



# **Society of Radiology Physician Extenders Bylaws**

## **CHAPTER I**

The name of this Society shall be the Society of Radiology Physician Extenders, hereinafter referred to as the *Society*.

## **CHAPTER II**

### ***GOVERNING BODY***

The Board of Directors shall be the governing body, hereinafter referred to as the *Board*.

## **CHAPTER III**

### ***PURPOSE AND FUNCTIONS***

#### **SECTION 1: Purpose:**

The purpose of this Society shall be to advance the profession of mid-level radiology, to assist in maintaining high standards of education and training, to elevate the quality of patient care, and to improve the public awareness of advanced radiology professionals through federal and state advocacy. These purposes shall not be restricted by any consideration of nationality, race, color, gender, sexual orientation, disability, religion, or creed.

#### **SECTION 2: Functions:**

- (a) Conduct meetings to transact Society business, to present scientific papers, to carry on educational activities, to discuss professional issues, and to encourage similar programs among organizations affiliated with the Society.
- (b) Publish and communicate information pertinent to the conduct of the Society or the profession.
- (c) Assist in establishing and communicating high standards of education and training, and

to implement them through appropriate channels.

(d) Stimulate and encourage research designed to provide the knowledge needed to assure increasingly efficient patient care.

(e) Expand educational opportunities for the advanced radiology profession.

(f) Communicate policies concerning the professional status, activities, and the welfare of its members.

(g) Cooperate with external organizations or agencies to maintain continued progress and growth of the Society.

(h) Represent the Registered Radiologist Assistant (RRA) and the Radiology Practitioner Assistant (RPA) on all issues pertaining to professional recognition, licensure, and professional growth.

## **CHAPTER IV**

### ***POLICIES***

#### **SECTION 1:**

This Society shall be nonsectarian, and nonpartisan. No candidate for public office shall be endorsed by the Society. Neither the name of the Society nor any of its officers in their official capacities shall be used in connection with any partisan interest other than regular functions of the Society.

#### **SECTION 2:**

A member who is without qualifications entitling him/her to practice as a physician or surgeon, shall not accept patients for diagnostic or therapeutic procedures except under supervision.

## **CHAPTER V**

### ***MEMBERSHIP***

#### **SECTION 1:**

The membership of this Society shall consist of Active, Associate, Student, and Life members. All candidates for membership shall submit a properly completed application form with any required fees and shall furnish any additional information as may be required.

## SECTION 2:

Active membership hereinafter designated as *members* shall be those radiologic technologists who fulfill qualifications established by members of the Society and are members in good standing with the American Registry of Radiologic Technologists (ARRT). Active members shall hold credentials from the Certification Board for Radiology Practitioner Assistants (CBRPA) as an RPA or the ARRT as an RRA. Active members may hold office, be appointed to positions by the Board, and serve on committees. This is a voting membership.

## SECTION 3:

Associate members shall be those persons actively practicing in the imaging sciences or educators in the field of imaging science who do not hold credentials from the CBRPA as an RPA or from the ARRT as an RRA. They shall have privileges and obligations as members but may not hold an office in the Society. This is a non-voting membership.

## SECTION 4:

Student members shall be those persons in good standing in an educational program for RPAs or RRAs. They shall have privileges and obligations as members but may not hold an office in the Society. A reduced fee membership will be available to Student members which expires August of the year they graduate. Proof of program enrollment may be requested by Society representatives to qualify candidate for membership. This is a non-voting membership.

## SECTION 5:

Life membership is granted to those persons who have provided exemplary and outstanding service to the Society and profession. Life membership status will be bestowed by Board recommendation and majority vote of the members at the annual meeting. Life members are not required to pay annual membership dues. This is a voting membership.

## SECTION 6:

No member who is in arrears for dues shall vote or hold office or shall be entitled to receive reports of the transactions of the Society. It shall be the duty of the Secretary to erase from the rolls of the membership the name of any person who is in arrears for more than ninety (90) days. Any member dropped from the rolls for nonpayment of dues may be reinstated only upon applying for reinstatement and a reinstatement fee, not to exceed an amount equivalent to the annual dues.

## SECTION 7:

Any member may resign from membership in the Society by making application to the Secretary. Any member who has resigned in good standing may be reinstated after paying

the reinstatement fee and the dues for the year in which he/she is reinstated.

#### SECTION 8:

Charges seeking disciplinary action against an individual in any category shall be submitted in writing, by at least two members, to the Board, who will investigate the charges. If in their judgment, the charges are sufficient, the individual shall be advised of the charges, and shall have the right to submit a written defense, or appear either in person or by means of an authorized representative before a meeting of the Board of which he has been notified at least twenty (20) days in advance.

If, in the majority opinion of the Board, a satisfactory defense has not been made, the Board shall have the right to discipline the member. The disciplinary action may range from censure or sanction to expulsion from the Society. Expulsion from the Society will require a unanimous vote of the Board. The Board will render a final decision within ninety (90) days of receiving the charges. The Board has the authority to forward the individuals name and reason for disciplinary action to the Board of the CBRPA and/or the ARRT, dependent on the situation.

## **CHAPTER VI**

### ***MEMBERSHIP FEES***

#### SECTION 1:

The application fee for membership shall be uniform and of such amount as is required by the Society. The fee shall in no case exceed \$10.00.

#### SECTION 2:

The annual dues for Active, Associate and Student members shall be established by majority of the members present and voting at the annual business meeting. Upon acceptance of membership dues, Society membership will be effective until there is a motion brought forth at the annual business meeting for revision to membership dues.

#### SECTION 3:

The dues are for a membership term not to exceed twelve (12) months.

## **CHAPTER VII**

### ***VOTING AND NOMINATION PROCEDURES***

#### SECTION 1:

The Society shall establish, by majority vote at an annual meeting, such voting procedures that best meet the needs of the Society and are applicable to the business being conducted.

## SECTION 2:

Nominations for President and Treasurer will be collected in odd numbered calendar years. Nominations for Vice-President and Secretary will be collected in even numbered calendar years.

## SECTION 3:

The Executive Committee will develop a process for receiving nominations for officer positions. The Executive Committee will evaluate the nominees to ensure the nominee satisfies the qualification requirements. The Executive Committee will submit the nominees and his/her unaltered statements to be posted for review by members.

## SECTION 4:

The Executive Committee will develop a ballot of qualified candidates for office to be distributed to Active members of the Society. The ballot maybe distributed by means as determined by the membership. Should the membership choose another election procedure, the officers shall be elected according to the method designated by the membership.

## SECTION 5:

The Executive Committee will tabulate the votes and a report will be given to the Board no later than seven (7) days after the end of the election. A majority vote shall elect the President, Vice-President, Secretary, Treasurer, or any other officer. The Board will inform the newly elected officer and the membership of the results no later than fifteen (15) days after the end of the election.

## SECTION 6:

If there is only one (1) qualified nominee for office, the voting procedure maybe suspended and the election proceeds by acclamation.

# **CHAPTER VIII**

## ***OFFICERS***

### SECTION 1:

All officers of the Society shall be Active voting members for a continuous uninterrupted three (3) year period; hold the credentials RPA and in be in good standing with the CBRPA or hold the RRA credentials and in be in good standing with the ARRT.

SECTION 2:

The officers of the Society shall be: President, Vice-President, Secretary, Treasurer, and such additional officers as are recommended by the Board and ratified by the membership.

SECTION 3:

Officers shall serve for a term of two (2) years or until a successor has been elected or appointed. Officers shall surrender to a successor all records and properties belonging to the Society. All officers may be reelected. Terms begin January 1.

SECTION 4:

The newly elected officers shall be installed into office under the direction of the Board.

## **CHAPTER IX**

### ***DUTIES OF OFFICERS***

SECTION 1:

The President shall preside at all meetings of the Society and perform all duties consistent with the office. The President shall be an ex-officio member of all committees. The President shall appoint committees unless otherwise provided in the bylaws. The President will represent the Society as a member of the Intersocietal Commission on the Radiologist Assistant.

SECTION 2:

The Past President shall serve as Chairman of the Executive Committee and the Bylaws Committee. The Past President will represent the Society as a member of the Intersocietal Commission on the Radiologist Assistant.

SECTION 3:

The Vice-President shall acquaint himself/herself with all of the duties of the President. In the absence of the President, he/she shall assume the duties of the President.

SECTION 4:

In the absence of the President and Vice-President, the Past President shall call the meeting to order and preside.

SECTION 5:

The Secretary shall keep a correct and permanent record of the membership, conduct correspondence, and perform all duties that usually and customarily pertain to the office of Secretary.

SECTION 6:

The Treasurer shall receive and keep funds of the Society and pay out funds only upon order of the Board. At the time of the annual meeting, he/she shall make a full financial report that shall be incorporated into the minutes.

SECTION 7:

All officers of the Society shall attend the annual conference.

## **CHAPTER X**

### ***THE BOARD OF DIRECTORS***

SECTION 1:

- (a) The Board shall be composed of the President, the Vice-President, the Secretary, the Treasurer, the Past President, and the Medical Advisor.
- (b) The term of the Past President shall be two (2) years. The Past President can be voted for subsequent two (2) year terms by the Board, to provide guidance on Society business.
- (c) The Medical Advisor shall be a radiologist who is a diplomat of the American Board of Radiology and shall oversee the Medical Advisory Committee and report to all Board meetings. This is a voting member of the Board.
- (d) A ballot of the voting members of the Society may establish additional Directorships. Such directors shall serve for a period of one (1) year and shall not succeed to the Chairmanship.
- (e) Vacancies shall be filled in accordance with Chapter XIII of the bylaws.

SECTION 2:

Members of the Board, except for the Medical Advisor, shall be Active members of the Society.

SECTION 3:

The responsibility of the Board shall be:

- (a) Provide for the audit of the books and accounts of the Society,
- (b) To control all funds and/or properties of the Society.
- (c) To change the dates or locations of the annual meeting, if found advisable, and in the case of state or national emergency to cancel the annual meeting.
- (d) To employ such personnel as may be necessary to conduct the business of the Society.

## **CHAPTER XI**

### *MEETINGS*

#### SECTION 1:

The Society shall hold an annual business meeting of the membership each year.

#### SECTION 2:

Meetings of the Society may be called at such time and place as may be designated by the Board. A majority of this group shall constitute sufficient authority. Members shall be notified at least fifteen (15) days in advance of such meetings, together with a statement of the business to be transacted. No essential business other than that specified shall be transacted at a special meeting. Conference calls or computer-assisted meetings may be substituted for a special meeting.

#### SECTION 3:

The Board shall decide the site of the annual meeting.

#### SECTION 4:

Money collected as registration for meetings or to offset meeting expenses shall be deposited within fourteen (14) days of receipt. No moneys may be deposited in a personal or separate account for any reason.

## **CHAPTER XII**

### *COMMITTEES*

#### SECTION 1:

The Board shall establish committees as deemed necessary to aid the Society in carrying on its activities. Such committees shall be responsible to the Board and may be altered or eliminated at any time by the Board. The standing committees shall consist of Executive Committee, Bylaws Committee, Conference Committee, and Medical Advisory Committee.



- (a) The Executive Committee will be composed of the Past President, Medical Advisory Committee, and three (3) at-large members. The charge of the Executive Committee is to advise the Board and to coordinate nomination and election of officers. The President and the Vice-President shall attend the Executive Committee meetings as observers.
- (b) The Bylaws Committee will be composed of the Past President and three (3) at-large members. The charge of the Bylaws Committee is to keep the standing rules of order of the Society updated, review proposed amendments, and to present an annual update at the last Board meeting prior to conference for approval.
- (c) The Conference Committee will be composed of a Conference Committee Chair, who is appointed by the President, and other Active members of the Society. The charge of the Conference Committee is to plan and execute the annual educational conference.
- (d) The Medical Advisory Committee will be composed of the Medical Advisor and members appointed by the Past President. The size of the committee may not to exceed three (3) members at one time. The members will serve a term of two (2) years and may be reappointed. The members must be active board certified/eligible radiologists. The charge of the Medical Advisory Committee is to advise the Board by giving a diversity of perspectives relating to matters and business of the Society. The members are expected to attend all invited meetings and activities.

## **CHAPTER XIII**

### *VACANCIES*

#### SECTION 1:

A vacancy on any committee chair shall be filled by appointment by the President.

#### SECTION 2:

A vacancy on the Board shall be filled by an appointment unanimously agreed upon by the remaining members of the Board.

#### SECTION 3:

The Board shall appoint a member to the Board who is a Past President (if possible), to complete the term of the office.

## **CHAPTER XIV**

### *QUORUM*

SECTION 1:

A quorum for the annual business meeting shall be established by a vote of the members represented at an annual meeting. Such quorum shall not be less than twenty-five percent (25%) of the voting members registered at the meeting, and includes not less than two (2) officers.

SECTION 2:

A quorum for the Board meeting shall consist of a majority of the members of the Board.

## **CHAPTER XV**

### ***PROCEDURES***

SECTION 1:

The rules contained in the most current edition of *Robert's Rules of Order* shall govern this Society in all cases to which they are applicable and in which they are consistent with these bylaws.

SECTION 2:

The following shall be the order of business unless otherwise ordered by the assembly:

- (a) Call to Order
- (b) Credentials report
- (c) Disposal of Minutes
- (d) Reports of Officers
- (e) Reports of Committees
- (f) Appointment of Committees
- (g) Unfinished business
- (h) New Business
- (i) Elections
- (j) Adjournment

## **CHAPTER XVI**

### ***CONTINUING EDUCATION***

SECTION 1:

The Society shall have a voluntary continuing education program.

SECTION 2:

Continuing education requirements are defined by re-credentialing criteria set by the CBRPA and ARRT.

## **CHAPTER XVII**

### ***AMENDMENTS***

#### **SECTION 1:**

The Board will call for suggested amendments to the bylaws from the membership every even numbered calendar year and no later than one-hundred twenty (120) days prior to the annual meeting.

#### **SECTION 2:**

The Bylaws Committee will review the bylaws and the member suggested amendments and submit committee proposed amendments to the Board no later than sixty (60) days before the annual business meeting.

#### **SECTION 3:**

The proposed amendments will be posted for public review no later than thirty (30) days before the annual business meeting.

#### **SECTION 4:**

Amendments to the bylaws, which are not in conflict with the bylaws contained herein, may be made by a two-thirds ( $2/3$ ) vote of the membership at the annual business meeting in accordance with the voting procedure adopted by the Society.

## **CHAPTER XVIII**

### ***DISSOLUTION***

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

## **CHAPTER XIX**

### ***MISCELLANEOUS***

All provisions of these bylaws shall apply except when in conflict with state or federal law.