

VI. COMMITTEES, TASKFORCES, LIAISONS

A. Bylaws Committee

1. Purpose

- a. The purpose of the Bylaws Committee is to present proposed amendments to the articles of incorporation, bylaws and/or special rules at the Annual Conference Business Meeting.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Organization

- a. The Bylaws Committee Chairman shall be appointed by the President.
- b. The President shall appoint members of the committee, if needed.

3. Operating Procedures

- a. The Bylaws Committee Chairman is responsible for scheduling committee meetings as needed.
- b. The Bylaws Committee shall evaluate the current Articles of Incorporation, bylaws and special rules and submit any proposed amendments.
- c. The Bylaws Committee shall evaluate any proposed amendments submitted to the committee and communicate any questions to the maker of the amendment.
- d. The deadline for submission of amendments is June 20. Amendments received by June 20 shall be presented at the Annual Business Meeting. Proposed amendments received after the deadline shall be presented at the next Annual Business Meeting.
- e. Submit proposed amendments to the Executive Secretary for the fourth Board of Directors meeting.

- f. Submit proposed amendments to the Executive Secretary by June 25 for typesetting and publication in order for proposed amendments to be provided to the membership at least 30 days prior to the Annual Business Meeting.
- g. The Bylaws Committee Chairman is responsible for presenting proposed amendments to the assembly at the Annual Business Meeting.
- h. The Bylaws Committee Chairman shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- i. The Bylaws Committee Chairman shall serve as a committee advisor the year following their chairmanship to provide mentoring and continuity.
- j. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

BYLAWS COMMITTEE

ADOPTED: 6/84

AMENDED: 11/84, 9/86, 9/87, 9/88, 9/93, 9/94, 9/97, 9/99, 7/00, 1/01, 7/01, 7/03, 9/07

B. Communications Review Committee

1. Purpose

- a. The purpose of the Communications Review Committee is to review all information that is typeset for the JOURNAL, newsletter, website, etc. or other information prior to publication or dissemination.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Organization

a. Members

- 1) Chairman of the Board
President
Communications Manager

3. Operating Procedures

- a. The Communications Review Committee shall review all material submitted for publication or dissemination in the JOURNAL, newsletter, website, etc. or other information. In the event that there is a deadline which precludes time for distribution of material to the Communications Review Committee, the President shall have the final decision for all material disseminated concerning the Society. The Chairman of the Board shall have the final decision for all material disseminated concerning the board.
- b. Deadlines for submission of material for the JOURNAL, newsletter, website, etc. shall be established and adhered to by the Communications Manager.
- c. The Communications Review Committee shall have at least one week in order to review material and make recommendations.

COMMUNICATIONS REVIEW COMMITTEE

ADOPTED: 4/86

AMENDED: 9/87, 12/87, 9/95, 9/99, 7/00, 1/01, 7/01

C. Educational Meeting Committee

1. Purpose

- a. The purpose of the Educational Meeting Committee is to plan, coordinate, organize and implement activities and programs connected with any educational meeting.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Organization

- a. Educational Meeting Chairmen and Vice Chairmen shall be appointed by the board.
- b. Educational Meeting Chairmen are responsible for all actions of the subcommittees.

3. Operating Procedures

- a. Anyone bidding for a meeting should complete the Hotel Information Form for each hotel considered in order for the board to have sufficient information to select the hotel. The form can be requested by contacting the Executive Secretary.
- b. Educational meetings are Society functions and should be planned to benefit the goals and objectives of the ISRT. Educational meeting committees should regard the meeting as an ISRT function. Payment of commissions for sponsoring an ISRT educational meeting will be according to the ISRT board policy and procedure manual, section II.
- c. The ISRT board has the final authority for decisions pertaining to any ISRT sponsored educational meetings.
- d. All ISRT sponsored educational meetings shall be organized and conducted according to the ISRT educational meeting guideline manual.

- e. Groups or individual ISRT members may bid for an educational meeting. Bids must be submitted, in writing, to the Board of Directors. .
- h. Deadlines for submission of bids will be established by the Board of Directors. Once the deadlines have been reached, the board will award the bid to the most qualified group or individual who have submitted a bid. Bids received after the board has awarded the meeting cannot be considered for that same meeting.

EDUCATIONAL MEETING COMMITTEE

ADOPTED: 9/86

AMENDED: 9/87, 9/91, 11/91, 9/94, 9/96, 9/97, 9/98, 9/99, 7/00, 1/01, 7/03, 9/07

D. Executive Committee

1. Purpose

- a. The Executive Committee acts on behalf of the Board of Directors between regular meetings of the board. The Executive Committee shall be vested with the responsibility of the management of the business of the Society.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. communications Policy.)

2. Organization

a. Members

- 1) The Executive Committee shall be composed of the elected officers of the ISRT.
- 2) The Chairman of the Board shall serve as Chairman of the Executive Committee.

3. Operating Procedures

- a. A quorum for this committee shall not be less than four members.
- b. The Chairman of the Executive Committee is responsible for scheduling committee meetings as needed.
- c. All decisions of the Executive Committee shall be determined by a 2/3 vote. Proxy voting is prohibited.

- e. A vote by email, phone or mail may be taken when necessary.
 - 1) If a vote is taken by email, phone or mail, time permitting, the Chairman of the Executive Committee will first send out the topic to be discussed with appropriate back up documentation, information, time parameters, and a deadline for all members of the Executive Committee to provide their rationale, thoughts, opinions, discussion on the subject.
 - 2) An immediate response will be required from every member of the Executive Committee when at all possible. The response must include acknowledgment of receipt of the item for discussion and the Executive Committee member's personal opinion (pros and cons) concerning the issue. Each Executive Committee member's opinion must be e-mailed, faxed, mailed or phoned to all other Executive Committee members for their review.
 - 3) After discussion is received by the Chairman of the Executive Committee, the Chairman will call for a final, written vote. If votes are initially taken by phone when time is of the essence, the votes must still be recorded in writing.
 - 4) The final vote shall be tallied and the results relayed to the Executive Committee.
- f. The Chairman of the Executive Committee is responsible for compiling a list of all decisions with a tally of votes to report to the board at the next board meeting for inclusion in the board meeting minutes.
- g. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

EXECUTIVE COMMITTEE

ADOPTED: 1978

AMENDED: 8/80, 8/81, 9/83, 9/85, 9/86, 9/87, 9/88, 9/99, 4/00, 7/00, 10/00, 1/01, 7/01, 7/03, 9/07, 1/08

E. Finance Committee

1. Purpose

- a. The purpose of the Finance Committee is to formulate the annual budget and to provide a mechanism for reviewing and approving expense vouchers.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. communications Policy.)

2. Organization

a. Members

- 1) The Finance Committee shall be composed of the:
 - President
 - President-Elect
 - The two immediate past Presidents
 - Treasurer
- 2) The senior board member shall serve as Chairman of the Finance Committee.

3. Operating Procedures

- a. A quorum for this committee shall not be less than three members.
- b. The Finance Committee Chairman is responsible for scheduling committee meetings as needed.
- c. The Chairman of the Finance Committee shall have the following responsibilities:
 - 1) Sign expense vouchers in addition to the Treasurer. (Refer to ISRT Board Policy and Procedure Manual, Section II, H.)
 - 2) Monthly review the bank statement reconciliation. (Refer to ISRT Board Policy and Procedure Manual, Section IV, E, 2, c)

- d. The proposed budget shall be presented to the membership for their approval at a regular business session at the Annual Business Meeting.
- e. All monies spent shall be within the approved budget or with the approval of two-thirds (2/3) vote of the members of the Board.

FINANCE COMMITTEE

ADOPTED: 1981

AMENDED: 9/86, 9/87, 12/87, 9/88, 4/89, 9/91, 9/94, 9/97, 9/99, 7/00, 1/01, 7/01, 9/07, 10/08

F. Indiana Radiological Society Liaison

1. Purpose

- a. The purpose of the Indiana Radiological Society Liaison is to provide a liaison between the ISRT and IRS for continuity.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Organization

- a. The Indiana Radiological Society Liaison shall be the current ISRT President.
- b. The ISRT President-elect shall accompany the President.

3. Operating Procedures

- a. The liaison is responsible to maintain contact with the IRS President, as needed.
- b. The liaison shall attend the semi-annual meetings of the IRS. The ISRT President-Elect shall attend with the liaison.
- c. The liaison and the ISRT President-Elect shall compile a report for presentation at the IRS meetings.
- d. The liaison shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- e. The liaison shall serve as an advisor the year following the appointment of a new liaison to provide mentoring and continuity.
- f. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

INDIANA RADIOLOGICAL SOCIETY LIAISON
ADOPTED: 8/03, 09/04, 05/06, 9/07

G. Legislative Committee

1. Purpose

- a. The purpose of the ISRT Legislative Committee is to review pending legislation in the State of Indiana and nationally relating to the Radiologic Sciences and health professions, as well as keep up to date specifically on the CARE Bill currently in the federal House and Senate.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board or Society policies. For this reason, each committee member must be conscious at all times of what he/she is saying or writing, how it might be interpreted by others and whether they are truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board policy and procedure section II.C. Communications Policy.)

2. Organization

- a. The Legislative Committee Chairman shall be appointed by the ISRT Board of Directors.
- b. All committee members shall be approved by the ISRT Board of Directors.

3. Operating Procedures

- a. All members of the ISRT Legislative Committee shall become members of the ASRT Grass Roots Network to receive and share information given by the ASRT about legislative matters.
- b. The committee is responsible for researching and communicating pending legislation in the State of Indiana as often as necessary, but at least once a week during periods that the Indiana General assembly is in session.
- c. Immediately send pending legislation pertinent to the radiologic sciences and the health professions, either State or nationally, to the President and Chairman of the Board.
- d. The Committee is responsible for being knowledgeable about the history, and current activity of the national CARE Bill.
- e. Upon direction of the Board, coordinate any letter, telephone, email, or lobbying program concerning pending legislation, other than the CARE Bill.

- f. Upon standing direction of the Board, the committee shall be in contact with Indiana federal representatives/ senators to gain support for the Care Bill by way of phone calls, emails, or personal visits if possible. Contacts should be made minimally of every 2 months.
- g. Upon direction of the Board, individuals may be selected to attend committee meetings and speak on behalf of the Board and/or ISRT.
- h. Make recommendations to the Board concerning action that should be taken on legislative matters.
- i. Annually review the Legislative information group policies and procedures, and make any recommendations to the Board.
- j. Submit pertinent articles for every journal publication concerning current state legislation, and CARE Bill activity and updates.
- k. The Legislative committee shall promote participation and leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- l. The Legislative Committee Chairman shall attend RT in DC each year with a member of the ISRT Board. If the chairman is unable to attend, another committee member shall be chosen to go.
- m. The committee chairman shall submit a report for every Board meeting with updates about legislation and recommendations from the committee.

LEGISLATIVE COMMITTEE

ADOPTED: 01/08

AMENDED:

[LIAISON POSITION ADOPTED: 8/03, AMENDED: 09/05, 01/06 – replaced by **LEGISLATIVE COMMITTEE 01/08**]

H. Nominating Committee

1. Purpose

- a. There shall be a Nominating Committee as required by the Indiana Society of Radiologic Technologists, Inc. Society bylaws, whose purpose is to secure qualified candidates for the offices of President-Elect, Vice President, Secretary, and Treasurer for the Indiana Society of Radiologic Technologists, Inc. and to secure candidates to serve as affiliate delegates to the ASRT House of Delegates.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Organization

- a. The Nominating Committee shall be composed of five (5) members.
- b. The Nominating Committee Chairman shall be appointed by the Board of Directors at the summer board meeting.
- c. The Nominating Committee Chairman shall provide the Board of Directors with at least four (4) names of individuals to serve on the Committee. The Board of Directors shall appoint the remaining members of the committee.

3. Operating Procedures

- a. The Nominating Committee Chairman is responsible for scheduling committee meetings as needed.
- b. A candidate must meet all specific qualifications required for their position by June 30 of the current dues year.

- c. Nominations may be submitted by individuals. All nominations must be received by the Chairman of the Nominating Committee by the first business day of May. If there are no nominations for an eligible position by the first business day of May, nominations will remain open for that position until June 15. Individuals interested in positions after June 15 would have to be write-in nominations on the ballot.
- d. Upon receiving a nomination, the Chairman shall send each nominee a copy of the job description for the position for which he is nominated along with a nomination letter, candidate information form and the appropriate qualifications for nomination sheet to be completed by the nominee.
- e. Nominees must return a completed nominations acceptance letter, candidate information form and qualifications for nomination form to the Nominating Committee Chairman by the first business day of June.
- f. If an individual is nominated for more than one elected officer position, the Nominating Committee Chairman shall contact that individual to determine in which position the individual wishes to be a candidate. No candidate's name shall appear on the ballot for more than one elected officer position. This does not include being on the ballot for affiliate delegate.
- g. Once a candidate has accepted the nomination and returned all the appropriate paperwork, the Chairman is responsible for determining that each nominee is qualified to hold the office for which they are nominated. The various qualifications are contained in the ASRT Affiliate Society bylaws and the ISRT bylaws.
- h. Nominees who do not returned all of the required paperwork to be received by the Nominating Committee Chairman by June 1 will no longer be considered unless there no other nominees for that position.
- i. The Nominating Committee shall provide a list of qualified nominees to the Executive Secretary by June 15 for verification of Active ISRT and ASRT membership.
- j. After nominations have been closed on the first business day of May, the Nominating Committee Chairman will send a complete list of verified candidates, their acceptance letter, candidate information form, qualifications for nomination form and biographical sketches to the Executive Secretary on or before June 15 for typesetting of the ballot.
- k. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

4. Nominating Committee Letters and Forms

- a. Candidate Nomination Letter
- b. Candidate Information Form
- c. Qualifications for Nomination Form

NOMINATING COMMITTEE

ADOPTED: 1978

AMENDED: 3/81, 9/86, 12/86, 9/87, 9/88, 9/91, 9/92, 9/97, 9/98, 9/99, 7/00, 1/01, 7/01,
7/02, 7/03, 9/07, 1/08

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City,State,Zip

Date

Dear Name,

As Chairman of the Nominating Committee, it is my pleasure to inform you that you have been nominated for the position of (position) for the (years) term for the Indiana Society of Radiologic Technologists. I have enclosed the job description for the (position). Please read the job description and consider if you would be willing to accept this nomination.

I hope that you will consider serving your profession in the capacity as (position). If you accept the nomination, please complete the enclosed candidate nomination letter, candidate information form and qualifications for nomination form and return to me so that I receive all forms no later than the **first business day of June**. If you are declining the position, please complete and sign the bottom of the candidate nomination letter and return to me so that I receive it no later than the first business day of June.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Name
Chairman, Nominating Committee

_____ I wish to be a candidate for the ISRT position of _____.

_____ I do not wish to be a candidate for the ISRT position of _____.

Signature: _____ Date: _____

CANDIDATE NOMINATION LETTER
ADOPTED: ?, Entered 9/91
AMENDED: 9/99, 7/00, 7/01, 7/03

ISRT LETTERHEAD

Received _____

Verified _____

CANDIDATE INFORMATION FORM

First name _____ Middle initial _____ Last name _____

Home Address:

Business Address:

Street _____

Institution _____

City, State, Zip _____

Your title _____

Phone with area code _____

Department _____

E-mail _____

Street _____

City, State, Zip _____

Phone with area code _____

Academic Information: List all hospitals, colleges, universities attended in chronological order with most recent first.

Name, City, State

Date Graduated/Degree Received

ARRT Registry Date _____

ARRT Registry Number _____

ARRT Primary Certification(s): _____ Radiography

_____ Nuclear Medicine _____ Radiation Therapy

ARRT Post Primary Examinations Successfully Completed:

_____ Cardiovascular-Interventional _____ Computed Tomography _____ Magnetic Resonance

_____ Mammography _____ Quality Management _____ Sonography

_____ Vascular Sonography _____ Cardiac-Interventional _____ Vascular-Interventional

ARRT Added Qualifications Examinations Successfully Completed:

_____ Bone Densitometry

Other registry: List type and organization

Professional Society History: Detail all offices, appointments, and committee history. Include dates of service with the most recent first. List any awards you have received.

District* offices, appointments, committee history, etc. Include dates of service with the most recent first. List any awards you have received. **ISRT Districts are no longer active and were officially disband in 2007.*

ISRT offices, appointments, committee history, etc. Include dates of service with the most recent first. List any awards you have received.

Region offices, appointments, committee history, etc. Please list which region. Include dates of service with the most recent first. List any awards you have received.

ASRT offices, appointments, committee history, etc. Include dates of service with the most recent first. List any awards you have received.

I am a candidate for the office of _____ .

I, _____ do hereby certify that the information provided by me in this document is true and accurate. I hold current non probationary, non retired ARRT registration, or equivalent and/or hold a current Indiana certificate and am actively working in the field of radiologic science. I am currently residing or working in Indiana and hold Active ISRT and ASRT membership.

Signature _____ Date _____

Please provide a candidate position statement of 100 words or less in the space below. Please type or print the statement legibly.

****To appear on the ballot, you must be a paid, Active ISRT and ASRT member by June 30 of the current dues year.**

****Please enclose a copy of your current ISRT and ASRT membership cards and a copy of your current ARRT card or equivalent and/or current Indiana State certificate.**

CANDIDATE INFORMATION FORM

ADOPTED:

AMENDED: 9/91, 9/93, 9/95, 9/99, 7/00, 7/01, 7/03

QUALIFICATIONS FOR NOMINATION: ISRT OFFICERS

Name _____

Nominated for: _____

Please complete the qualification form and return with any requested documentation.

ISRT OFFICERS:

1. _____ Must be a current voting member of the ISRT. (Provide copy of card.)
2. _____ Must be a current voting member of the ASRT. (Provide copy of card.)
3. _____ Must practice in the radiologic science profession or health care. (List your current place of employment and your current position/job title.)

4. _____ Must maintain current, non probationary, non retired status with the ARRT or equivalent (NMTCB, ARDMS, etc.) and/or hold a current unrestricted license/certificate under state statute. (Provide a copy of current registry card and current Indiana Radiation Machine Operator's certificate, if applicable.)
5. _____ Must show proof of continuing education. If your current registry card does not indicate "in compliance with CE requirements", please provide proof of continuing education.

QUALIFICATIONS FOR NOMINATION: ISRT OFFICERS
ADOPTED: 9/97
AMENDED: 9/98, 9/99, 10/01, 7/03, 9/05

QUALIFICATIONS FOR NOMINATION: AFFILIATE DELEGATE

Name _____

Nominated for **INDIANA AFFILIATE DELEGATE POSITION**

Please complete the qualification form and return with any requested documentation.

AFFILIATE DELEGATE:

1. _____ Must practice in the radiologic science profession or health care. (List your current place of employment and your current position/job title.)

2. _____ Must be a current voting member of the ISRT and for two (2) years immediately preceding nomination. (Provide copy of card.)
3. _____ Must be a current voting member of the ASRT and for two (2) years immediately preceding nomination. (Provide copy of card.)
4. _____ Must have served as an officer, or on the ISRT Board of Directors or as a committee member in the ISRT. (List how you meet this requirement.)

5. _____ Must maintain current, non probationary, non retired status with the ARRT or equivalent (NMTCB, ARDMS, etc.) and/or hold a current unrestricted license/certificate under state statute. (Provide a copy of current registry card and current Indiana Radiation Machine Operator's certificate, if applicable.)
6. _____ Must show proof of continuing education. If your current registry card does not indicate "in compliance with CE requirements", please provide proof of continuing education.
7. _____ May **NOT** hold office in the ASRT and may not serve concurrently as a chapter delegate.

QUALIFICATIONS FOR NOMINATION: AFFILIATE DELEGATE
ADOPTED: 9/97
AMENDED: 9/98, 9/99, 7/03, 09/05

I. Tellers Committee

1. Purpose

- a. The Tellers Committee has been established by the Board of Directors for the purpose of preparing, mailing and tabulating the mail ballots for the election of officers of the ISRT and affiliate delegates to the ASRT House of Delegates.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each committee member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Organization

- a. The Tellers Committee shall be composed of five members.
- b. The Tellers Committee Chairman shall be appointed by the President.
- c. The Tellers Committee Chairman shall provide the President with at least four (4) names of individuals to serve on the Committee. It is preferable that all members of the committee reside within a reasonable distance to each other. The President shall appoint the remaining members of the committee.
- d. The President cannot serve on the Teller's Committee.
- e. If an appointed committee member cannot serve then the Committee Chairman must notify the President and together they will find a replacement to fill the vacancy.
- f. If an appointed Tellers Committee Chairman or member is a candidate on the ballot, his committee position must be replaced.

3. Operating Procedures

- a. The Tellers Committee will coordinate with the Executive Secretary to make all necessary arrangements for printing of the ballots, instruction sheets, and biographical sketches. The Executive Secretary will typeset the information and mail the ballots.
- b. No candidate's name will be printed on the ballot if they are not a paid, ISRT and ASRT member by June 30 of the current dues year.

- c. No candidate's name will be printed on the ballot if they do not meet all of the specific qualifications required for their position by June 30 of the dues year.
- d. No candidate's name shall appear on the ballot for more than one elected officer position. This does not include being on the ballot for affiliate delegate.
- e. The nominations for ISRT officers and affiliate delegate positions will be placed on the same ballot.
- f. The ballot shall provide a space for write in votes for each position.
- g. The Executive Secretary will identify all eligible voting members postmarked or received by June 30 for the purpose of mailing ballots.
- h. Each envelope shall contain one ballot with instructions, a #9 window return envelope, and biographical sketches with candidate statements.
- i. All ballots must be mailed first class in an ISRT envelope to all eligible voting members. The Executive Secretary will coordinate the preparation and mailing of the ballots.
- j. Ballots should be mailed to all eligible voting members for the current dues year with a return date that allows enough time for the results to be tabulated and individuals notified prior to the Annual Business Meeting. When at all possible, the ballots should be received no later than forty-five (45) days prior to the Annual Business Meeting. It is suggested that the ballots be mailed by mid July with a return date of August 15.
- k. All ballots received by the Tellers Committee Chairman shall remain sealed until the entire Tellers Committee meets to open and tabulate the results.
- l. The Tellers Committee should meet as soon as possible after the deadline for the return of the ballots to tabulate the results. It is recommended that the committee try to meet within one (1) week of the return deadline to open and tabulate the ballots.
- m. As soon as possible after the ballots are tabulated, the Tellers Committee Chairman shall, by phone, notify the ISRT President of the results.
- n. If there are write in candidates, the following shall be the procedure for determining a winner:
 - 1) The Tellers Committee Chairman shall contact the Executive Secretary, by phone, as soon as possible after the ballots are tabulated to verify current ISRT membership status of the write in candidates. Write in candidates who are not current ISRT members are ineligible.

- 2) If one write in candidate has the greatest number of write in votes, the Tellers Committee Chairman shall contact that person first. If there is more than one write in candidate, all with the same number of votes, all candidates must be contacted.
 - 3) The Tellers Committee Chairman shall contact the write in candidate as soon as possible after the ballots are tabulated to determine their willingness to accept the position and to determine eligibility for the position according to the qualifications in the bylaws.
 - 4) The Tellers Committee Chairman shall inform the ISRT President, as soon as possible, of the write in candidates who have indicated a willingness to accept the position and also meet the qualifications for nomination. In the event of a tie where more than one write in candidate for a position accepts and meets the qualifications, then the winner shall be decided by lot at a regular business session of the Annual Meeting.
- o. The Tellers Committee Chairman shall provide a written and verbal report of the election results at the Annual Business Meeting. The Tellers Committee written report should include the number of ballots sent, the number and percentage returned, ineligible ballots, number and percentage of valid ballots and the number of votes for each position. All write in votes should also be included in the written report. The verbal report to the membership should include only the number of ballots sent, the number and percentage of ballots returned, the number of ineligible ballots, the number and percentage of ballots deemed valid and the winners for each office. The individuals not elected and the number of votes for each candidate should not be reported to the assembly but must be included in the written report.
 - p. The Tellers Committee Chairman shall wait for instructions from the Board of Directors to destroy the ballots. The ballots must be held for 30 days after the close of the Annual Business Meeting before destroying.
 - q. The Executive Secretary shall send the election results to the ASRT.
 - r. The Tellers Committee Chairman shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
 - s. The Tellers Committee Chairman shall communicate all write in names to the Nominating Committee Chairman for future mentoring.
 - t. The Tellers Committee Chairman shall serve as a committee advisor the year following their chairmanship to provide mentoring and continuity.
 - u. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

4. Ballot

TELLERS COMMITTEE

ADOPTED: 9/86

AMENDED: 12/86, 9/87, 9/91, 9/92, 9/93, 9/96, 9/97, 9/99, 7/00, 10/00, 1/01, 7/01,
8/01, 7/02, 1/03, 7/03, 09/06

ISRT LETTERHEAD

*Ballot to be printed on colored paper in a manner that ballots may not be duplicated. A place for write in candidates must be present for each position. Include a write in line for all positions open, including all chapter delegate positions, even if there is no one nominated. List candidates in alphabetical order. Include all pertinent credentials when listing names. Include degrees on the biographical sketches but not on the ballot.

2005-2006 ISRT ELECTION BALLOT

The ISRT Board of Directors encourages you to exercise your right to vote by completing this ballot. **ALL BALLOTS MUST BE POSTMARKED ON OR BEFORE AUGUST 15, 2005.** Please indicate your choice of candidate for each office by placing a legible mark in the space in front of the candidate's name. A line has also been provided for write in votes. For write in votes, write the name of the candidate on the line provided. For any write in candidates, if you know a contact phone number or e mail for them, please include it. When you are finished voting, please fold the ballot so the Tellers Committee Chairman's name and address on the bottom is visible and mail in the window envelope provided.

PRESIDENT-ELECT:

_____ Rose B. Evans, RT(R)

Write in candidate _____

Contact phone/email _____

VICE PRESIDENT:

_____ Jane A. Harvey, RT(R)(CT)

_____ Letrisha B. Weber, RT(R)

Write in candidate _____

Contact phone/email _____

SECRETARY:

_____ Claudine E. Fairchild, RT(R)(M), RDMS

Write in candidate _____

Contact phone/email _____

TREASURER:

_____ Susan M. Paproski, RT(R)(M)

Write in candidate _____

Contact phone/email _____

AFFILIATE DELEGATE:

_____ Kellie S. Cranfill, RT(R)

_____ Pamela C. Tubbs, RT(R)(M)

Write in candidate _____

Contact phone/email _____

Please fold your ballot so the Tellers Committee Chairman's name and address below is visible and mail in the window envelope provided. **ALL BALLOTS MUST BE POSTMARKED ON OR BEFORE AUGUST 15, 2005.**

**MELISA MATTINGLY, RT(R)(M)
TELLERS COMMITTEE CHAIRMAN
6940 W. JENNIFER LANE
GREENFIELD, IN 46140**

SAMPLE BALLOT
ADOPTED: 9/96
AMENDED: 9/98, 9/99, 7/01, 7/02

2005-2006 CANDIDATE BIOGRAPHICAL SKETCHES

PRESIDENT-ELECT:

ROSE B. EVANS, RT(R)

Current position: Staff radiographer, Back Office Coordinator, Eastside Medical Center, Indpls, IN

Education: Ball Memorial Hospital School of Radiologic Technology, Muncie, IN, 1988

Credentials: Registered in Radiography

District: Resides in District 5

ISRT: Member, 2001 ISRT Spring Seminar Committee; Member, 2002 ISRT Annual Meeting Committee; Graduate, 2003 ISRT Leadership Academy; Secretary 2002-04; Vice President 2004-05; Member, Executive Committee 2002-05; Chairman, Nominating Committee 2004-05

Candidate statement: I have really enjoyed serving as Vice President this past year. It has been an educational experience. I learned about the nomination process as the Chairman of the Nominations Committee and participated in another Strategic Planning Session. I would be honored to be elected to serve as President Elect and I would do my best to continue leading the ISRT into the future. Thank you for your past support.

VICE PRESIDENT:

JANE A HARVEY, RT(R)(CT)

Current position: Assistant Director of Operations, Wabash Diagnostic Imaging, Vincennes, IN

Education: Good Samaritan Hospital School of Radiologic Technology, Vincennes, IN, Certificate, 1991

Credentials: Registered in Radiography and post primary credential in Computed Tomography

District: Resides in District 8

ISRT: Graduate, 2003 ISRT Leadership Academy; Member, 2004 Henry Konecny, RT(R), Student Scholarship Selection Committee, ISRT Secretary 2004-05; Member, Executive Committee 2004-05

Candidate statement: My name is Jane Harvey and I am running for the office of Vice President of the ISRT. I feel the Indiana Society of Radiologic Technologists is a valuable segment of the medical imaging profession. It takes the dedication of many people for the ISRT to remain a strong organization. As a current board member I have witnessed the commitment of many technologists to our society and our profession. I would consider it an honor to be elected as the Vice President of the ISRT and be given the opportunity to continue working for the members and the society.

LETRISHA B. WEBER, RT(R)

Current position: Radiologic Technologist, W.S. Major Hospital, Shelbyville, IN

Education: Hancock Memorial Hospital School of Radiologic Technology, Greenfield, IN, Certificate, 2004

Credentials: Registered in Radiography

District: Resides in District 7

ISRT: Graduate, 2003 ISRT Leadership Academy; Member, 2005 Bylaws Committee

Candidate statement: As Vice President, my goal is to encourage students and recent graduates in ISRT participation. Exposed to the ISRT as a student, I learned early the value of the organization. I would like to be influential in helping others find this value. Technologists are most impressionable at beginning stages of their careers. Leading by example is the best way I can show new technologists the benefit the combined experience of the society provides. I have gained professionalism and education that are helping my own career advance quickly and would like to give back for the priceless information I've been given.

SECRETARY:

CLAUDINE E. FAIRCHILD, BS, RT(R)(M), RDMS

Current position: Instructor, Radiology and Imaging Sciences, University of Southern Indiana, Evansville, IN

Education: University of Southern Indiana, Evansville, IN, AS in Radiologic Technology, 1993

Western Kentucky Tech, Paducah, KY, Diploma in Sonography, 1996

University of Southern Indiana, Evansville, IN, BS in Imaging Sciences, 2001

University of Southern Indiana, Evansville, IN, completing MS in Education, expected completion 12/05

Credentials: Registered in Radiography and abdominal and OB/GYN ultrasound, post primary credential in Mammography

District: Resides in District 8
President-elect 2003-04; President 2004-05

Candidate statement: I feel it is a great honor to be nominated for the position of ISRT Secretary. I hope I have the opportunity to serve the imaging professionals in the state of Indiana, within this capacity.

TREASURER:**SUSAN M. PAPROSKI, MS, RT(R)(M)**

Current position: Assistant Professor, Clinical Coordinator, Ivy Tech Community College Radiologic Technology Program, Indianapolis, IN

Education: Dekalb Community College, Atlanta, GA, AS in Radiologic Technology, 1974
Indiana University/Purdue University, Indianapolis, IN, BS in Health Sciences Education, 1999

Ball State University, Muncie, IN, MS in Adult and Community Education, 2005

Credentials: Registered in Radiography and post primary credential in Mammography

District: Resides in District 7

ISRT: Chairman, Tellers Committee 2003-04

Candidate statement: I have been a Radiologic Technologist for 31 years. I have worked in the radiography and mammography fields for 26 years. I served as a clinical instructor at Columbus Regional Hospital for seven years and am currently an Assistant Professor in the Radiologic Technology Program at Ivy Tech Community College in Indianapolis. I see the importance of volunteering for the position of ISRT Treasurer. The ISRT is what will keep technologists educated, updated and proud. I believe I have the skills to serve as the Treasurer of the ISRT. I am trustworthy, efficient and a team player. I would be honored to serve in this position if elected.

AFFILIATE DELEGATE:**KELLIE S. CRANFILL, MSRS, RT(R)**

Current position: Assistant Professor, Ivy Tech State College Radiologic Technology Program, Indianapolis, IN

Education: Ivy Tech State College, Indianapolis, IN, AAS in Radiologic Technology, 1995
Indiana University/Purdue University, Indianapolis, IN, BS in Health Sciences Education, 2000

Midwestern State University, Wichita Falls, TX, MS in Radiologic Science, 2005

Credentials: Registered in Radiography; Registered, American Society of Clinical Pathologists

District: Resides in District 7

Treasurer 1995-96; President-Elect 1996-97; President 1997-98; Senior Board member 1998-99

ISRT: Vice Chairman 1996 Annual Meeting; Past Presidents Scholarship recipient 1996, 1997, 1998, 2004; Member, Professional Development Committee 1997-98; Chairman, Student Affairs Committee 1997-98; Student Essay Judge 1998, 2003; Exhibit judge 1998, 1999; Director of Competitions 1999-00; Chairman, Bylaws Committee 1999-00, 2004-05; Chairman, Nominations Committee 1999-00; Vice President 1999-00; Member, 2000 Spring Seminar Committee; Past Presidents Scholarship Judge 2001; President-elect 2002-03; President 2003-04; General Chairman 2004 Spring Seminar; Chairman of the Board 2004-05

REGION VI: Region 6 Radiography Chapter Delegate, 2000-01, 2004-05

ASRT: Graduate, 2001 Leadership Academy; Member, Nominations Committee 2003

Candidate statement: The ISRT has a great deal to be proud of and we need to continue to involve and mentor other members into our national organization. We must be proactive in our approach to mentoring other members. I take pride in having attended seven ASRT annual conferences in the last ten years. I have served three years as the Region VI Radiography Delegate. I am committed to maintaining the ISRT's excellence. I would be very honored to receive your vote and represent Indiana in the future House of Delegates.

PAMELA C. TUBBS, RT(R)(M)

Current position: MQSA Inspector, Indiana State Department of Health, Indianapolis, IN

Education: St. Mary's Medical Center, Evansville, IN, Certificate in Radiologic Technology, 1965
Johns Hopkins Medical School, Baltimore, MD, Certificate in Ultrasound Training, 1987
MQSA Inspector Training, Certificate in MQSA Inspections 1994

Credentials: Registered in Radiography and post primary credential in Mammography

District: Resides in District 8

Vice President 1966-68; President 1968-70

ISRT: Second Vice President 1969-70; Chairman Education Committee 1969-70; Chairman Annual Meeting 1968-69; First Vice President 1970-71; Chairman, Membership Committee 1970-71; Chairman, Nominating Committee 1971-72, 1989-90, 1991-92; Member, Annual Meeting Committee 1984; Chairman Tellers Committee 1985-87; Member, Spring Seminar Committee 1986; President-Elect 1987-88; Member, Minutes Committee 1987-89, 1990-91; Member Professional Development Committee 1987-92; Member Finance Committee 1987-93; Member Executive Committee 1987-93; Chairman Professional Development Committee 1988-89; President 1988-89; Chairman Executive Committee 1988-89; Chairman Board of Directors 1989-91; Member, Annual Meeting Committee 1990; Chairman Minutes Committee 1991-92; Vice Chairman Annual Meeting 1992-93; Chairman Certification Committee 1991-93; Chairman Finance Committee 1990-91, 1992-93; Member Board of Directors 1990-93; Member, Spring Seminar Committee 1994; Member Ad Hoc Committee on Realignment of Districts 1996-97; Vice Chairman Annual Meeting 1997; Awarded ISRT Life membership 1997; JOURNAL Co-Editor 1993-1998; Chairman Mammography Committee 2000-2001, Affiliate Delegate 1988-present

REGION VI: Member Board of Directors 1987-89

ASRT: Member Reference Committee on Professional Practice 1988-89; Member, Committee on Resolutions 1988-89, 1992-93; Member Commission on Administration 1989-93; Chairman Reference Committee on Administration 1991-92; Chairman Task Force on Reviewing Policy and Position Statements 1992-94; Chairman Commission on Administration 1992-93; Member, Committee on Nominations 1995-96, 1999-00; Member, Bylaws Committee 2000-present; Member Grassroots Network 2000-present

Candidate statement: I have served as affiliate delegate in the House of Delegates since 1988 and would like the opportunity to serve one last term. The ASRT is in the middle of governance restructuring and I would like to help finish the job we have started. I plan to “retire” from the House once restructuring has been implemented. I believe my many years of service in the House gives me the expertise needed to help with the implementation of this plan for the benefit of all members. As always, I will base all of my decisions on what is best for the majority, but will listen to the concerns of all the members.

J. ISRT Advertising Committee

1. Purpose

- a. The purpose of the ISRT Advertising Committee is to help increase the participation in advertising by vendors in the ISRT Journal, conferences, and website links.
- b. All committee members, when on official business for the board or the Society, are official spokesmen. The committee members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board or Society policies. For this reason, each committee member must be conscious at all times of what he/she is saying or writing, how it might be interpreted by others and whether they are truly reflecting established policies. In the event that a committee member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board policy and procedure section II.C. Communications Policy.)

2. Organization

- a. The ISRT Advertising Committee Chairman shall be appointed by the Board
- b. All committee members shall be approved by the Board.

3. Operating Procedures

- a. The committee shall be responsible for updating and maintaining the list of commercial vendors for the ISRT.
- b. The committee shall contact current and new advertising companies, etc. to gather contact information as well as marketing for advertisement in the ISRT Journal, conferences, and website links.
- c. The committee shall work with the Communications Manager regarding advertisement in the Journal and website links
- d. The committee shall be responsible for coordinating with Educational Conference Committees about securing commercial vendors and advertisers for the conference program booklets.
- e. The committee shall make recommendations to the board concerning action that should be taken on advertising matters.

- f. The committee chairman shall submit a report for every board meeting with updates on advertising matters and recommendations.
- g. Make recommendations to the board about suggestions/ideas to increase revenue from advertising.
- h. The Committee shall submit all pertinent research and/or updates to the Board for review.

ADVERTISING COMMITTEE

ADOPTED: 01/08

AMENDED: