRECTOR

### THE MEMBERSHIP DIRECTOR WILL:

1. Make an effort to contact all non-members within the state and extend an invitation to join the affiliate society. Work with the social media chair, the webmaster and the ASRT (to send out e-mail blasts) to increase membership.  
Supply membership applications and affiliate information to interested Radiologic Science professionals.
2. Keep a current list of members, member status and current addresses on the database of the NYSSRS web site so that all board members have ongoing access to the most current membership status.
3. Update the current membership roster that is posted on the web site, so that the conference registrar has the most current information at the Annual Conference registration desk. Supply a hard copy back up of this web list, in the event that internet, web site or electrical issues occur at the registration desk.
4. Supply labels for all society mailings.
5. Include any request for application changes in writing to the board prior to sending out renewal applications or applications to join the NYSSRS. The board must approve any recommended changes to these applications.
6. Send renewal statements for the current year to the membership no later than one month prior to the current membership year (ie. December 1) and upon receipt of dues, remit the proper membership cards to each member.
7. Verify emeritus and life member status.
8. The chair will submit a written progress report of the committee activities at the:
  - a. winter board meeting
  - b. mid-year board meeting
  - c. annual conference meeting
10. Propose innovative ideas to maintain and promote the growth and membership of the organization.

LAST REVISED 01/04, 04/2016, 1/2019, 4/2019

## **RESPONSIBILITIES OF THE ANNUAL CONFERENCE CHAIR**

### **THE ANNUAL CONFERENCE CHAIR WILL PERFORM DUTIES AS ASSIGNED BY THE PRESIDENT AND:**

1. Follow the Annual Conference Guidelines in the P&P.
2. Conduct on-site inspections of potential conference locations with the president to include:
  - a. site of business sessions, class sessions and other planned activities
  - b. determining adequate number of audience seating and appropriate arrangement (theater, classroom etc.)
  - c. placement of head table, where applicable, with adequate seating.
  - d. availability of wireless microphones for speaker, microphones for audience participation etc.
3. Receive formal bids for an annual conference site & reports all recommendations to the board.
4. Review the hotel contract and forward any contractual recommendations to the board, who will have final approval for entering into any contractual obligations for conference location.
5. Sets up the program, contacts speakers and solicits appropriate documentation to submit to an approved RECEEM for continuing education credits. Working with the speakers, arranges for travel and accommodations.
6. Applies for CE approval of each lecture / presentation at the annual conference.
7. Take responsibility for conducting a pre-conference site inspection to assure that prior arrangements are still adequate for the needs of the membership attending.
8. Take responsibility for arranging the board at the head table for each business session and proper order for the opening business session. If applicable, arranges seating for the board at the presidents banquet so they are at a head table and arrange for their dinners to be served first so as to enable them to conduct business during the dinner without meal interruption.
9. Work with commercial exhibit/vendor committee to solicit vendors, donations and other contributions for door prizes, raffles and other events.
10. Coordinate the delivery and arrangement of prizes etc. for all events.
11. Assign duties to the conference committee which may include: registration, commercial exhibits, ECE, reminder letters to board & committees for reports to include in conference packets.
12. Submit written reports to the board at the winter, mid-year, pre-conference and post-conference board meetings.

REVISED 01/07, 1/2019, 4/2019

**NYSSRS, INC.**  
**ANNUAL CONFERENCE GUIDELINES**

The following guidelines have been revised and adopted by the board to assist the annual conference committee in the preparation of the annual conference.

**ASRT AND ARRT REPRESENTATIVES:** Prior to the annual conference, the president will request that representatives from the ASRT or ARRT attend the annual conference.

**ANNUAL CONFERENCE DATES:** The annual conference chair reserves conference facilities for dates in the fall which were approved by the board.

**COMPLIMENTARY ROOMS:** The annual conference chair shall request two complementary suites from the sponsoring hotel. The president shall room in one of the suites and the assignment of the additional suite shall be made by the board.

**BANQUET:** There may be a “presidents banquet” or “presidents luncheon” during the annual conference. Should there be a head table, it is recommended that the following be included: the current board, outgoing officers, incoming officers, ASRT representative, ARRT representative, conference chair, parliamentarian and any guest speakers. A podium will be provided to present charters, install new officers and to conduct business etc. Meals should be delivered to the board before the membership so they can conduct business while the members eat.

**STUDENT AWARDS:** The student essay contest winners (first, second and third prize) will receive a scholarship award along with a plaque or certificate. In addition, the first place winner will receive a banquet ticket (if applicable) and reimbursement for one nights lodging at the conference site hotel. The poster contest winner will receive blue ribbon recognition and a nominal cash award. The school/program winning the student bowl will receive a desk trophy and all participants will receive certificates of participation and a nominal cash award.

**EDUCATIONAL COURSES:** The paying participants in any educational course must be supplied with, and wear, an identification badge. An ECE system of recognizing participation will be provided. Certificates of attendance are to be signed by the annual conference chair and the president.

**PAST PRESIDENT PIN:** The director will supply the pin for the outgoing president in time for the instillation ceremony at the annual conference. Name of the supplier we have used are: “Northeastern Fine Jewelers”, Schenectady, NY or “Niagara Sports Awards”, Kenmore, NY or Nyna Awards, Rochester, NY

**COMMERCIAL EXHIBITS/VENDORS:** Invitations should be sent to solicit commercial exhibits at the annual conference. Hosting societies should also assist in soliciting exhibitors for the annual conference by referring them to the conference chair or the commercial exhibit/vendor chair.

**SPEAKER EXPENSES:** Travel (mileage at the current federal rate), air fare, car rental, train, bus, etc.), tolls if applicable, honorarium of \$100.00, one night accommodations (speaker to determine the

night).

REVISED 04/2014, 04/2016, 1/12019, 4/2019

**CONFERENCE CHAIR  
CHECK LIST**

In the planning phase, the conference chair bears the primary responsibility for planning as per the duties and responsibilities outlined in the P&P. This check list may be used to assist with planning. However, at the pre-conference board meeting, the conference chair shall present the check list as part of their pre-conference report. Running a conference is not a one person show, it requires team work. Board members shall work with the conference chair after the pre-conference board meeting to ensure that the plans in place are executed in a smooth manner.

<b>PRE – CONTRACT TASKS</b>	<b>COMMENTS</b>	<b>COMPLETED</b>
During the year, work with the board to secure vendors, donations, door prizes, and raffle tickets.		
Solicit speakers using board recommendations from post-conference board meeting. Inform them of honorarium and other expenses covered by NYSSRS.		
Conduct on site-inspections of potential conference locations with the president.		
Verify that site for business sessions meets our needs.		
Discuss adequate seating for anticipated number of attendees		
Discuss number of attendees for Theater vs. classroom arrangement explored		
Verify that placement of head table, with adequate number of seats is adequate for the board to conduct the business meeting.		
To facilitate conduction of board duties during business meetings or presidents lunch/banquet etc. arrange for board to eat first (before the membership) at any business meeting during a meal.		
Request a podium (for middle of head table or off to the side on the floor) for presenters		
Check availability of wireless microphone for speaker		
Check availability for mic on stand for center aisle so that members can speak at meetings		

<b>PRE – CONTRACT TASKS CONTINUED</b>	<b>COMMENTS</b>	<b>COMPLETED</b>
Present formal bid(s) from potential conference site to the board		
Review hotel contract and forward any contractual recommendations to the board		
Obtain final approval from the board to enter into contract with conference site selected previously.		

<b>POST – CONTRACT TASKS</b>	<b>COMMENTS</b>	<b>COMPLETED</b>
Obtain verbal confirmation from solicited speakers.		
Obtain CV/Resume's from speakers		
Obtain a summary of the speakers topic		
Submit all materials to RECEEM for CE credit approval		
Set up program schedule and present to the board at the spring board meeting.		
Requests president to remind board and committees to send final annual report for inclusion into conference folders by Mid-September.		

<b>ON-SITE PRE-CONFERENCE TASKS</b>	<b>COMMENTS</b>	<b>COMPLETED</b>
Conduct a pre-conference site visit prior to the pre-conference board meeting and report details, comments and concerns to the board regarding set up meeting our needs.		
Ensures the number of seats at the board table is adequate before the first business meeting.		
Coordinates the acceptance of all prizes from the board, for all events.		
Appoints someone to take charge of the Chinese auction: accepting donated items, appointing set up team, overseeing set up.		
Assigns duty of registration desk chair		
Assigns duty of commercial exhibit coordinator		
Assigns duty of CE recording (distribution of official stamps after lectures, collection of CE records, production of CE letter to conference		

attendee, record keeping of same)



# NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.

## SPEAKER COMMITMENT FORM

I understand that the NYSSRS has asked me to speak at the 2019 annual conference to be held at the Radisson Hotel in Corning New York in October. The conference begins on Thursday evening **date** and runs until mid-day on **date**. The exact, final schedule cannot be established until there is a commitment from all speakers. However, I acknowledge that at this time I, **speaker name** am scheduled for **date and time**

The NYSSRS will pay for 1 night accommodation, travel mileage and a \$100.00 honorarium.

1. If this date and time are acceptable, please respond to this e-mail stating this (ppeterson@monroecc.edu) by **deadline date**.
2. Please complete the following information and return this to name, conference chair by e-mail or snail mail (address below) by **deadline date**

**NAME OF SPEAKER** as you wish it to appear in the flyer:

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**SPEAKER ADDRESS AND CONTACT INFORMATION:**

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Street Address, Town, State & Zip

---

Home Phone #

---

Cell #

---

Email address

NYSSRS CONFERENCE SPEAKER COMMITMENT

PAGE 1

**LECTURE TITLE**, as you wish it to appear in the flyer:

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**SHORT DESCRIPTION** of your topic for flyer:

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ARRIVAL to Radisson: \_\_\_\_\_

DEPARTURE from Radisson: \_\_\_\_\_

In order for the NYSSRS to get approval for continuing education credits, speakers are required to submit learning objectives for their lecture, before deadline. If you are unsure of how to create these, contact the Conference Chair, name (conf. chair email) for assistance.

If you develop a handout, the NYSSRS would like to post it on our web site for the duration of the conference. This will cut down on copies and allow us to “go green”. Conference attendees will be able to download these for use at the conference. Please send an electronic version of said handout before deadline, so we may post it on the web site.

In addition, please submit a short biography as this is how we will introduce you at the conference.

Please complete this form and send to:

Conference Chair name and address

Or

e-mail of conference chair

2018, Revised 4/2019



PAGE 2.



# NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.

## SPEAKER LIST

### THURSDAY PM

SPEAKER TIME	NAME	ARRIVAL TIME	CELL #	DESIGNATED GREETER/ INTRODUCER

### FRIDAY AM

SPEAKER TIME	NAME	ARRIVAL TIME	CELL #	DESIGNATED GREETER/ INTRODUCER

### FRIDAY PM

SPEAKER TIME	NAME	ARRIVAL TIME	CELL #	DESIGNATED GREETER/ INTRODUCER

### SATURDAY AM

SPEAKER TIME	NAME	ARRIVAL TIME	CELL #	DESIGNATED GREETER/ INTRODUCER

**RESPONSIBILITIES OF THE  
ANNUAL CONFERENCE  
REGISTRATION CHAIR (SUBCOMMITTEE OF CONFERENCE CHAIR)**

The operation of the registration desk is the responsibility of the appointed registration chair, or their designee. The registration desk shall be manned by the treasurer and the registration chair or their designee. The registration chair must obtain access to an updated membership list from the membership chair (on line and hard copy). The responsibilities of the registration chair are to follow the registration desk guidelines but also include, but are not limited to:

**PRE-CONFERENCE:**

- a. Determining member status of all those registering for the conference, to include on-site registrants.
- b. Determine if the pre-registration fee sent in matches the status of the conference registrant. If the fee does not match – contact the person or school by email to notify them of the discrepancy and our intent to reimburse or collect monies due at the registration desk. Keep a record of this correspondence for use at the registration desk.
- c. Keep a list of all members, non-members, student members and student non-members registered for conference and include a list of no-shows.
- d. Send all moneys collected to the treasurer so that they are clear as to what money was paid by whom and for what (conference/membership/contests etc.)
- e. Send a notice of confirmation by e-mail or regular mail upon receipt of payment/registration form.
- f. Prepare certificates of attendance.
- g. Coordinate creation of name badges with the conference chair.

**AT THE CONFERENCE:**

- a. At the registration desk, determine if conference attendee has pre-registered or needs to register on site (and determine their membership status).
- b. At the registration desk, collect any discrepancy in fee's sent in when pre-registering.
- c. If the person registering on site is a non-member and they want to join on site, make sure they know that they are joining for the current year (expiration of December 31) and will need to renew in January at the start of the next membership year. Obtain a completed membership application. Explain that the new member may NOT VOTE during this conference.
- d. Explain how to record the earned CE's and where to leave the forms needed by the NYSSRS after the conference (on the registration desk in the plastic bins provided).
- e. Inform all conference attendees of the business meetings, President reception/Chinese auction, how to purchase raffle tickets.
- f. Distribute conference folders (See contents below) and goodie bags (where applicable)
- g. Give the final head count of registered RT members to the Sargent-at-Arms prior to the first business meeting, so that a quorum number can be established.
- h. Present a report to the board after closing of the registration desk on the last day so they have this information at the post-conference board meeting.

## **GUIDELINES FOR REGISTRATION DESK BUSINESS**

**HOURS OF OPERATION:** The registration desk time should be published in the conference flyer, but generally, the desk should be open and ready to be in full operation at least one (1) hour prior to the beginning of all first lectures. To facilitate attendance at all lectures, the registration desk will publish a closing time of 10 minute into the first lecture of the day. Pre-registered conference attendees who arrive late will be able to give their name to the conference chair who will make arrangements to get their conference materials to them. Conference attendees who did not pre-register and miss the published registration desk times, will need to register as directed by the registration chair.

**REGISTRATION FEE:** One fee shall be established for students and a different fee for RT's. There will be an RT early bird fee to encourage all to register in advance. The date of the early bird fee and the student fee will be established in advance of the sponsoring facilities due date for a final head count. The on-site registration fee will apply to any persons not already pre-registered and paid in full by the cut off date for pre-registration.

**PRE-REGISTRATION:** A pre-registration cut off date will be established by the board at the winter board meeting. Conference registration forms will not be accepted by NYSSRS after this date. Anyone not registering in advance, will be handled as "on-site" applications. Any registrant who sent in a pre-registration form post marked the date of cut off or after, will be sent notice by the board that they owe the difference between pre-registration and on site fees, and such will be collected at registration desk at conference.

**ON-SITE REGISTRATION:** A higher conference fee will be charged to those registering after the pre-registration cut off date.

**NAME BADGES:** The NYSSRS, Inc. will provide name badges for each conference attendee. The badges will be distributed with the conference packets. To differentiate the amenities due to those who pre-register from those who register on site, pre-registered attendees will have printed name badges, those who register on site will have hand written badges. Name badges must be worn by all attendees at all annual conference events.

**REGISTRATION PACKET:** Conference packets will be provided for each attendee to the conference regardless of whether they registered on site or in advance. Packets will include: name badges, standing rules, officer & committee reports, rules of procedure, list of officers, list of district/chapter officers, copy of the program (w/changes, when necessary), exhibitors, contributors and a list of the annual conference committee members.

**JOINING THE SOCIETY:** No conference attendee will be permitted to join the NYSSRS for the current year which ends 12/31. Should they wish to join they will be directed to mail in their **application for membership** to the membership chair so they can join for the following year (starting on 1/1).

REVISED 04/2014, 04/2016, 1/2019, 4/2019

## RESPONSIBILITIES OF THE COMMERCIAL EXHIBIT/VENDOR CHAIR

### THE COMMERCIAL EXHIBIT CHAIR/VENDOR COMMITTEE WILL:

1. Seek out vendors for the annual conference.
2. Correspond with vendors and have them fill out applications.
3. Vendor fees should be submitted to the treasurer.
4. Ask if the vendor intends to receive credits and explain that they need to pay registration fee if they do.
5. Prepare a report listing all vendors contacted, their contact information and those who will be in attendance at the annual conference.
6. Communicate with conference chair as to where/when vendors will be situated at the conference and the provision of name badges.
7. Work with social media committee and the webmaster to publicize vendors pre and post conference.
8. Share vendor information with our affiliates for possible inclusion at their perspective conference.
9. Assure that letters of appreciation are sent to vendors that attend the annual conference.

LAST REVISED 01/07, 04/2016, 4/2019



## **THE ECE CHAIR WILL:**

1. Be given a full list of speakers with contact information to include mailing address, phone number and email by all those who initially contacted potential speakers.
2. Collect appropriate materials from speakers for submission to an appropriate RCEEM for approval. Submit materials to the ARRT for CQR review.
3. Obtain approval numbers for educational courses.
4. Arrange documentation protocol for attendance verification.
5. Submit documentation of attendance to the appropriate RCEEM at the conclusion of the annual conference. Effective 2019 documentation must include the number of credits and the expiration dates of validity.
6. Provide attendees with documentation verifying attendance.
7. Submit a progress report to the annual conference chair prior to the mid-year board meeting, the pre-conference meeting and the post-conference meeting, to be included with the conference chair report.

LAST REVISED 01/04, 04/2016, 1/2019, 4/2019

## **RESPONSIBILITIES OF THE PARLIMENTARIAN**

### **THE PARLIMENTARIAN WILL:**

1. Be sought by the president or their designee from the area near the conference location to reduce travel expenses.
2. Be within the current fiscal budget of the NYSSRS, Inc. That is, they shall be utilized at all business meetings in an election year and be utilized in non-election years as needed and if financial outlook says it is feasible.
3. Serve as resource for conducting a business meeting properly according to Roberts Rules of Order.
4. Inform the board in a timely manner when potential violations or errors in proper business meeting format are not being followed.

4/2019

## **ANNUAL MEETING RULES OF PROCEDURE**



**REGISTRATION:**

1. All members and guests must be properly registered and will receive identification badges that must be worn at all times during conference activities.
2. Proof of membership status will be presented at the registration desk for all on site registrants.

**DECORUM:**

1. Badges must be worn for admittance to all conference sessions and functions.
2. No literature of any kind will be distributed in the meeting rooms or premises without the permission of the board of directors
3. All cell phones must be turned off during all lectures and business sessions.

**BUSINESS SESSIONS:**

1. During the business sessions active, emeritus and life members shall be seated in the sections reserved for voting members.
2. Written communication to the board of directors, during business sessions, will be directed through a Sergeant-at-Arms.
3. There are no tape recorders or video imaging allowed during business sessions.
4. The credentials committee shall report to the president, immediately following opening ceremonies, the number of voting members registered. Quorum verification shall take place at each session.
5. All registrants are encouraged to attend the business sessions.
6. Voting members are those active, emeritus and life members whose dues have been paid for the current year, with membership processed *prior* to the annual conference.
7. Only members may introduce business during the business sessions.
8. All motions shall be presented in writing and signed by the maker and the seconder.
9. Members wishing to speak shall use the microphone and must give their name.
10. The president shall monitor all debates so that pro and con opinions are fairly represented.
11. Debate will be limited to two (2) minutes per person per question with no member speaking more than twice per issue, per session. Time extension may be granted by the president, who may defer to a vote from the membership. A 2/3 in-favor vote would then be required to allow the speaker additional time to make their point.
12. All members may speak and participate in any debate occurring during business sessions.
13. The right to address the assembly may be granted to a registrant other than a member, by permission from the president, who may defer to a vote from the membership. A majority vote of those present would then be required to allow non-member speakers during any business session.

**MEETING RULES:**

1. These meeting rules shall be adopted by a majority vote at the first business session; but they may be amended after adoption, by a 2/3 in-favor vote by the voting members present, provided a quorum is present.

1/07, REVISED 1/2015, rev. 1/2019, 4/2019

**NYSSRS, INC.  
ANNUAL BUSINESS MEETING AGENDA**

1. CALL TO ORDER
2. APPROVAL OF MINUTES FROM PRIOR BOARD MEETING (PAGE 63 OF P&P)
3. BOARD REPORTS
4. COMMITTEE REPORTS
5. OLD BUSINESS (COMES FROM LAST MEETINGS NEW BUSINESS)
6. NEW BUSINESS
  - A. PROPOSED POSITION STATEMENTS
  - B. PROFESSIONAL PRACTICE STANDARDS
7. ADJOURNMENT

MEETING MAY RECESS AND BE RECONVENED AT ANY POINT IN THE MEETING.

**NEW BUSINESS SUGGESTED TOPICS CAN INCLUDE:**

**CONFERENCE PLANNING (OUTSIDE CONFERENCE REPORT)  
ASRT INITIATIVES  
NYDOH BERP INITIATIVES**

01/09, 04/2014, 04/2016, 1/2019, 4/2019

**NYSSRS, INC.  
ANNUAL CONFERENCE BUSINESS MEETING  
ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ADOPTION OF RULES OF PROCEDURE (PRESIDENT READS PAGE 63 OF P&P)**
3. **REVIEW AND APPROVAL OF MINUTES**
4. **REPORTS OF OFFICERS**
5. **REPORTS OF COMMITTEES**
6. **OLD BUSINESS (WAS LAST YEARS NEW BUSINESS)**
7. **NEW BUSINESS (TO INCLUDE ASRT / NYDOH NEWS)**
8. **ELECTIONS (ON ELECTION YEARS)**
9. **ADJOURNMENT**

AS PER OFFICIAL PARLIMENTARIAN ADVICE:

THERE IS ONLY ONE BUSINESS MEETING AT THE ANNUAL MEETING.  
IT MAY BE CONDUCTED IN SEVERAL SESSIONS.  
AT THE END OF THE DESIGNATED TIME, IF THE MEETING IS TO CONTINUE, THE  
PRESIDENT "SUSPENDS THE MEETING"  
AND THEN "RECONVIENES THE MEETING" AT THE NEXT DESIGNATED TIME.  
A NEW QUORUM DOES NOT NEED TO BE ESTABLISHED WHEN RECONVIENING THE  
MEETING.

REVISED 4/2016, 1/2019, 4/2019

## **INSTALLATION OF BOARD MEMBERS**

**THE FOLLOWING DOCUMENT IS TO BE READ WHENEVER OFFICERS ARE INSTALLED:**

TO BE ELECTED TO AN OFFICE IN THIS SOCIETY IS INDEED AN HONOR, BUT MORE THAN THAT, IT IS A PRIVILEGE, A DUTY AND A GREAT RESPONSIBILITY. MUCH OF THE PROGRESS AND SUCCESS OF AN ORGANIZATION IS DETERMINED BY THE INTEREST AND ACTIVITY AND UNSELFISH DEVOTION OF ITS LEADERS. BEFORE INSTALLING THE NEWLY ELECTED OFFICERS, I WISH TO EXPRESS TO THE RETIRING PERSONS THE GREAT APPRECIATION OF YOUR MEMBERSHIP FOR THE SERVICE AND DEVOTION YOU HAVE GIVEN TO US.

*WILL THE NEW BOARD MEMBERS PLEASE COME FORWARD?*

\_\_\_\_\_ YOU ARE MOVING IN TO THE POSITION OF CHAIRMAN OF THE BOARD. DO YOU PROMISE TO PRESIDE OVER BOARD OF DIRECTORS MEETINGS WHEN DIRECTED, FUNCTION AS AN ADVISOR AND RESOURCE TO THE BOARD WHEN INPUT IS SOLICITED, AND DURING AN ELECTION YEAR INSTALL THE NEW OFFICERS OF THE NYSSRS. INC. AT THE ANNUAL CONFERENCE?

\_\_\_\_\_ YOU HAVE BEEN ELECTED AS THE NOMINATING COMMITTEE CHAIR. DO YOU PROMISE TO PERFORM YOUR DUTIES AS DIRECTED IN THE BYLAWS AND IN THE BEST INTEREST OF THE SOCIETY?

\_\_\_\_\_ YOU HAVE BEEN ELECTED AS THE MEMBERSHIP DIRECTOR. DO YOU PROMISE TO PERFORM YOUR DUTIES AS DIRECTED IN THE BYLAWS AND IN THE BEST INTEREST OF THE SOCIETY?

YOU HAVE BEEN ELECTED (OR RE-ELECTED) TO THE OFFICE OF **SECRETARY**. (**FOR A SECOND TERM: THIS IS AN INDICATION OF THE EFFICIENT WAY YOU HANDLED YOUR DUTIES OVER THE PAST TWO YEARS**). DO YOU PROMISE TO (**CONTINUE TO**) KEEP A CORRECT AND PERMANENT RECORD AND TO NOTIFY ALL MEMBERS OF THE TRANSACTIONS OF THE SOCIETY AND PERFORM YOUR DUTIES AS DIRECTED BY THE BYLAWS?

\_\_\_\_\_ YOU HAVE BEEN ELECTED (OR RE-ELECTED) TO THE OFFICE OF **TREASURER**. (**FOR A SECOND TERM: THIS IS AN INDICATION OF THE EFFICIENT WAY YOU HANDLED YOUR DUTIES OVER THE PAST TWO YEARS**). DO YOU PROMISE TO (**CONTINUE TO**) HANDLE ALL FINANCES OF THE SOCIETY, KEEP ACCURATE ACCOUNTS OF THE SAME AND PERFORM YOUR DUTIES AS DIRECTED BY THE BYLAWS?

**INSTALLATION OF BOARD MEMBERS  
CONTINUED**

\_\_\_\_\_ YOU HAVE BEEN ELECTED (OR RE-ELECTED) TO THE OFFICE OF **VICE PRESIDENT**. (**FOR A SECOND TERM**: THIS IS AN INDICATION OF THE EFFICIENT WAY YOU HANDLED YOUR DUTIES OVER THE PAST TWO YEARS). DO YOU PROMISE TO (**CONTINUE TO** ) ACQUAINT YOURSELF WITH THE DUTIES OF THE PRESIDENT AND BE PREPARED TO PRESIDE IN THE ABSENCE OF THE PRESIDENT AND TO PERFORM YOUR DUTIES AS DIRECTED BY THE BYLAWS?

\_\_\_\_\_ YOU HAVE BEEN ELECTED TO THE OFFICE OF **PRESIDENT-ELECT**. WILL YOU PREPARE YOURSELF TO BE INDUCTED AND TO ASSUME THE OFFICE OF PRESIDENT FOLLOWING THE NEXT ELECTION OF OFFICERS AND TO PERFORM YOUR DUTIES AS DIRECTED BY THE BYLAWS?

\_\_\_\_\_ THE HIGHEST HONOR THIS SOCIETY CAN BESTOW UPON ANY ONE OF ITS MEMBERS HAS BEEN GIVEN TO YOU. YOU HAVE BEEN ELECTED TO ASSUME THE OFFICE OF **PRESIDENT**. IN YOUR HANDS LIES THE DESTINY OF THIS SOCIETY FOR THE NEXT TWO YEARS. YOU WILL CONTRIBUTE SOMETHING ENTIRELY DIFFERENT FROM WHAT ANY PRECEDING PRESIDENT HAS GIVEN. FAITH IS THE FOUNDATION OF ALL LIFE. THESE, YOUR MEMBERS, HAVE SIGNIFIED THEIR FAITH IN YOU BY ELECTING YOU TO THIS OFFICE OF LEADERSHIP. DO YOU PROMISE TO FULFILL THESE OBLIGATIONS AND MAINTAIN THIS FAITH? (**WAIT FOR RESPONSE, "I PROMISE"**) DO YOU PROMISE TO PERFORM YOUR DUTIES AS DIRECTED BY THE BYLAWS? (**WAIT FOR RESPONSE, "I PROMISE"**)

IT IS A PLEASURE TO PRESENT TO YOU:

(FULL NAME OF NEW PRESIDENT  
WITH SURNAME TITLE WHERE APPLICABLE  
DR, MR, MISS, MRS, MS ETC)

THIS GAVEL, THE SYMBOL OF YOUR AUTHORITY. WE HAVE CONFIDENCE YOU WILL USE IT WITH JUSTICE, JUDGMENT AND DIGNITY. BY THE AUTHORITY VESTED IN ME AS IMMEDIATE PAST PRESIDENT I NOW DECLARE YOU DULY INSTALLED AS THE PRESIDENT OF THE NEW YORK STATE SOCIETY OF RADIOLOGIC SCIENCES, INC.

LAST REVISED 04/2014, 04/2016, 4/2019