

II. SOCIETY OPERATING POLICIES AND PROCEDURES

A. Annual Business Meeting

1. Proposed Agenda

- a. The proposed agenda for the Annual Business Meeting shall be available to all voting members at the meeting.

PROPOSED AGENDA AT ANNUAL BUSINESS MEETING

ADOPTED: 9/2007

2. Proposed Budget

- a. The proposed budget to be voted on during the Annual Business Meeting shall be available to all voting members at the meeting.

PROPOSED BUDGET AT ANNUAL BUSINESS MEETING

ADOPTED: 9/2007

3. Board Voting

a. Voting Procedure at Business Sessions

- 1) When voting on issues during the business sessions, board members may address the issues and vote as individuals.

b. Voting Procedure on Articles of Incorporation, Bylaws and Special Rules

- 1) All proposed changes to the Articles of Incorporation, bylaws and special rules will be reviewed and discussed by the Board of Directors prior to presentation to the membership at the Annual Business Meeting. At the discretion of the Board of Directors, after the proposed changes are presented to the membership, the Chairman of the Bylaws Committee will announce to the membership that "the board is in unanimous support", "the board is in unanimous non support", "the board is divided in support", or "the board is divided in non support". Each board member may individually address proposed changes and vote as an individual.

BOARD VOTING AT ANNUAL BUSINESS MEETING

ADOPTED: 1981

AMENDED: 9/86, 9/87, 9/89, 9/96, 9/97, 9/98, 9/99, 7/00, 9/07

3. Installation of Board of Directors

- a. The Executive Secretary shall verify to the President, the ISRT and ASRT membership of all incoming board members at least 14 days prior to the Annual Conference.
- b. Incoming board members may not be installed unless all membership criteria have been met.

INSTALLATION OF BOARD OF DIRECTORS AT ANNUAL CONFERENCE

ADOPTED: 3/81

AMENDED: 9/86, 9/07

B. Awards

1. Past President's Plaque and Pin

- a. The Board of Directors will present to the retiring President a plaque in recognition of his dedication and service to the ISRT. (See Appendix)
- b. The retiring President will be presented with a Past President's Pin by the Chairman of the Board or his designee.

PAST PRESIDENT'S PLAQUE

ADOPTED: 11/80

AMENDED: 9/87, 9/07

2. Retiring Senior Board Member Plaque

- a. The Board of Directors will present to the retiring senior board member a plaque in recognition of his dedication and service to the ISRT. (See Appendix)

RETIRING SENIOR BOARD MEMBER PLAQUE

ADOPTED: 9/87

AMENDED: 7/88

3. Gift to the Retiring Senior Board Member

- a. Funds for the gift will come out of the board operational expenses portion of the budget.
- b. The amount cannot exceed \$100.00.
- c. It will be the responsibility of the Vice President to obtain an appropriate gift to be presented to the retiring senior board member.

GIFT TO THE RETIRING SENIOR BOARD MEMBER

ADOPTED: 11/80

AMENDED: 9/87 9/07

4. Official Certificates

- a. All official ISRT certificates are maintained by the Executive Secretary. (See Appendix)

OFFICIAL CERTIFICATES

ADOPTED: 11/80

AMENDED: 07/02

5. Outstanding Technologist Award

- a. The Board of Directors may present annually the Outstanding Technologist Award plaque to a technologist who consistently exemplifies outstanding values and ethics as a radiologic technologist. The recipient shall be selected in accordance with special rule #3 of the ISRT bylaws. (See Appendix)

OUTSTANDING TECHNOLOGIST AWARD

ADOPTED:

AMENDED: 1984, 9/87, 9/88, 7/00, 9/07

6. President's Award

- a. The Board of Directors may present annually the President's Award plaque to a technologist who has demonstrated outstanding devotion to the ISRT. The recipient shall be selected in accordance with special rule #2 of the ISRT bylaws. (See Appendix)

PRESIDENT'S AWARD

ADOPTED: 1984

AMENDED: 12/86, 9/87, 9/88, 7/00, 9/07

C. Communications Policy

1. Disbursement of ISRT Stationery

- a. At the beginning of each term, a supply of ISRT stationery will be given to the President, Chairman of the Board, Vice President, Secretary, Treasurer, President-Elect, Communications Manager, and educational meeting chairmen. Upon request, the Executive Secretary will provide additional quantities of stationery. At the conclusion of the term of service, stationery must be returned to the Executive Secretary.
- b. Persons other than those named above will be provided stationery by the Executive Secretary upon direction of the board.

2. Communications

- a. Any ISRT stationery is to be used only upon authorization of the ISRT board. When using ISRT stationery, all individuals are reminded that they are representing the ISRT. Each individual using ISRT stationery must be conscious at all times of what they are saying in print and how it might be interpreted by others and whether they are truly reflecting established policies. This policy includes the use of actual ISRT stationery and electronic scanning of ISRT stationery. Individuals may not redesign/change the official stationery font or ISRT logo when representing the ISRT on any communications including official letters, board reports, memos, etc.
- b. The Communications Review Committee (see Board Policy and Procedure, Section VI, B.), was established to review all information that is typeset for the JOURNAL, newsletter, website, etc. or other information prior to publication or dissemination.
- c. The board must approve any communications prior to dissemination when involving the following areas:
 - 1) Any communication involving solicitation of funds.
 - 2) Any communication involving a purchase or expenditure of ISRT funds.
 - 3) Any statement of ISRT position, policy or procedures.
 - 4) Any mass communication which is being sent to the general membership, related organizations or radiologic technologists in general.
- d. Provided the communication does not include the above mentioned areas, the board does not need to approve communications for the following areas:
 - 1) Intraboard communications
 - 2) Intrasociety communications
 - 3) Requests to ISRT members to serve on committees/taskforces
 - 4) Requests to ISRT members to accept a nomination for office
 - 5) Letters expressing gratitude of the Society for a service rendered
- e. Board approved letters are located in the board policy and procedure manual and in the educational meeting guideline books.

COMMUNICATIONS POLICY
ADOPTED: 1981

AMENDED: 9/83, 11/84, 7/86, 9/86, 9/87, 12/88, 9/91, 9/98, 1/01, 7/01, 03/03, 9/07

D. Computer Use Policy

1. The ISRT computer shall be housed by the Executive Secretary at a site which must be approved by the Board of Directors.
2. There will be no hourly charge for ISRT related use of the computer. Materials shall be charged to the appropriate budget.
3. Insurance protection covering fire, theft, vandalism, etc. at current replacement costs shall be purchased each year.
4. The Executive Secretary will enter and update all items listed in the Executive Secretary's job description and anything else as directed by the Board of Directors.

COMPUTER USE POLICY

ADOPTED: 6/84

AMENDED: 9/86, 9/87, 9/91, 9/96, 9/98, 7/01

E. Copyright and Selling of Products at ISRT Functions

1. The board must approve the use of the ISRT name or logo on any product to be manufactured, sold, or presented.
2. The board must approve the selling of any item at an ISRT function.

COPYRIGHT AND SELLING PRODUCTS

ADOPTED: 9/86

F. Educational Meetings

1. Meeting sites and dates
 - a. The board must approve all meeting dates and sites for ISRT sponsored educational functions, prior to any commitments.
 - b. The board must approve a General Chairman and Vice Chairman for any educational meeting.

MEETING SITES AND DATES

ADOPTED: 11/18/79

AMENDED: 9/86, 9/87, 9/91, 9/98, 9/99

G. Executive Staff

1. The salary of any Executive Staff shall be determined yearly at the Annual Conference upon adoption of the annual budget.
2. Upon employment of any Executive Staff of the Society, a formal agreement must be signed by the employee, the ISRT President and the Chairman of the Board. The agreement shall list salary, payment schedules and job responsibilities.
3. Upon employment of any Executive Staff of the Society, the employee must provide information and sign any appropriate documents as required by law for tax purposes.
4. Employees with a paid employee agreement must submit a board report prior to each board meeting and as requested to receive payment.
5. If any Executive Staff member is unable to complete a job responsibility, attend a meeting, etc., it is the responsibility of the Executive Staff member to inform the Chairman of the Board in writing as soon as possible.
6. If any Executive Staff member is unable to fulfill their job responsibilities at a meeting, and a replacement is appointed for that meeting, the replacement should receive the benefits of that position excluding salary.

EXECUTIVE STAFF

ADOPTED: 9/86

AMENDED: 12/86, 9/91, 9/98, 9/99, 7/01, 9/04

H. Finances and Funding

1. Bonding
 - a. Bonding in the amount equal to the assets of the Society shall be maintained for the Treasurer and Executive Secretary.
2. Reimbursement
 - a. A board approved expense voucher must be filled out before any approved monies will be reimbursed. The voucher must have all **original** dated receipts and bills stapled to it. Hand written receipts are not acceptable. The original voucher and original receipts must be mailed to the ISRT Treasurer. A copy of the voucher and receipts must also be sent to the Chairman of the Finance Committee. Copies of original receipts will be accepted only if the individual can provide an explanation of the need for a duplicated receipt. E-mail receipts are acceptable for purchases provided the individual prints the receipt from the computer at the time of purchase. **Receipts cannot be altered.**

- b. The Chairman of the Finance Committee and the Treasurer will each review the voucher and receipts within one (1) week. If the voucher is not approved, the Treasurer will immediately return the voucher, with an explanation. Upon approval and signature of the Chairman of the Finance Committee and the Treasurer, the Treasurer will issue a check within one (1) week. If an individual who submitted a voucher has not received a check within three (3) weeks, it is the responsibility of the individual to contact the Treasurer for further information.
- c. All receipts and completed vouchers must be submitted to the Treasurer and Chairman of the Finance Committee within 30 days after the date of return from travel or purchase. **Vouchers submitted after 30 days of the incurred expense will not be reimbursed.** If there are extenuating circumstances which caused an individual to submit a voucher after 30 days, it is the responsibility of the individual to petition the board for consideration of payment.
- d. If your employer reimburses you for travel expenses, you cannot turn in duplicate expenses to the ISRT for reimbursement.
- e. The finance committee has the authority to ask for detailed explanations of expenses when deemed necessary and will make the final determination on reimbursements.
- f. All board members, committee/taskforce chairmen, executive staff and any others will be informed of their annual budget and the specific category, i.e., operational, travel, etc.
- g. Any amounts of monies over budget for any category must be approved by the board before a payment can be made.
- h. All outstanding expense vouchers shall be submitted in the approved manner by December 1 in order to be processed prior to the end of the fiscal year on December 31. Any expenses after the Annual Conference and before December 31 for newly elected board members will be paid immediately after January 1. The expense voucher and receipts must still be submitted within the 30 days of the incurred expense. Payment will be delayed because the budget for the newly elected board members begins on January 1. If there are extenuating circumstances which cause an individual to need the reimbursement before January 1, it is the responsibility of the individual to petition the board for consideration of earlier payment.
- i. Reasonable expenses will be reimbursed for ISRT related purchases necessary to execute the duties of ISRT offices, committees/taskforces and executive staff positions when utilizing operational budgets. Individuals shall be informed of their available operational budgeted monies. Individuals are expected to budget their expenditures so that monies are available to execute the duties of their office, committee/taskforce or executive staff position for the entire budget year.

- j. The ISRT may budget travel monies for all board members which are to be used primarily for attendance at the five (5) board meetings throughout the year. Since board members are expected to attend the board meetings in conjunction with the Annual Meeting, the budgeted travel monies may be used for registration, meals, hotel room, transportation, etc. Board members who use budgeted travel monies to attend educational lectures at the Annual Meeting must also attend the board meeting. Individuals not attending the board meeting will be requested to return any advance monies. Board members are expected to stay within the budgeted travel monies and still attend all board meetings.
- k. The ISRT President and President-Elect may use their travel monies for ISRT related travel necessary to execute the duties of their office such as travel throughout the state to one day seminars and to attend the ASRT Annual Conference. The President and President-Elect are responsible to attend all required meetings and to use their travel budgets accordingly.
- l. Advance payment policy: Advance payment may be requested for travel expenses only. For any payment requested in advance, a completed expense voucher with an estimate of expenses must be submitted before a check will be issued. Monies may be requested in advance up to 75% of the total amount budgeted. Complete reimbursement will be made after a report is received along with a completed expense voucher and receipts.
- m. Advances will not be given for operational monies. If there are extenuating circumstances when an advance is needed for operational monies, a request must be made to the Chairman of the Board.
- n. If monies are appropriated for a board member to attend a particular meeting or event, the travel must be reported out in the next board report.
- o. Funding for affiliate delegates shall follow the travel and reimbursement guidelines outlined in this finance section.
- p. Funding for affiliate delegates is contingent on fulfilling affiliate delegate responsibilities as listed in Section IV of the board policy and procedure manual.
- q. Extenuating circumstances which might prevent a delegate from being in attendance at required meetings during the ASRT Annual Conference in order to receive reimbursement will be handled on an individual basis by the ISRT Board of Directors. The delegate must provide a written explanation to the Board of Directors who will make the final decision for reimbursement.
- r. Affiliate delegates shall submit a written report to the ISRT Board of Directors within thirty days following the conclusion of the Annual Meeting of the House of Delegates.

- s. Travel reimbursement for ISRT budgeted travel monies: When traveling, the ISRT will reimburse individuals for the use of the least costly yet most practical mode of transportation.
- 1) Personal auto: The use of personal auto will be reimbursed at the current IRS rate per mile. Only the driver of the auto can claim mileage for reimbursement. Riders will not be reimbursed.
 - 2) Airfare: Coach airfare will be reimbursed. Tickets must be purchased 30 days in advance, preferably on a "Supersaver" basis unless circumstances warrant different arrangements. E-mail receipts are acceptable for plane ticket purchases provided the individual prints the receipt from the computer at the time of purchase.
 - 3) Ground Transportation: Bus or other common carrier vehicles should be utilized when available. Transportation will be reimbursed, when necessary, from home to the airport and back and from the airport to the hotel and back.
 - 4) Lodging: Standard accommodations and room tax will be reimbursed up to the budgeted amount. Any expenses exceeding the budgeted amount will be the responsibility of the individual. Phone calls, gratuities, entertainment and any other expenses will not be reimbursed. For delegates: Hotel room for attendance at the House of Delegates and other required meetings. Standard accommodations and room tax will be reimbursed beginning with the day of the first required meeting and ending with the last required meeting plus two travel days. The travel days would be one travel day prior to the beginning of the required meetings and one travel day after the ending of the last required meeting.
 - 5) Registration: Registration for meeting attendance only will be reimbursed.
 - 6) Meals (including tip): Meals will be reimbursed up to \$50 per diem, per day, with receipts. Meals will only be reimbursed for the individual listed on the expense voucher.
 - 7) Parking fees: Parking will be reimbursed, when necessary, for the hotel and/or meeting site. Airport parking will be reimbursed, when necessary, for the long term parking rate.
 - 8) Miscellaneous: Miscellaneous expenses of reasonable tips and driving tolls will be reimbursed. Tips include hotel bellmen and airport porters or curbside service.

REIMBURSEMENT

ADOPTED: 1981

AMENDED: 9/86, 12/86, 9/87, 9/88, 4/89, 9/91, 9/92, 9/93, 9/94, 9/96, 9/97, 9/98, 9/99, 7/00, 7/01, 1/02, 07/02, 01/03, 03/03, 07/03, 09/04, 03/05, 07/05, 9/07

3. Checks

- a. Checks may be signed by the Treasurer. The office of the Treasurer and Executive Secretary shall be bonded.

CHECKS

ADOPTED: 9/99, 01/03

4. Educational Meeting Advances

- a. Each educational meeting committee who receives advance monies from the ISRT treasury must repay those monies to the ISRT treasury at the conclusion of the meeting if a profit is made.

EDUCATIONAL MEETING ADVANCES

ADOPTED: 5/80

AMENDED: 9/87, 9/91

5. Educational Meeting Commission

- a. The Annual Conference General Chairman will receive \$350. It is the responsibility of the General Chairman to decide how monies will be distributed after he receives the commission check. The General Chairman could opt to keep all of the money, divide it among the committee members, buy everyone a gift, take everyone to dinner, etc. Again, it is up to the General Chairman to decide how the \$350 and the 10% over and above, if applicable, will be spent. **Payment of this commission is contingent on completion of the general chairman/meeting treasurer duties as listed below. Failure to fulfill these duties will result in reduction or forfeiture of the commission at the discretion of the Board of Directors.** The following must be done prior to any commission being paid:

GENERAL CHAIRMAN/MEETING TREASURER DUTIES:

- 1) The meeting supply box and any equipment such as PowerPoint projectors, etc. must be returned to the Executive Secretary.
- 2) The Meeting Guideline manuals must be returned to the Executive Secretary in their original, unmarked form.
- 3) A final, itemized report, written according to the example in the guideline manual, which includes all finances, must be filed with the ISRT board. It is the responsibility of the General Chairman to copy and send the final report to all ISRT board members if the report is not submitted in time to be distributed with regular board reports by the Executive Secretary

- 4) A preliminary report is due to the board within three (3) months after the close of the meeting. To finalize the report, the meeting treasurer should send a profit check (think positive!!!) from the meeting to the ISRT Treasurer. After the profit check clears, the meeting treasurer must close out the meeting account. The meeting treasurer must send all of the financial files (includes ledgers, bank account reports, meeting registration forms, original income and expense vouchers and original receipts) and the final itemized report to the Chairman of the Finance Committee six (6) months after the close of the meeting. Extension of this filing deadline, up to an additional three (3) months, must be requested as a written proposal to the Board of Directors. The financial files must include the use of income and expense vouchers for all income and expenses. Deposit slips must be attached to all income vouchers indicating the source of the income. All expense vouchers must have all original dated receipts and bills stapled to it. Hand written receipts are not acceptable. Copies of original receipts will be accepted only if the General Chairman can provide an explanation of the need for a duplicated receipt. Receipts cannot be altered. If original receipts are not provided and monies have been paid out, the individual will be contacted to return the monies and the final financial report will be revised. If the financial files are not in order, the board may elect to withhold all or part of the meeting commission. The General Chairman or meeting Treasurer should keep a copy of all files sent to the Chairman of the Finance Committee.

ISRT BOARD DUTIES:

- 1) The Chairman of the Finance Committee will review the report and financial files within two (2) weeks and then send the report and financial files to the ISRT Treasurer. The ISRT Treasurer will review the report and financial files within two (2) weeks. If there are any questions, the Chairman of the Finance Committee and the ISRT Treasurer will contact the meeting Chairman for clarification.
- 2) The ISRT Treasurer will verify with the Executive Secretary that the meeting supply boxes and manuals have been returned in their original, unmarked form. The Executive Secretary will replace needed supplies with the expenses charged to the ISRT budget.
- 3) Upon approval of the report and files by the Chairman of the Finance Committee and ISRT Treasurer, and verification of return of the supply boxes and manuals by the Executive Secretary, the Chairman of the Executive Committee will send out a request for approval of the final meeting report if the report is not received close to an ISRT Board meeting. If the report is received close to an ISRT board meeting, approval of the final report will be an agenda item.

- 4) Upon approval of the final report by the Executive Committee and/or Board, the ISRT Treasurer will then issue the commission check to the General Chairman.
 - 5) The ISRT Treasurer will issue the commission within 30 days of the above being completed.
- b. The budgeted profit amount for the Annual Meeting will be determined from the budget that is adopted by the membership at the Annual Conference the year preceding the Annual Conference (i.e., the budget adopted at the 2002 Annual Meeting would determine the profit margin for the 2003 Annual Meeting). Therefore, the budgeted profit amount will most likely change from the time the General Chairman was appointed to when the meeting is completed. The budgeted profit amount from the Annual Conference will usually be posted to the next year's budget. The budgeted profit amount for a one day seminar may vary depending on when the one day seminar is held. If the books are closed out for the meeting prior to the end of the fiscal year, the budgeted profit amount will be determined by the budget adopted at the previous Annual Conference. If the books are closed out and the profit must be posted to the next fiscal year, then the budgeted profit amount will be according to the budget adopted at the most recent Annual Conference for that current fiscal year.
 - c. Commission from any other ISRT sponsored educational meetings shall be handled on an individual basis by the ISRT Board of Directors.

EDUCATIONAL MEETING COMMISSION

ADOPTED: 12/90

AMENDED: 9/91, 9/96, 3/98, 9/98, 9/99, 7/00, 03/02, 07/02, 03/03, 03/04, 08/06, 9/07

6. Financial Agreed Upon Procedures

- a. Annually, an "agreed upon procedure" to review the financial statements of the Society shall be performed by a qualified individual and a written report submitted to the incoming Treasurer, incoming President, the Chairman of the Board, and the Chairman of the Finance Committee. When the office of Treasurer changes it shall be the discretion of the Board of Directors to have the books reviewed. The extent of the review shall be determined upon recommendation by a qualified individual such as an accountant as to whether a full or partial audit, review, or agreed upon procedures is utilized.

FINANCIAL AGREED UPON PROCEDURES

ADOPTED: 8/80

AMENDED: 9/86, 9/88, 9/97, 9/98

7. Fiscal Year: Tax Filing

- a. The fiscal year of the Society shall commence on January 1 and end on December 31. Filing of all necessary tax returns and any other paperwork shall be completed by the appropriate tax deadline.

FISCAL YEAR

ADOPTED: 9/86

AMENDED: 9/98, 07/02

8. Flower Fund

- a. Flowers may be sent in cases of the death of an immediate family member of a board member or executive staff (mother, father, spouse, son, daughter, sibling, mother-in-law, father-in-law, step children, step/half sister or step/half brother) or in cases of hospitalization of a board member. For any other occasion, the President shall determine the appropriateness with the approval of the Executive Committee. The amount shall not exceed \$50.00 per occurrence.

FLOWER FUND

ADOPTED: 4/86

AMENDED: 9/89, 9/98

I. Indebtedness to the Society

1. Any member who owes a debt to the Society and does not fulfill their obligations to the Society in a given period of time will have their membership revoked. Membership will not be reinstated until all debts have been paid. Any nonmember who owes a debt to the Society and does not fulfill their obligations to the Society in a given period of time and, at a later date desires to join the Society, will not be granted membership until all debts have been paid.
2. Any individual who does not repay the Society for a returned check for registration to an educational meeting or for a returned check for membership dues paid to register at educational meetings at a lower fee shall not receive continuing education credits for lectures attended at said meetings. Any appropriate organization such as the ASRT and the ARRT will be notified of any member whose educational credits for a meeting are revoked due to indebtedness to the Society.

INDEBTEDNESS TO THE SOCIETY

ADOPTED: 9/96

AMENDED: 9/98

J. ISRT Membership Lists and Labels

1. ISRT membership lists and/or labels are available for lease for non ISRT functions at the discretion of the ISRT Chairman of the Board.
2. The fee for the lists and/or labels shall be as currently approved by the Board of Directors and payable in advance: \$75 for a specialty/partial list, \$100 for a full ISRT membership list.
3. Requests and payment should be made to the Executive Secretary.
4. Each request must state the nature of the use. The Chairman of the Board shall make a final decision to lease the ISRT labels for each individual request.
5. Once a request is approved, the Executive Secretary shall inform the requesting individual of the Chairman of the Board's decision. If the request is approved, the Executive Secretary shall inform the individual that the labels/list is a lease and is for a one time use only.

ISRT MEMBERSHIP LISTS AND LABELS

ADOPTED: 9/89

AMENDED: 6/99, 01/03, 03/03

K. Resignation/Removal of Board, Executive Staff or Committee/Taskforce Chairmen/members

1. Any board member, executive staff, committee/taskforce chairman, committee/taskforce member or individual appointed in any other ISRT position that resigns or is removed from their position prior to completing the term will not be considered as having served in that position for that year.

RESIGNATION/REMOVAL OF BOARD, EXECUTIVE STAFF OR COMMITTEE/ TASKFORCE CHAIRMEN/MEMBERS

ADOPTED: 10/00

L. Due Process

1. Any individual with a concern about an officer, board member, executive staff, committee/taskforce chairman or member, student page or anyone representing the ISRT should bring that concern to the Chairman of the Board. If the concern is about the Chairman of the Board, the concern should be brought to the President.
2. Censure, reprimand and removal is identified in the bylaws for officers, affiliate delegates and board members.

3. Any executive staff, committee/taskforce chairman, committee/taskforce member or student page may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the ISRT. Such action may be initiated when the Board of Directors receives formal and specific charges against an individual.
 - a. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised in writing of the charges.
 - b. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the individual at least twenty (20) days before final action is taken.
 - c. The statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered.
 - d. The individual shall have the opportunity to appear in person and be represented by counsel to present any defense to such charges before action is taken.
 - e. Censure, reprimand or removal shall be by two-thirds (2/3) vote of the remaining membership of the Board of Directors.

DUE PROCESS
ADOPTED: 1/01

M. Records Retention

1. ISRT records will be kept according to the following time schedule:

DOCUMENT	RETENTION PERIOD	DOCUMENT	RETENTION PERIOD
Accident reports and claims (settled cases)	7 years	Insurance Policies (expired)	3 years
Accounts payable ledger and schedules	4 years	Insurance reports, current accident reports, claims, policies, etc.	Permanently
Accounts receivable ledgers and schedules	4 years	Internal reports (miscellaneous)	3 years
Audit reports of accounts	Permanently	Invoices to customers/members	3 years
Bank statements	3 years	Invoices from Vendors	3 years
Canceled checks (see below)	3 years	Journals (journal entries)	3 years
Canceled checks (for important payments, such as taxes, purchases of property, and special contracts, checks should be filed with the papers pertaining to the underlying transaction)	Permanently	Minute books of directors, including bylaws and charter	Permanently
Chart of accounts	Permanently	Payroll records, summaries and tax returns	7 years
Check registers (cash disbursement journals)	3 years	Petty cash vouchers	3 years
Check stubs	3 years	Property records--including costs, depreciation schedules, blueprints, plans and appraisals	Permanently
Contracts and leases	Permanently	Purchase orders	3 years
Correspondence (general)	3 years	Receiving sheets	1 year
Correspondence (legal and important matters only)	Permanently	Safety records	7 years
Deeds, mortgages and bills of sale	Permanently	Sales records	7 years
Depreciation schedules	Permanently	Subsidiary ledgers	3 years
Duplicate deposit slips	18 months	Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Employee personnel records (after termination)	3 years	Time cards and daily reports	7 years
Employment applications	3 years	Trade mark registration, patents and copyrights	Permanently
Financial statements (end-of-year, other months optional)	Permanently	Voucher register and schedules	7 years
General ledger (and end-of-year trial balances)	Permanently	Vouchers for payments to vendors, employees, members, etc.	3 years

2. Individuals may have access to records according to the following:
 - a. Articles of incorporation
 - b. Bylaws (most recent)
 - c. Policy/Procedures (most recent)
 - d. Minutes (all)
 - e. Form 990 (for last 3 years)
 - f. Contracts (only current)
 - g. CPA reports (keep permanently)
 - h. Insurance policies (current)
 - i. End of year records (for 6 years)
 - j. Trademark registration

RECORDS RETENTION POLICY

ADOPTED: 07/02

N. Signing of Contracts

1. The President and the Chairman of the Board must approve all official contracts prior to signing. At the discretion of the President or the Chairman of the Board, any contract may be referred the board or the Executive Committee for additional input and approval.
2. Upon approval, the President or Chairman of the Board shall indicate, in writing, the approval for an authorized individual to sign a contract on behalf of the ISRT.
3. Individuals who sign a contract without following the above policy may be held personally responsible for the contract.

SIGNING OF CONTRACTS

ADOPTED: 03/03