

## **LSRT By-Laws**

### **ARTICLE I**

#### **NAME**

The name of the organization shall be the Louisiana Society of Radiologic Technologists, as specified in the Articles of Incorporation, hereafter referred to as the LSRT.

### **ARTICLE II**

#### **PURPOSE / POLICY / FUNCTIONS / DEFINITION**

##### **SECTION 1 PURPOSE**

The purpose of the LSRT shall be to advance the professions of radiation and imaging specialties, to maintain high standards of education, to enhance the quality of patient care, and to further the welfare and socioeconomics of Radiologic Technologists. In order to maintain high levels of ethical conduct, the LSRT adopts the Code of Ethics established by the American Society of Radiologic Technologists (ASRT) and the American Registry of Radiologic Technologists (ARRT).

##### **SECTION 2 POLICIES**

- A) The LSRT is committed to equal opportunity and nondiscrimination in all programs and activities. No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, gender identity, military status, political belief or disability.
- B) The LSRT, its Executive Board, or its staff, in their official capacities, shall not be used in connection with a corporate company for other than the regular functions of the LSRT.

##### **SECTION 3 FUNCTIONS**

- A) To provide a forum to conduct LSRT business.
- B) To disseminate information pertinent to professional growth.
- C) To promote high standards of education.
- D) To encourage quality patient care.
- E) To establish and promote policies relevant to the profession and legislative activities.
- F) To establish membership eligibility and define membership categories.
- G) To facilitate and provide a forum for communication between individual members with a common professional interest.

##### **SECTION 4 DEFINITIONS**

Radiologic technologist shall be the term used to define radiographer, nuclear medicine technologist, radiation therapist, and sonographer, and shall be used to describe the areas of certification or licensure. Additional terms of description may be adopted by the LSRT to define new areas of certification and/or licensure, or to define new delegates in ASRT House of Delegates.

## **ARTICLE III MEMBERS**

### **SECTION 1 MEMBERSHIP**

The members of the LSRT shall be individuals associated with the practice, education, or administration of radiation and imaging disciplines and specialties or retired from the radiologic sciences.

### **SECTION 2 APPLICATION**

A candidate for membership, except for life and honorary membership shall submit the prescribed application properly completed, along with the required fee. A qualified candidate shall be issued a certificate of membership.

### **SECTION 3 CATEGORIES**

The membership of the LSRT shall consist of the following categories:

#### **A) VOTING MEMBERS:**

1. Shall be those radiologic technologists who are registered by the American Registry of Radiologic Technologists (ARRT) or its equivalent or hold a license to practice radiologic technology under state statute
2. Life members shall be voting members. They are members who have rendered exceptional service to Society. Life members shall be selected by a unanimous vote of the by the Board of Directors.
3. Voting members shall have all rights, privileges and obligations of membership including the right to vote, debate, hold office and serve as a delegate in the ASRT House of Delegates.

#### **B) NON VOTING MEMBERS:**

1. Shall be those persons who do not meet the qualifications of voting members. They have the obligations and privileges of voting members except to vote, hold office or serve as a delegate in the ASRT House of Delegates
2. Student members shall be non voting members. They are members who are enrolled in a program of formal education in a radiologic science.
3. Inactive members shall be non voting members. They are former members who are no longer actively engaged in the profession of radiologic technology and are no longer licensed and have applied for inactive status.
4. Honorary members shall be non voting members. They are those individuals who, because of the interest they have evidenced in the activities and aims of LSRT, LSRT wishes to honor.

#### **SECTION 4 CLASSIFICATIONS OF MEMBERSHIP**

The LSRT shall have six (6) classifications of membership. No member may belong to more than one (1) of the six (6) classifications of membership, nor hold more than one membership. The rights and privileges of all members shall be as stated herein:

- A) **ACTIVE MEMBER** - Active members are those who are registered by the American Registry of Radiologic Technologists (ARRT) or its equivalent or hold an unrestricted license issued by the LSRTBE. They shall have all rights, privileges and obligations of membership including the right to vote, debate, be a committee appointee, hold office and serve as a delegate in the ASRT House of Delegates.
- B) **ASSOCIATE MEMBER** - Associate members are those who do not qualify for active membership. They shall have the rights, privileges and obligations of active members except to hold office or serve as a delegate in the ASRT House of Delegates.
- C) **EMERITUS MEMBER** - Emeritus members are those who have maintained active membership in the LSRT for a minimum of twenty (20) years; have retired from full time employment; have reached the age of fifty-five (55) and have applied and been approved for this category. They shall not pay dues and have all rights, privileges and obligations of active members.
- D) **LIFE MEMBER** - Life members are those active members who have rendered exceptional service to the LSRT and the profession of radiologic technology. Life members shall pay no dues and shall have all rights, privileges and obligations of active members. Life members shall be selected by a unanimous vote of the Board of Directors.
- E) **STUDENT MEMBER** - Student members are those who are enrolled in a primary radiologic science program acceptable to the American Registry of Radiologic Technologists (ARRT). Eligibility shall terminate upon certification or discontinuation of such education. The renewal date following shall serve as the change of status point. This period shall be no longer than one year. Student members have all the rights, privileges and obligations of active members except to vote, hold office or serve in the ASRT House of Delegates.
- F) **HONORARY MEMBER** - The LSRT, from time to time, may grant honorary memberships. Honorary members are those who the Society may grant membership for their interest in and/or service to the Society. Honorary members shall be selected by a unanimous vote of the Executive Board. They shall pay no dues and have all the rights, privileges and obligations of active members, except the right to vote, hold office or serve as a delegate in the ASRT House of Delegates

#### **SECTION 5 MEMBERSHIP DUES**

- A) Membership dues for all Members, established by the Executive Board, require adoption by a two-thirds (2/3) vote of the voting members in attendance at a business session. All memberships expire at the end of the current fiscal year.
- B) Any intent by a member to change the dues shall be communicated in writing to the Executive Board, no less than one hundred twenty (120) days prior to the Annual Meeting.
- C) Notice of intent to change the dues shall be provided to the membership at least sixty (60) days prior to the vote.
- D) Student member dues shall be one-half (1/2) the amount of that for Active members.

## **SECTION 6 RESIGNATION AND REINSTATEMENT**

- A) RESIGNATION: Any member shall have the right to resign by written communication to the LSRT office, providing all dues or other indebtedness to the LSRT has been paid. Dues will not be refunded.
- B) REINSTATEMENT: A member who has resigned or whose membership has been deleted from the LSRT for other reasons may be reinstated only after filing a new application and paying the appropriate fees.

## **SECTION 7 SUSPENSION AND EXPULSION**

Any membership may be suspended or terminated for cause. Sufficient cause for such suspension or termination of membership shall be violation of the Bylaws or any lawful rule or practice duly adopted by the LSRT, or any other conduct prejudicial to the interest of the LSRT

- A) If the Executive Board 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 member 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 Executive Board at which the charges shall be considered.
- D) The member 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) Suspension or expulsion shall be by two-thirds (2/3) vote of the entire membership of the Executive Board

## **ARTICLE IV OFFICERS**

### **SECTION 1 COMPOSITION**

The elected officers to the LSRT shall consist of the following: PRESIDENT, PRESIDENT-ELECT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT, RECORDING SECRETARY.

### **SECTION 2 QUALIFICATIONS**

- A) All officers shall be active members of the LSRT and the ASRT and shall maintain their membership while serving on the Executive Board. Officers shall have a current license to practice Radiologic Technology in the State of Louisiana if applicable.
- B) To be eligible for the office of President Elect or First Vice President, the candidate must have served on the Executive Board or in a Board appointed position for one (1) year prior to his/her nomination.
- C) To be eligible for the office of Second Vice President or Recording Secretary, the candidate must have served on an LSRT committee for a minimum of one (1) year.

### **SECTION 3 ELIGIBILITY**

Officers, who meet eligibility requirements at the time of assuming office, shall be permitted to complete the term, even though employment status may change.

#### **SECTION 4 TERM**

- A) The officers, except the President-Elect, shall serve a term of one (1) year or until their successors have been appointed or elected.
- B) The President-elect shall serve for a term of one (1) year as President-elect, one (1) year as President, one (1) year as Past President and one (1) year as Chairman of the Board.
- C) The original term shall begin at the close of each Annual Meeting.
- D) At the conclusion of their term all officers shall surrender to their successors all records and properties belonging to the LSRT.
- E) The newly elected officers shall be installed into office under the direction of the Executive Board.

#### **SECTION 5 DUTIES**

The duties of officers shall be outlined in the LSRT Procedural Guidelines Manual. These duties shall be consistent with the requirements of each office and shall include any additional duties as necessary to meet the needs of the organization

#### **SECTION 6 VACANCY**

The following steps shall be taken in the event of a vacancy in office.

- A) PRESIDENT - shall be filled by the FIRST VICE PRESIDENT
- B) PRESIDENT-ELECT - shall be filled by special election
- C) FIRST VICE PRESIDENT - shall be filled by a plurality vote of the remaining members of the Executive Board to fill the unexpired term
- D) SECOND VICE PRESIDENT - shall be filled by a plurality vote of the remaining members of the Executive Board to fill the unexpired term
- E) RECORDING SECRETARY - shall be filled by a plurality vote of the remaining members of the Executive Board to fill the unexpired term.

#### **SECTION 7 CENSURE, REPRIMAND AND REMOVAL**

Any officer may be censured, reprimanded or removed from the office for dereliction of duty or conduct detrimental to the LSRT. Such action may be initiated when the Executive Board receives formal and specific charges against an officer.

- A) If the Executive Board 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 officer 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 Executive Board at which the charges shall be considered.
- D) The officer 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 Executive Board.

## **ARTICLE V EXECUTIVE BOARD**

### **SECTION 1 COMPOSITION**

The Executive Board shall consist of the elected officers, and the Board of Directors. An executive board member may serve on the LSRT Executive Board and the LSRTBE simultaneously.

- A) Elected Officers
  - 1. PRESIDENT
  - 2. PRESIDENT-ELECT
  - 3. FIRST VICE PRESIDENT
  - 4. SECOND VICE PRESIDENT
  - 5. RECORDING SECRETARY
  
- B) Board of Directors
  - 1. PRESIDENT
  - 2. FIRST PAST PRESIDENT
  - 3. SECOND PAST PRESIDENT (who shall serve as Chairman of the Board)

### **SECTION 2 BOARD APPOINTMENTS**

The following appointments shall be made by the Executive Board on an annual basis. These appointees may serve extended terms.

- A) Composition
  - 1. EXECUTIVE SECRETARY-MEMBERSHIP
  - 2. EXECUTIVE SECRETARY-FINANCE
  - 3. EXECUTIVE SECRETARY-POLICIES
  - 4. MEETING PLANNER
  - 5. DIRECTOR OF PUBLICATIONS
  - 6. CONTINUING EDUCATION COORDINATOR
- B) Eligibility and Qualifications

All Board appointments shall be active members of the LSRT and the ASRT and shall maintain their membership while serving as board appointees. Board appointees shall have a current license to practice Radiologic Technology in the State of Louisiana if applicable.
- C) A Board appointee may serve the LSRT and the LSRTBE simultaneously

### **SECTION 3 DUTIES**

In addition to the duties and rights provided in these bylaws, the Executive Board has the rights and duties respectively assigned to them in the "LSRT Procedural Guidelines Manual." The Executive Board shall carry out the policies and bylaws set by the membership and shall represent the LSRT continuously during its tenure. The responsibilities of the Executive Board are to:

- A) Be vested with the responsibility of the management of the business of the corporation.
- B) Control funds and properties owned, leased or rented by the LSRT.
- C) Appoint or nominate representatives to external organizations.
- D) Work with the President in establishing the committees as deemed necessary to aid the LSRT in carrying out its activities.

- E) Temporarily suspend actions adopted by the LSRT if such policy is found to be contrary to federal, state, or local laws, LSRT Bylaws, or to be financially unfeasible. All such actions shall be ratified by the general membership at the next Annual Meeting.
- F) Contract or employ such personnel as may be necessary to conduct the business of the LSRT.
- G) Implement the business, policies, and procedures of the LSRT.
- H) Determine the number and boundaries of the affiliated districts and councils.
- I) Determine the amount of funding for the delegates to the ASRT House of Delegates Meeting.

#### **SECTION 4 VACANCY**

A vacancy in the Executive Board, except for President and President-Elect, or Board Appointments shall be filled by an appointment agreed upon by a plurality vote of the remaining members of the Executive Board to complete the unexpired term.

#### **SECTION 5 MEETINGS**

- A) The Executive Board shall meet at least four (4) times annually
  1. Annual Meeting
  2. Fall Board Meeting
  3. Mid Winter Board Meeting
  4. Spring Board Meeting
- B) The president with a plurality vote of the members of the Executive Board, may call a special meeting, provided a fifteen (15) day notice to all Executive Board members is given.
- C) A majority of the Executive Board members shall constitute a quorum for all meetings.

#### **SECTION 6 CENSURES, REPRIMAND, AND REMOVAL**

Any Executive Board member may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the LSRT. Such action may be initiated when the Executive Board receives formal and specific charges against any Executive Board member

- A) If the Executive Board 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 Board member 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 Executive Board at which the charges shall be considered.
- D) The executive Board member shall have the opportunity to appear in person and be presented 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 members of the Executive Board.

**ARTICLE VI**  
**LSRT DELEGATES TO THE ASRT HOUSE OF DELEGATES**

**SECTION 1 DELEGATES**

Two LSRT delegates and an alternate(s) shall be appointed to the ASRT House of Delegates as outlined in the LSRT Procedural Guidelines Manual. The LSRT shall submit to ASRT the names of the LSRT delegates and alternate delegate by the first business day of April or the LSRT delegate positions shall remain open until after the ASRT House of Delegates' meeting. The LSRT has the power to remove delegates.

**SECTION 2 QUALIFICATIONS**

- A. A delegate shall show proof of continuing education.
- B. A delegate shall be a voting member of the ASRT and the LSRT for two (2) years immediately preceding nomination.
- C. A delegate shall have served as an officer, or on the Board of Directors or as a committee member in the LSRT.
- D. A delegate shall practice in the radiologic science profession or health care.
- E. A delegate may serve concurrently on the board of any national radiologic science certification or national accreditation agency.
- F. A delegate shall have the time and availability for necessary travel to represent the ASRT

**SECTION 3 RESPONSIBILITIES**

- A. LSRT delegates shall attend the ASRT House of Delegates' meeting and all meetings required of delegates.
- B. Respond to communications from the ASRT Office, ASRT Board of Directors or from the ASRT House of Delegates.
- C. Disseminate information to the LSRT

**SECTION 4 TERM**

A LSRT delegate may serve for a term of two years; and may not serve more than two consecutive terms.

**SECTION 5 ABSENCE**

An absence exists when an appointed LSRT delegate is unable to fulfill the duties of the position during the ASRT House of Delegates' meeting. The delegate shall be considered absent for the purpose of that meeting only. It is the responsibility of the LSRT delegate to notify the ASRT, the Speaker of the House, and the alternate delegate of the delegate's inability to attend the conference, as soon as possible. The alternate delegate shall be seated for that meeting only. Any delegate position or alternate delegate position not filled by the appointment process remains open. There shall be no on-site credentialing of delegates.

**SECTION 6 VACANCIES**

A vacancy exists when a delegate has submitted a written letter of resignation or when a delegate position has not been filled by the appointment process. A delegate vacancy caused by the written resignation of a delegate shall be filled by the appointed alternate delegate.

## **SECTION 7 CENSURE, REPRIMAND AND REMOVAL**

Any LSRT delegate may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the ASRT or the LSRT. Such action may be initiated when either Board of Directors receives formal and specific charges against the delegate.

- 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 delegate 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 delegate 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 respective Board of Directors.

## **ARTICLE VII MEETINGS / QUORUM / VOTING**

### **SECTION 1 ANNUAL BUSINESS MEETING**

The LSRT shall hold an annual business meeting each year at a time and place designated by the Executive Board.

### **SECTION 2 SPECIAL MEETINGS**

Special meetings of the LSRT may be called at such time and place as designated by the Executive Board, or by written request of twenty-five percent (25%) of voting members. A majority of the Executive Board shall constitute sufficient authority to call a special meeting. Members of the LSRT shall be notified thirty (30) days in advance of such meetings, with a statement of the business to be transacted. No business other than that specified shall be transacted.

### **SECTION 3 EDUCATIONAL MEETINGS**

The LSRT shall sponsor at least one (1) educational meeting yearly. This meeting shall provide opportunities for members to participate in professional, educational, social activities. At this meeting the following will also occur: installing officers, receiving reports, amending Bylaws, and conducting such other business as may arise.

### **SECTION 4 QUORUM**

Twenty-five percent (25%) of the voting members, registered at the meeting, shall constitute a quorum at all LSRT Annual and Special Meetings.

### **SECTION 5 VOTING**

Voting members registered at LSRT meetings and in attendance at the business sessions, shall have one (1) vote. The Executive Board shall determine the process for counting and recording the vote.

## **ARTICLE VIII ELECTIONS**

### **SECTION 1 ELECTION PROCESS**

The elected members of the Executive Board shall be elected by secret ballot or by acclamation if a candidate is unopposed at the business session of the Annual Meeting. Officers shall be elected by a plurality vote of the voting members at the Annual Business Meeting. Absentee Voting as established in the "LSRT Procedural Guidelines Manual," will be allowed for those eligible voting members who would not be able to attend the Annual Meeting.

### **SECTION 2 NOMINATIONS**

- A) The nominating committee shall be appointed by the President with approval by the Executive Board.
- B) The committee shall satisfy itself that all candidates have the proper credentials. If candidates are not present they must indicate, in writing, willingness to serve if elected.
- C) The committee shall present a slate of officers at the business session of the Annual Meeting. The curriculum vitae for each candidate shall be made available.
- D) Nominations may be submitted by any LSRT voting member to the Chairman of the Nominating and Credentials Committee. Nominations will also be accepted from the floor during an annual business meeting.

## **ARTICLE IX COMMITTEES**

- A) The Executive Board shall establish committees as deemed necessary in carrying on LSRT activities as outlined in the LSRT Procedural Guidelines Manual. Such committees shall be responsible to the Executive Board and may be altered or eliminated at any time by the Executive Board.
- B) The President shall appoint the chairmen and members of the committees.
- C) A vacancy in any committee shall be filled by appointment by the President.
- D) Committee duties are outlined in the LSRT Procedural Guidelines Manual.

## **ARTICLE X DISTRICTS AND COUNCILS**

### **SECTION 1 DISTRICTS**

- A) The LSRT shall grant no more than one (1) district agreement per region in the State of Louisiana. The districts shall be:

DISTRICT 1	-	NORWELA (Shreveport area)
DISTRICT 2	-	NORTHEAST (Monroe area)
DISTRICT 3	-	CENLA (Alexandria area)
DISTRICT 4	-	SOUTHWEST (Lake Charles area)
DISTRICT 5	-	ACADIANA (Lafayette area)
DISTRICT 6	-	SOUTHLAND (Houma/Thibodaux area)
DISTRICT 7	-	CAPITOL (Baton Rouge area)

DISTRICT 8 - NEW ORLEANS  
DISTRICT 9 - NORTHLAKE (Hammond area)

B) Annually, on the first business day of January, each affiliate shall renew its charter and submit the following to LSRT:

1. Affiliate bylaws in agreement with LSRT Bylaws
2. Verification that affiliate officers are LSRT members
3. Meeting information
4. Names and contact information for Officers

C) any affiliate not in compliance shall be placed on probationary status

D) A district agreement may be terminated by the Executive Board or by request of the districts governing board.

E) The LSRT shall not be responsible for any debts, actions, and/or statements made by, or on behalf of any district.

## **SECTION 2 COUNCILS**

The LSRT Executive Board shall approve modality council formation as outlined in the LSRT Procedural Guidelines.

### **ARTICLE XI AMENDMENTS**

Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the voting members in attendance at the business session of the Annual Meeting. B) Notice of such amendments shall be provided to the membership at least thirty (30) days prior to the Annual Meeting. Amendments shall be effective at the conclusion of the business meeting unless otherwise specified.

### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the LSRT in all cases to which they are applicable and consistent with these Bylaws.

### **ARTICLE XIII INDEMNIFICATION**

Every elected officer, executive board member, board appointee, committee/council/ task force chairman, employee or delegate shall be indemnified by the LSRT against all expenses and liabilities, including attorney's fees, in connections with any threatened, pending or completed proceeding in which the above-named individual is involved by reason of their being or having been an elected officer, executive board member, board appointee, committee/council/ task force chairmen, employee(s) or delegates of the LSRT if the above-named individuals acted in good faith and within the scope of the above-named individual's authority and in a manner reasonably believed to be not opposed to the best interests of the LSRT. In no event shall indemnification be paid to or on behalf of an above-named individual going beyond or acting beyond the powers granted by authority of this organization or bylaw. The foregoing right of indemnification shall be in addition to and not exclusive of, all other rights to which such elected officers, executive board members, board appointees, committee/council/ task force chairmen, employee(s) or delegates may be entitled.

**ARTICLE XIV**  
**DISSOLUTION**

In the event of dissolution or final liquidation of the LSRT, all 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 LSRT as designated by the Executive Board.