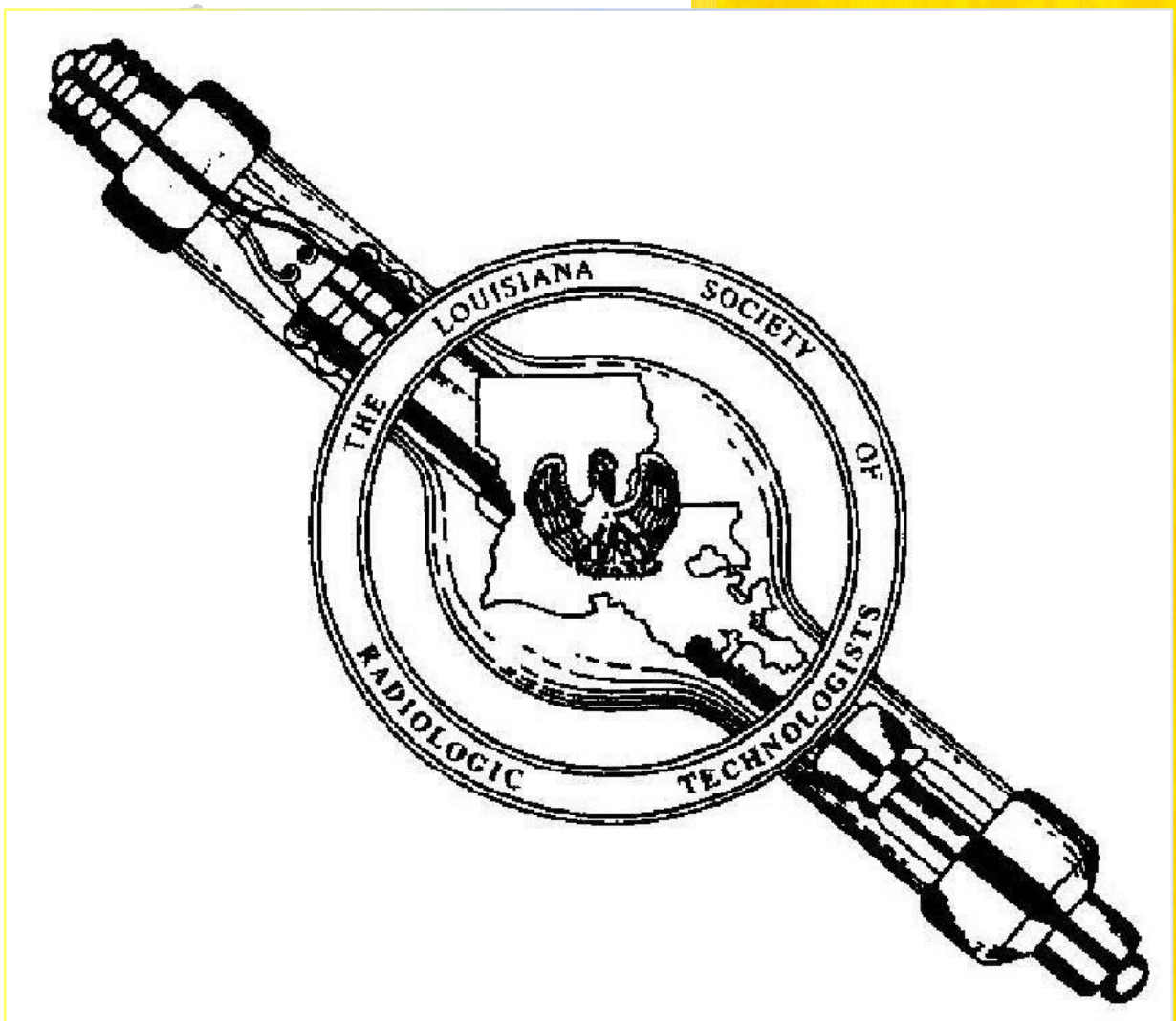


# The Louisiana Society of Radiologic Technologists



## **Bylaws and Procedural Guidelines Manual**

Revised 2023

# Bylaws and Procedural Guidelines Manual

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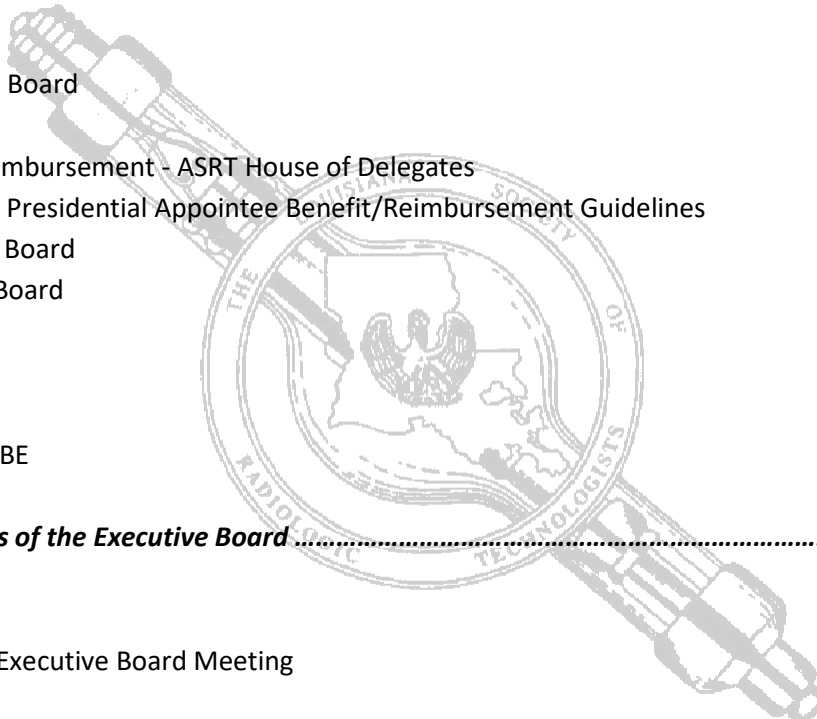
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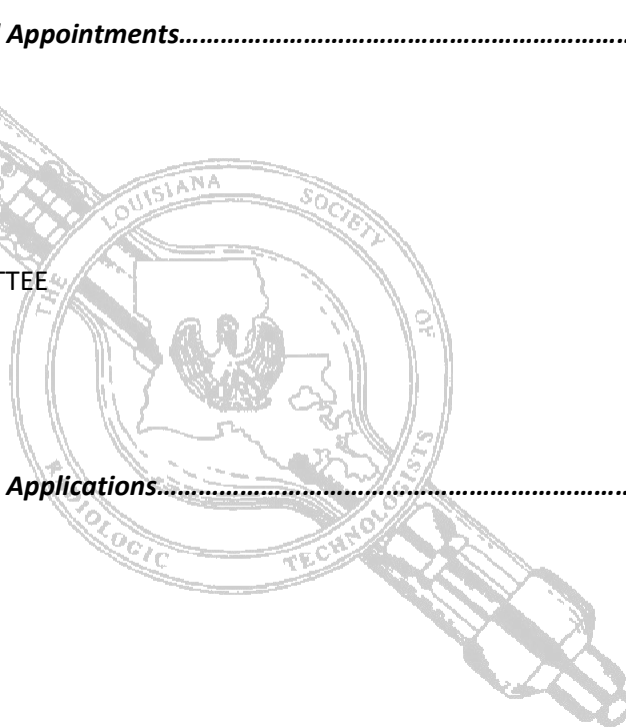
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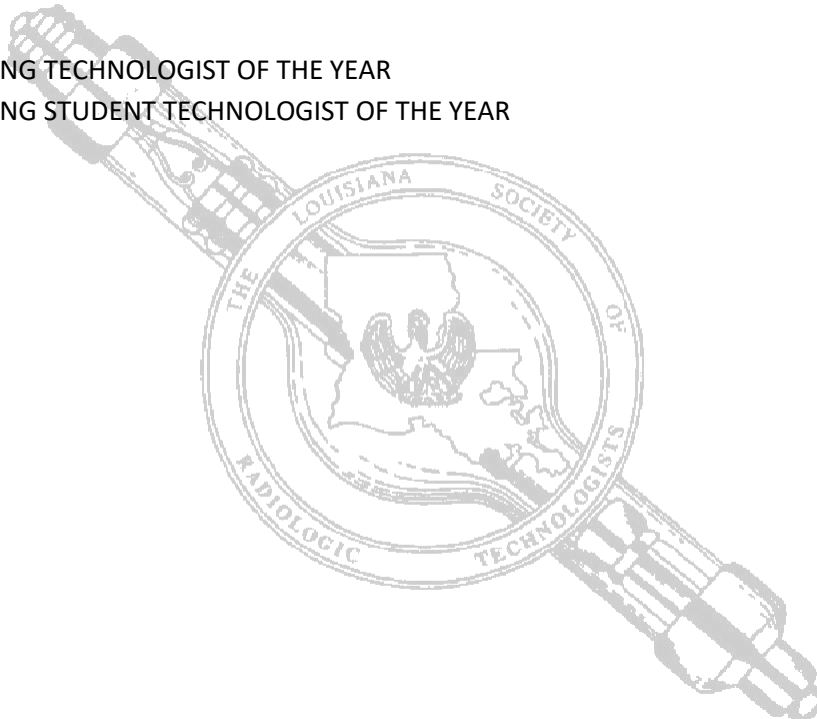
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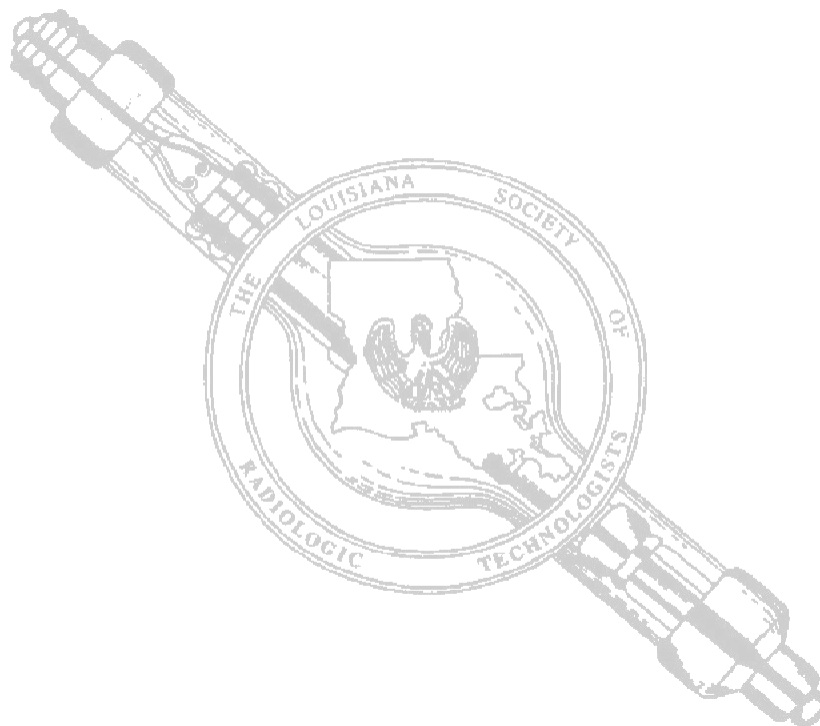


# Section 1- Official Documents of the LSRT

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# LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS

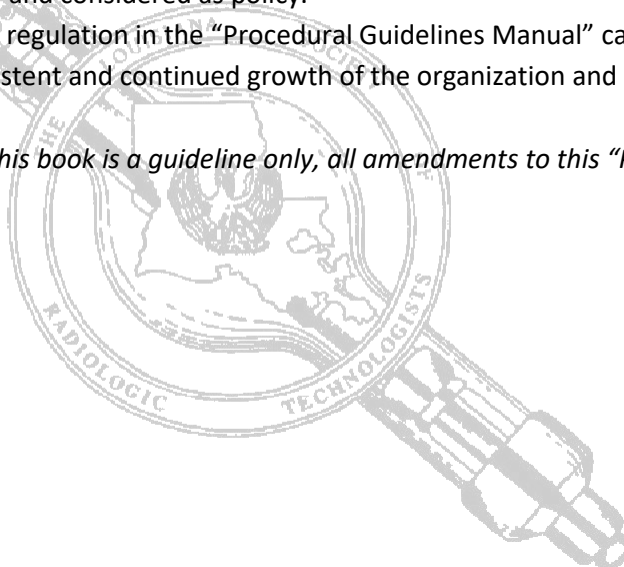
## PROCEDURAL GUIDELINES FOR OFFICERS AND COMMITTEES

### PURPOSE STATEMENT

It is the purpose and intent of the “Procedural Guidelines Manual” to provide officers and members with guidelines related to the duties and functions of specific official positions both elected and appointed. Each position, elected or appointed, should be clearly outlined and made available to elected representatives and to the general membership upon request. The “Procedural Guidelines Manual” should provide guidance and serve as reference in the performance of these duties and activities. It is intended to make clear and assure specific responsibilities attached to the holding of an elected office or appointed position and the commitment required to fulfill these responsibilities as so charged. It should be understood that in no way can this or any other guide be considered all inclusive. Professional and independent judgment must be afforded in matters of changing or individual circumstance. As an elected board, such instances shall be reviewed and addressed and considered as policy.

It should be understood that the rules and regulation in the “Procedural Guidelines Manual” can be adjusted, revised, and amended as needed to maintain consistent and continued growth of the organization and its structure.

*It has been determined that even though this book is a guideline only, all amendments to this “Procedural Guidelines Manual” require board approval.*



## ARTICLES OF INCORPORATION

*(Original Articles of Incorporation, names of the current Register Officer, and the current Executive Board members are submitted to the Secretary of State when the Articles of Incorporated registered each year)*

### ARTICLE 1

#### NAME

The name of this corporation is **LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS**.

### ARTICLE 2

#### NON PROFIT CORPORATION

**LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS** is a non-profit and nonsectarian corporation. No part of any net earnings shall inure to the benefit of any individual, member or district.

### ARTICLE 3

#### PURPOSES AND POWERS

This corporation is organized exclusively for the purpose of education, scientific and socioeconomic means.

### ARTICLE 4

#### MEMBERSHIP

Individual members shall be admitted to this corporation in accordance with the qualifications and procedures established by the Bylaws. The candidate shall be notified of his acceptance and shall be issued a certificate of membership. His membership may be renewed annually upon payment of such dues as shall be required. Rules of conduct for members, admission, expulsion of members and other related matters shall be governed by suitable Bylaws of this corporation.

### ARTICLE 5

#### DURATION

The corporation shall enjoy perpetual existence.

### ARTICLE 6

#### REGISTERED OFFICE

The name of the registered agent of the corporation is Barbie Landry; the address of the registered agent and of the registered office of the corporation is 520 Jackson Street, Denham Springs, LA 70726.

### ARTICLE 7

#### BASIS OF ORGANIZATION

This corporation shall be organized on a non-stock basis.

### ARTICLE 8

#### EXECUTIVE BOARD

The direction and administration of this corporation shall be vested in the Board of Directors and the Officers of this corporation. The number of Directors and Officers and their terms and qualifications shall be specified by the Bylaws. The Board shall meet at least once a year at the Annual Meeting of the corporation.

The names of the first Directors and their addresses are as follows:

Joey Fontenot, 403 Keystone Loop, Houma, LA 70360 6010

Rickie Ragan, 114 Chacahoula Lane, Mandeville, LA 70448  
Sophia DePriest, 27774 Ashley Drive, Walker, LA 70785

**ARTICLE 9**

**DUES AND ASSESSMENTS**

Each member of this corporation shall pay such dues and assessments as may be required by the By-laws and action of the Board. The Board may from time to time adopt such policy for the expulsion and reinstatement of members on account of non-payment of dues and assessments.

**ARTICLE 10**

**AMENDMENTS**

Amendments to these Articles of Incorporation may be made by two-thirds (2/3) of the members voting, following proper notification as established by the Bylaws of the corporation.

**ARTICLE 11**

**INCORPORATORS**

The incorporators of this corporation are the Directors named herein.

**ARTICLE 12**

**DISTRIBUTION OF ASSETS ON DISSOLUTION**

Should this corporation ever be dissolved, or should its existence terminate, all the assets of the corporation shall be distributed only to organizations exempt from income tax under the provisions of Section 501 of the Internal Revenue Code, or to the federal, state, or local government for a public purpose. No part of the assets of the association shall ever be distributed to or used for the benefit of any member, trustee, or officer of the association, or any private individuals or corporations.

**THUS DONE AND SIGNED**, Hammond, Louisiana, Parish of Tangipahoa, on the day, month and year herein above set forth, in the presence of the undersigned competent witnesses and me, Notary, after due reading of the whole.



# LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS BYLAWS

## 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, affiliated with the American Society of Radiologic Technologists.

## 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 and continuing professional development.
- 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, sonographer, and magnetic resonance technologists 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 or retirees associated with the practice, education, or administration of radiation and imaging disciplines and specialties 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:

- a. Shall be those radiologic technologists who are registered by the American Registry of Radiologic Technologists (ARRT) or its equivalent or hold an unrestricted license to practice radiologic technology under state statute.

- b. 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.
  - c. 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:
- a. 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
  - b. Student members shall be non-voting members. They are members who are enrolled in a program of formal education in a radiologic science.
  - c. 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.
  - d. 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 that 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 by the Executive Board shall be provided to the membership at least sixty (60) days prior to the vote.
- D) Student member dues shall be one-half (½) 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 reasons of their own and who are in good standing with the society may reinstate filling out a new application, and paying their membership dues for the current fiscal year. A member who has resigned membership and is not in good standing with the society and is requesting to become a member again may do so by filling out an application, paying their membership dues for the current fiscal year, and acceptance of the application has been approved by the Board of Directors.

## **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, VICE PRESIDENT, and 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 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 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 Chair 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 VICE PRESIDENT
- B) PRESIDENT-ELECT - shall be filled by special election
- C) VICE PRESIDENT - shall be filled by a plurality vote of the remaining members of the Executive Board to fill the unexpired term
- D) 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 east 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. VICE PRESIDENT
  - 4. RECORDING SECRETARY
- B) Board of Directors
  - 1. PRESIDENT
  - 2. FIRST PAST PRESIDENT (who shall serve as Chair of the Board)
  - 3. President Elect

### **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
  - a. EXECUTIVE SECRETARY-MEMBERSHIP
  - b. EXECUTIVE SECRETARY-FINANCE
  - c. MEETING PLANNER
  - d. DIRECTOR OF PUBLICATIONS
- 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
  - a. Annual Meeting
  - b. Fall Board Meeting
  - c. Midwinter Seminar Board Meeting
  - d. 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 two alternates 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 delegates by the first business day of January 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.

## SECTION 6 VACANCIES

A vacancy exists when a delegate has submitted a notification of resignation or when a delegate position has not been filled by the appointment process. A delegate vacancy caused by the 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 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 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

All LSRT members, except Student and Honorary members shall have one (1) vote, and there will be no proxy voting. 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 a plurality vote of the voting members, *annually*. The voting process will be electronically, or by another method, as-established in the "LSRT Procedural Guidelines Manual".

### SECTION 2 NOMINATIONS

- A) The Nominating and Credentials 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.
- C) The committee shall present a slate of officers and a curriculum vitae for each candidate shall be made available prior to the election.

- D) Nominations may be submitted by any LSRT voting member to the Chair of the Nominating and Credentials Committee.

## **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 Chair 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 SUBORDINATES AND COUNCILS**

### **SECTION 1 SUBORDINATES**

- A) The LSRT shall grant no more than one (1) subordinate agreement per region in the State of Louisiana. The regions shall be:
- NORWELA (*Shreveport area*)
  - NORTHEAST (*Monroe area*)
  - CENLA (*Alexandria area*)
  - SOUTHWEST (*Lake Charles area*)
  - ACADIANA (*Lafayette area*)
  - SOUTHLAND (*Houma/Thibodaux area*)
  - CAPITOL (*Baton Rouge area*)
  - NEW ORLEANS
  - NORTHLAKE (*Hammond/Northlake area*)
- B) Annually, on the first business day of January, each active subordinate shall renew its charter and submit the following to the LSRT:
- a. Subordinate Bylaws in agreement with LSRT Bylaws
  - b. Verification that subordinate officers are LSRT officers
  - c. Meeting information
  - d. Names and contact information of Officers
- C) Any subordinate not in compliance shall be placed on probationary status
- D) A subordinate agreement may be terminated by the Executive Board or by request of the subordinate's governing board.
- E) The LSRT shall not be responsible for any debts, actions, and/or statements made by, or on behalf of any subordinate.

### **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 EMERGENCY BYLAWS**

This Article XIII shall become operative upon a plurality vote of the LSRT Executive Board as a result of the existence of an emergency condition. An “emergency condition” is defined as an act of God, war, government regulation, or advisory (including travel advisory warnings), travel restrictions by employers due to laws, civil disruption, or disturbance, terrorism, or threats of terrorism as substantiated by governmental warnings or advisory notices, environmental or other disaster, determinations of an outbreak of disease by either the World Health Organization or the Centers for Disease Control and Prevention (or other recognized entities), epidemics, pandemics, public health risks, quarantine, or other life-threatening communicable diseases, or threat thereof, or any other comparable conditions, or the imposition of financial hardship on LSRT which materially impairs, or makes it inadvisable, illegal, impracticable or impossible, in part or in full, LSRT’s ability to fulfill its obligation hereunder.

### **Section 1. Meetings**

Regular meetings of and any related meeting may be suspended, changed, or canceled or the proceedings modified by the LSRT Executive Board during an emergency condition. Meetings that are not suspended or canceled during an emergency condition, may at the discretion of the Executive Board, be held with a statement of business to be transacted. No business other than that specified shall be transacted.

### **Section 2. Motions**

At the discretion of the LSRT Executive Board, motions that were to be considered at a meeting being impacted by these emergency bylaws may be held for consideration until the next meeting occurring after the emergency condition has ended.

### **Section 3. Quorum**

If a meeting is not suspended or canceled, a quorum shall consist of at least 25% of the voting members, registered at the meeting.

### **Section 4. Elections & Appointed or Elected Individual**

Notwithstanding any other Bylaw provision regarding the length of a term, when a term is to begin or end, the LSRT Executive Board may, by plurality vote, exercise discretion and delay the beginning of a term or extend an existing term for the purposes of functioning in the best interests of the LSRT during any emergency event and for a reasonable time period thereafter.

### **Section 5. Officers**

All officers in office immediately prior to the commencement of the emergency condition shall remain in their respective offices until their successors are able to be installed.

### **Section 6. Authority**

The primary duty of the LSRT Executive Board during an emergency condition shall be the continued function of the LSRT. The LSRT Executive Board may adopt such other emergency Bylaws as may be necessary in the sole discretion of the LSRT Executive Board to accomplish the foregoing.

### **Section 7. Bylaws Applicability and Duration**

To the extent not inconsistent with any emergency Bylaw, all other LSRT Bylaw provisions shall remain in effect during the emergency condition. Upon the end of the emergency condition, as determined by the LSRT Executive Board applying a reasonable person standard considering factors including, but not limited to, government warnings or restrictions, member opinion, and travel restrictions, the emergency Bylaws shall cease to be operative.

Notwithstanding the foregoing, emergency bylaws shall not supersede the provisions of the Louisiana Corporation act, with respect to amending the articles of incorporation or the regular bylaws of the corporation, adopting a plan of merger or consolidation with another corporation or corporation, authorizing the sale, lease, exchange, or other disposition of all or substantially all of the property and assets of the corporation other than in the usual and regular course of business, or authorizing the dissolution of the corporation; and the regular bylaws of the corporation and the articles of incorporation shall continue in full force and effect for such purposes.

## **ARTICLE XIV INDEMNIFICATION**

Every elected officer, executive board member, board appointee, committee/council/ task force Chair, 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

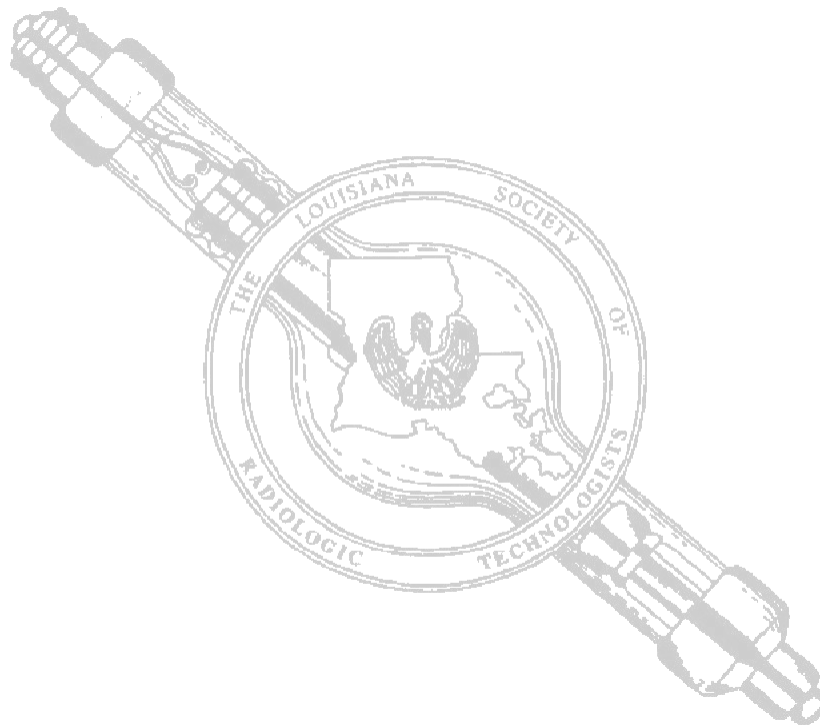


elected officer, executive board member, board appointee, committee/council/ task force Chair, employee(s) or delegates of the LSRT if the above-named individuals acted in good faith and within the scope of the above-named individual's authority and in a manner reasonably believed to be not opposed to 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 Chair, employee(s) or delegates may be entitled.

## **ARTICLE XV 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.

*Amended 2021, 2023*



# Section 2 – Operational Guidelines

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## ORGANIZATIONAL LISTING

### BOARD OF DIRECTORS

- CHAIR - Past President
- MEMBER - President
- MEMBER – President-elect

### EXECUTIVE BOARD

- Board of Directors
- Elected Officers
- 

### ELECTED OFFICERS

- President
- President Elect
- Vice President
- Recording Secretary

### EXECUTIVE BOARD APPOINTMENTS

- Executive Secretary - Finance
- Executive Secretary – Membership
- Meeting Planner
- Director of Publications

### PRESIDENTIAL APPOINTMENTS

- Annual Meeting Chair (selected in conjunction with Meeting Planner)
- Historian
- Legislative Affairs Committee Chair
- Midwinter Seminar Chair (selected in conjunction with Meeting Planner)
- Nominating and Credentials Committee Chair
- Student Affairs Committee Chair

### TASK FORCE(S)

- Will be appointed as needed by the President.

### COUNCILS

- Educators in Radiological Sciences
- Council of Radiation Therapy Technologists
- Council of Nuclear Medicine Technologists
- Council of Managers
- Council of Ultrasonography Technologists
- Council of Mammographers
- Student Council

## MEMBERS OF THE EXECUTIVE BOARD

The BOARD OF DIRECTORS consists of the immediate past President- who serves as Chair of the Board, President Elect and the current President. The EXECUTIVE BOARD votes on monetary disbursement, salaries, and stipends. Any monetary disbursement, change in salaries or stipends requires a majority vote of the EXECUTIVE BOARD for approval and proper consent authorizing the Executive Secretary-Finance to disburse.

The EXECUTIVE BOARD is made up of the elected officers and the BOARD OF DIRECTORS.

The elected officers are as follows:

- A. President
- B. President Elect
- C. Vice President
- D. Recording Secretary

The board of directors is as follows.

- A. Chair of the Board (Immediate Past President)
- B. Current President
- C. President Elect

Together with the BOARD OF DIRECTORS they make up the necessary 2/3 vote required to pass motions and to handle the affairs of the society throughout the year.

## EXECUTIVE BOARD APPOINTMENTS

The following appointments are nominated and voted into position by the EXECUTIVE BOARD at the Midwinter Seminar Executive Board Meeting.

- A. Executive Secretary - Finance
- B. Executive Secretary – Membership
- C. Meeting Planner
- D. Director of Publications

## **ASRT AFFILIATE DELEGATES**

The LSRT Board for state representation chooses delegates to the ASRT National Conference. The two delegates chosen are the President and President-elect so that consistent experience and continuity for state representation may be achieved. The delegates shall be seated in the ASRT House of Delegates for the purpose of representation and voting. Financing of the delegates will be in accordance with established reimbursement guidelines set by ASRT. All delegates and alternates shall meet the established ASRT delegate criteria (if not LSRT Executive Board Members or Executive Board appointees with the most recent ASRT House of Delegate experience/knowledge).

### **ASRT Affiliate Delegates (2)**

1. President
2. President-elect

### **ASRT Alternate Delegates (2)**

1. The alternate delegates shall be LSRT Board Members or Executive Board Appointees with the most recent ASRT House of Delegate experience/knowledge.

## **LSRT AFFILIATE DELEGATE REIMBURSEMENT - ASRT HOUSE OF DELEGATES**

To receive consideration for reimbursement of expenses to attend the ASRT House of Delegates as the Affiliate Delegate for the LSRT the delegates must follow the established guidelines set by the ASRT. If there are expenses in excess of the ASRT reimbursement amount, the delegate must bring documentation of the expense and an explanation to the Board for consideration. The Board will consider additional expenses on a case-by-case basis. If the ASRT guidelines are not followed by the delegate, the delegate will not be able to receive any reimbursement from the LSRT.

# OFFICER, BOARD, APPOINTEE, PRESIDENTIAL APPOINTEE BENEFIT/REIMBURSEMENT GUIDELINES

## EXECUTIVE SECRETARY – MEMBERSHIP

- Contracted: \$0.75/Active R.T. membership based on May membership report when membership exceeds 1000 members (minimum \$100/month)
- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Midwinter Seminar (1 night) and Annual Meeting (3 nights). Reimbursement amounts are based on the published meeting rate.
- Reimbursed round trip mileage for all Executive Board meetings attended @ \$0.65/mile (this is in lieu of all other mileage driven conducting LSRT business)
- Reimburse parking expenses when applicable.

## EXECUTIVE SECRETARY –FINANCE

- Contracted: \$0.50/Active R.T. membership based on May membership report when membership exceeds 1000 members (minimum \$75/month)
- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Annual Meeting (2 nights). Reimbursement amounts are based on the published meeting rate.
- Reimbursed round trip mileage for all Executive Board meetings attended @ \$0.65/mile (this is in lieu of all other mileage driven conducting LSRT business)
- Reimburse parking expenses when applicable

## DIRECTOR OF PUBLICATIONS

- Contracted: \$0.75/Active R.T. membership on May membership report when membership exceeds 1000 members (minimum \$100/month)
- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Annual Meeting (2 nights). Reimbursement amounts are based on the published meeting rate.
- Reimbursed round trip mileage for all Executive Board meetings attended @ \$0.65/mile (this is in lieu of all other mileage driven conducting LSRT business)
- Reimburse parking expenses when applicable.

## MEETING PLANNER

- Contracted: \$0.25/Active R.T. membership based on May membership report when membership exceeds 1000 members (minimum \$75/month)
- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Midwinter Seminar (1 night) and Annual Meeting (3 nights). Reimbursement amounts are based on the published meeting rate.
- Reimbursed round trip mileage for all Executive Board meetings attended @ \$0.65/mile. One-way mileage driven to conduct LSRT business.
- Reimburse parking expenses when applicable.

## BOARD MEMBERS/OFFICERS

- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Annual Meeting (2 nights). Reimbursement amounts are based on the published meeting rate.
- Executive board members are encouraged to share hotel rooms (nonsmoking) when of the same gender.
- President will receive a private room at all educational meetings.
- Reimbursed one-way mileage, for actual miles driven for all Executive Board meetings @ 0.65/mile.
- Reimburse parking expenses when applicable.

## HISTORIAN

- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Annual Meeting (2 night). Reimbursement amounts are based on the published meeting rate.
- Encouraged to share hotel rooms (nonsmoking) when of the same gender as student affairs Chair, Mammography Council Officer, or Educator Council Officer who is staying alone in a room reimbursed by LSRT.
- Reimbursed one-way mileage, for actual miles driven for all Executive Board meetings @ 0.65/mile.

- Reimburse parking expenses when applicable. mid

### **STUDENT AFFAIRS CHAIR**

- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Annual Meeting (2 nights). Reimbursement amounts are based on the published meeting rate.
- Encouraged to share hotel rooms (nonsmoking) when of the same gender as Mammography Council Chair, or Louisiana Educators in Radiologic Sciences Officer who is staying alone in a room reimbursed by LSRT.
- Reimbursed one-way mileage, for actual miles driven for all Executive Board meetings @ 0.65/mile.
- Reimburse parking expenses when applicable.

### **LOCAL COMMITTEE**

- 3 Registrations at the meetings hosted.
- 1 Room for 1 night at Midwinter Seminar
- 1 Room for 2 nights at Annual Meeting

### **LOUISIANA EDUCATORS IN RADIOLOGIC SCIENCES**

- Registration at Annual and Midwinter Seminar meetings
- Hotel lodging for Annual Meeting (2 nights). Reimbursement amounts are based on the published meeting rate.
- Encouraged to share hotel rooms (nonsmoking) when of the same gender as Student Affairs Chair, or Mammography Council Chair who is staying alone in a room reimbursed by LSRT.
- Reimbursed one-way mileage, for actual miles driven for all Executive Board meetings @ 0.65/mile
- To receive reimbursement of expenses, the following guidelines must be followed:
  - National Certification review program planned and coordinated for Midwinter Seminar Meeting.
  - Student program planned and coordinated for Annual Meeting
  - Educators program and coordinated for Annual Meeting
  - CE approval completed by deadlines for educator and student educational sessions.
- Reimburse parking expenses when applicable

*\*\* Board approval required for additional lodging costs (additional nights, parking, etc.)*

*Revised 2013, 2014, 2017, 2020, 2023*

## MEETINGS OF THE EXECUTIVE BOARD

The Louisiana Society of Radiologic Technologists holds two educational meetings yearly for the membership at large and five Executive Board meetings for planning and implementing the business of the society.

### FISCAL YEAR

Each fiscal year begins July 1 and ends June 30.

### MEMBERSHIP EDUCATIONAL MEETINGS

1. Annual Meeting – July/August
2. Midwinter Seminar – 1<sup>st</sup> quarter of the year

### DRESS CODE FOR EDUCATIONAL MEETINGS

The Executive Board, Executive Board Appointees, and Presidential Appointees are all considered representatives of the LSRT. Since the LSRT is a professional organization, professional attire is expected to be worn by all LSRT representatives at all LSRT educational Meetings.

### EXECUTIVE BOARD MEETINGS

1. In conjunction with the Annual Meeting
  - a. Pre-Annual Meeting
  - b. Post Annual Meeting
2. Fall Board Meeting - October
3. Winter Board Meeting (1<sup>st</sup> quarter of the year)
4. Spring Board Meeting - MAY

### SPECIAL EXECUTIVE BOARD MEETINGS

The President with the 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.

#### E-Mail/Discussion Board

E-mail voting shall be used to expedite the business of LSRT between Board Meetings. It should only be used in situations where waiting to discuss an issue and vote on the issue are not in the best interest of the parties involved. If an issue can wait for discussion and possible voting until the next scheduled board meeting it should be placed on that agenda.

Email Discussion and E-mail Voting may occur as determined by the President. All e-mail discussions on the issue to be debated must be presented to all members (Board of Directors, Elected Officers, Executive Board Appointments, Presidential Appointments, and Council Chairs) who would attend a Board Meeting. This will provide input just as if the issue were discussed at a board meeting allowing input for all usual attendees. The President will immediately forward all discussions involving all members stated above and allow for discussion for up to one week and then call for a motion and a second followed by a vote when applicable. The motion, seconded and voting can only come from the Board of Directors, and Elected Officers. Following a vote, the results would be forwarded or posted by the President to the Board of Directors, Elected Officers, Executive Board Appointees, Presidential Appointees and Council Chairs.

Any voting on issues must be documented on the email vote Checklist and documented. Once an issue is voted on via email, the President must email a copy of the documentation to the Recording Secretary for the files at the next Board Meeting. Any email voting that takes place between Board Meetings should be forwarded to the Recording Secretary to be listed in the minutes of the next Board Meeting.



**LSRT EMAIL VOTE DOCUMENTATION**

Motion: \_\_\_\_\_  
\_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

<b>Voting Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstained</b>	<b>No Vote</b>	<b>Date</b>
Chair of the Board					
President Elect					
Vice President					
Recording Secretary					
President <i>(only if votes are tied)</i>					

\_\_\_\_\_  
*LSRT President*

\_\_\_\_\_  
*Date*

## EXECUTIVE SESSIONS OF THE BOARD

The LSRT Executive Board may enter into closed Executive Session when the following items for discussion arise. Minutes will be taken of only the final outcome of each discussion. The exemption of this is when disciplinary actions are taken and these minutes will remain confidential. Other than the minutes, all information and discussion will be strictly confidential.

Chair of the Board shall preside at all Executive Sessions of the Board.

1. Selection and evaluation of the duties of the Executive Secretary – Membership, Executive Secretary – Finance, Meeting Planner, and Director of Publications.
2. Evaluation and selection of individuals applying for Emergency Tech Fund\* by submitting the Emergency Tech Relief Form.
3. Disciplinary action against an LSRT Member.
4. Any discussion or decision, which is directed toward a specific individual, instead of the general membership as a whole.

At the discretion of the Chair of the Board, additional individuals may be asked to be present as deemed necessary.

Chair of the Board shall make all money disbursement decisions available to the Executive Secretary - Finance.

## FINANCIAL GUIDELINES

All revenue and assets generated through membership dues, donations and meetings, belong solely to the LSRT. They are governed and managed by the Executive Board in the best interest of the Society and membership.

All disbursements require a 2/3 vote of the Executive Board prior to payment. Approval of projects, meetings, seminars, etc. requiring funding must receive prior approval of the Executive Board. All requests on behalf of the Annual Meeting are handled through the Meeting Planner. All registration fees established for meetings must have Executive Board approval. All profits and losses revert directly to the LSRT from meetings/seminars with proper profit and loss statement and receipts of all expenditures. The Meeting Planner will provide the Executive Secretary-Finance with a quarterly report of finances maintained by the Meeting Planner.

Committee expenses should be requested at the time of presentation to the Executive Board. All projects require prior approval and the 2/3 votes for expenditures. Proper receipts and bills shall be presented to the Executive Board for approval and presented to the Executive Secretary-Finance for payment. The Executive Board shall approve annually the operational expenses for the organization. The annual operational expenses shall be based on the operational expenses of the previous year and presented by the Executive Secretary-Finance at the pre-annual board meeting. The Executive Secretary-Finance shall be permitted to release funds included in the approved operational expenses upon receiving an invoice or paid receipts.

Individual expenses incurred by officers, board members, committee members, etc., such as postage, mileage, printing, or society business, with prior Executive Board approval, will be paid by the Executive Secretary-Finance with submission of a formal receipt.

Society funds are handled and maintained by the Executive Secretary-Finance who maintains an active checking and savings account. At each Executive Board meeting a financial statement is presented by the Executive Secretary-Finance. The transfer of monies from one account to another should have approval of the Executive Board. Financial audit is made yearly and income tax accounting is submitted yearly. The LSRT is considered a non-profit organization due to it being an affiliate of the American Society of Radiologic Technologists who holds a non-profit status.

The tax status under IRS guidelines is Group Exemption under the ASRT's Group Tax Exemption Letter and is classified as a 501(c) (6) organization, which is ASRT's exempt status.

The tax-payer identification number **72-6028321**. This number is for official use only. This number is not to be used by subordinate societies.

**EXPENSE REPORT (will have google form or excel form for distribution)**

Expenses incidental to... *(list committee, project, etc.)*

---

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Please check the appropriate box.

Receipt for file only. Funds previously advanced.

Receipt is for reimbursement.

Make check payable to: \_\_\_\_\_

**Expenses *(please itemize)***

_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
Total Mileage: _____	Total Mileage @ \$0.65/mile	\$
Total Expenses: _____		\$

Amount Approved by the Board \$ \_\_\_\_\_

Amount Advanced \$ \_\_\_\_\_

Amount to be Reimbursed \$ \_\_\_\_\_

Amount To Be Refunded To LSRT \$ \_\_\_\_\_

---

*Signature of Individual submitting Expense Report*

## INVENTORY CONTROL LIST

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Purpose of Equipment: \_\_\_\_\_

Equipment

*Model #*

*Serial #*

Equipment

*Model #*

*Serial #*

Equipment

*Model #*

*Serial #*

Equipment

*Model #*

*Serial #*

Equipment

*Model #*

*Serial #*

Equipment

*Model #*

*Serial #*

Equipment

*Model #*

*Serial #*

I, \_\_\_\_\_, acknowledge that the above listed equipment is the property of the LSRT. I understand that I am authorized to use this equipment in the above listed position. I understand that this equipment is intended to be used for this purpose. When I am no longer in this position, I understand that this equipment is to be returned to the LSRT.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## INSTALLATION OF OFFICERS

The American Society of Radiologic Technologists is a professional society; therefore, the installation ceremonies for the officers of the affiliates should be in keeping with the simple dignity accorded societies of this nature. They should be brief and exhibit the sincere and genuine warmth of appreciation and pride. (*The installation of the LSRT Officers is traditionally performed by one of the following: a national representative present at LSRT Annual Meeting, a LSRT member whose has been elevated to the status of fellow by the ASRT, or an individual who has served as President more than once for the LSRT.*)

The installing officer should outline the basic procedures to the participants prior to the actual ceremony. This allows each to know what is expected, when it is expected, and how to react. The President or Master of Ceremonies introduces the installing officer.

The installing officer may thank the outgoing officers and make a few general remarks to the assembly. The installation procedure may vary for each office. However, in some way it should call attention to the responsibilities of that office.

Officers may be installed individually or collectively. Ask if they will accept the office and duties. Upon affirmative reply, declare them duly installed and extend congratulations.

The installing officer should present the gavel to the newly installed President at the conclusion of the ceremony. The gavel is always passed to the President with the hand crossing the body.

### THE FOLLOWING MAY BE CONSIDERED FOR BASIC INSTALLATION OF OFFICERS.

1. **SAY TO THOSE INSTALLED:**

"Will the following please come forward and stand to my right: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_"

2. **SAY A FEW WORDS ABOUT EACH OFFICE, ITS DUTIES AND THE INDIVIDUAL WHO WILL HOLD THAT OFFICE. THEN....**"Raise your right hand and repeat after me using your own name. I do solemnly swear to uphold and perform the duties and responsibilities of the office to which I was elected to the best of my abilities."

3. **THEN.....**"I declare you duly installed officers of the \_\_\_\_\_ Society of Radiologic Technologists." "Congratulations and best wishes to you for a most successful and profitable year."

4. **THE GAVEL IS PASSED TO THE PRESIDENT WHO ASSUMES THE CHAIR AND ADDRESSES THE ASSEMBLY.**

### SAMPLE INSTALLATION OF OFFICERS

Before I install the newly elected officers I want to express, first, to you President \_\_\_\_\_ and to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on retiring, the great appreciation of your membership for the services you have given. You have all helped to direct the destinies of your organization for the past year (or two). Our best wishes go with you as you retire or go on to higher office.

To be elected an officer in your Society is indeed an honor, but more than that it is a privilege, a duty, and a great responsibility. Much of the progress and success of an organization is determined by the interest, activity and unselfish devotion of its leaders. It should be the purpose of your organization to see that each of you, individually and collectively, is a part of the answer to your Society's problems and not a part of the problem itself.

Will the newly elected officers please rise.

\_\_\_\_\_, you have been elected to the office of Recording Secretary. You will keep a correct and permanent record and make available to your membership a copy of all transactions of your society.

\_\_\_\_\_, as Vice President, you will acquaint yourself with the duties of the President and be prepared to preside in the absence of the President.

\_\_\_\_\_, as President-elect, you will prepare yourself to be inducted and to assume the office of the President at the next annual meeting.

\_\_\_\_\_, the highest honor that this society can bestow upon any one of its members has been given to you.

You have been elected to assume the office of President. In your hand lies the destiny of the (name of Society) for the next year. You will contribute something entirely different from what any preceding president has given in the outstanding tapestry which is being woven. It will be a fine one and contribute much to the pattern which was started \_\_\_\_\_ years, ago when the \_\_\_\_\_ was organized. Faith is the foundation of all life. These, your members, have signified their faith in you by electing you to these high offices of leadership.

Now, members of \_\_\_\_\_, these are the officers you have elected to help administer your organization. A great deal of the effectiveness of their work depends upon your cooperation and the manner in which you work with them. Will you signify your support by rising? Thank you. *(To the President)* It is a pleasure now to present to you, \_\_\_\_\_, this gavel, the symbol of your authority. We have confidence that you will use it with justice, judgment and dignity. By the authority invested in me by your Chair \_\_\_\_\_, I declare you duly installed as the officers of the \_\_\_\_\_ for the fiscal period \_\_\_\_\_ or until next annual meeting.

## APPOINTMENTS TO THE LSRTBE

This establishes a procedure to select a list of nominees from the Louisiana Society of Radiologic Technologists to be submitted to the governor of Louisiana as requested or to fill vacancies on the Louisiana State Radiologic Technology Board of Examiners. Then nomination guideline shall be within the constraints of the current license law.

It is the responsibility of the Chair of the Board to handle the process.

### RECOMMENDATIONS OF NOMINEE SELECTION

- Nominee must be a Registered Radiologic Technologist.
- Nominee must have resided in the state of Louisiana for the last five years and if appointed should agree to reside within the state throughout the duration of the appointment.
- Nominee must have practiced the science of Radiologic Technology in the healing arts of man for a period of not less than five years or within the last ten-year period.
- Nominee must hold a current license to practice Radiologic Technology in the state of Louisiana and if appointed retain a current license.
- Nominee must be a member in good standing of the Louisiana Society of Radiologic Technologists for the last five years and if nominated retain membership.
- Nominee must be a member in good standing of the American Society of Radiologic Technologists, or join at the time of nomination.
- Nominee must submit a candidate fact sheet, a resume or curriculum vitae, an employment history of the last ten years, an educational history, and a position statement describing his/her desire to serve on the LSRTBE. These documents are to be submitted to the LSRT Chair of the Board in accordance with the time limits allowed by the Chair of the Board.
- The nominee must agree to abide by the selection policy developed and described by the LSRT Executive Board and by Louisiana law governing this process.

### RECOMMENDATIONS FOR NOMINEE SUBMISSION TO THE GOVERNOR

- Nominations are received by the Chair of the Board from any member of the LSRT. The primary responsibility for nominations lies with the Executive Board.
- The president should submit candidate fact sheets, instructions to apply for the position, and details on deadlines for submission of materials to potential candidates.
- The Chair of the Board then presents candidate applications to the LSRT Executive Board. This can be done by mail or in person, if possible.
- Only LSRT Executive Board members vote. The voting shall be done by secret ballot submitted to the Chair of the Board. Voting information shall be confidential. The sealing process of the votes
  1. Votes are placed in a manila envelope by the LSRT Chair of the Board
  2. Manila envelope is sealed with a two inch, tamper resistant tape.
  3. Manila envelope is placed within a plastic confidential folder and sealed with two inch, tamper resistant tape.
  4. The LSRT Chair of the Board is responsible for obtaining the supplies to seal votes.
- The Chair of the Board tallies votes and informs the board of the top two candidates.
- The Chair of the Board submits the top candidate(s) to the governor. If more than one candidate is requested by the Governor, the candidates with the most votes are submitted to the Governor. Therefore, two candidates per position will be submitted to the Governor according to the highest-ranking preference voting order.

The appointed LSRT Executive Secretary Membership is responsible for maintaining the records of this voting and selection process. These records shall be sealed to insure confidentiality and allow for procurement of records should legal issues arise in the future. These sealed records shall be opened in the presence of an attorney and a witness as specified by the LSRT President and the attending attorney.



# Section 3 – Responsibilities of the Executive Board

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## PRESIDENT

This is the highest office held in our Society; it is one that should hold dignity, respect and trust of the membership and fellow officers. Not only is the Society leadership entrusted to the individual, but also our professional endeavors and image reside within. It is the duty of this individual to be well versed in society affairs, provide the leadership, planning and goals that are so necessary to keep us abreast of our profession. We have prepared basic guidelines to outline the duties of the President of the LSRT to help you in your plans and implementation within the necessary time frame.

## PRESIDENT

*(Officially titled - Mr. President or Madam President)*

The office of President carries with it a solemn responsibility to uphold the bylaws and policies of the Society and the parent organization, with whom we are affiliated. The President must, in good conscience, carry out the wishes of the membership and install confidence and respect for the democratic processes of the society. The President shall conduct themselves in such a manner that will enhance the image of the profession and the society in the eyes of the membership, as well as our colleagues in the medical field. The President must rise above petty prejudices and personalities. Putting aside their own views, the President must afford every member equal rights to pursue any issue and to present these views to the membership.

## ANNUAL MEETING AND FIRST EXECUTIVE BOARD MEETING

- President's Reception
  - Installed as President, accepts the gavel.
  - Presents acceptance speech (copy is forwarded to the Director of Publications).
  - Inform elected officers of time & place for Post Annual Meeting of the Executive Board.
  - Inform Executive Board Appointees and Presidential appointees of the time and place for Post Annual Meeting of Executive Board.
- Post Annual Meeting of the Executive Board
  - Officially calls the meeting to order, announce meeting procedure.
  - Introduction of members attending.
  - Distributes agenda.
  - Obtains addresses and phone numbers of all members for the directory.
  - Introduction of Chairs.
  - Reports of Executive Board Appointments
    - Executive Secretary - Membership
    - Executive Secretary - Finance
    - Meeting Planner
    - Director of Publications
- Advances of funding not previously covered.
- Selection of date for Fall Board Meeting.
- Adjournment

It shall be the responsibility of the President to instruct the committee/task force Chair and personnel in the duties connected with their positions. Guidelines and Instructions are provided at the Post Annual Meeting of Executive Board including the projects and goals for the coming year, deadlines, time schedules, and dates of committee written reports.

## General Duties

The President shall:

- Answer all correspondence promptly,
- Send Thank You Letters to national organization representatives, who attended the Annual Meeting,
- Send congratulation letters to all award winners,
- Send thank you letters to Annual Meeting Planner and Local Chair,
- Send thank you letters to Exhibitors, Sponsors, and Contributors,
- Maintain accurate files of all correspondence and society transactions, these files shall be forwarded to their successor at the end of the tenure of office,
- Write a message for each issue of the Focal Spot Monitor and may submit a photograph,
- Attend district or local meetings within the state. (If unable to attend or the distance is prohibitive, a presidential appointment of another officer or representative may be made and confirmed with the local subordinate,

- Maintain a current status throughout the year of the committees and their goals, and verify all committees/task forces submit reports for Board Meetings,
- Set up the Executive Board Meeting and have Recording Secretary provided proper notification to the Executive Board and Committee/Task Forces. It is the responsibility of the President to cancel the meeting if 2/3 of the Executive Board will not be in attendance.
- Prepare the agenda (following the guidelines below for each board meeting) for all Executive Board Meetings. Inform all Elected Officers, Board of Directors, Executive Board Appointees, Committee/Task Force Chairs, and Council Chairs to submit reports 30 days prior to all Board Meetings,
- Follow the routine agenda for all Board Meetings:
  - Call meeting to order
    - Announce meeting procedures
    - Announce any email voting that has taken place since last meeting
  - Minutes
  - Reports of Executive Board Appointments
    - Executive Secretary - Membership
    - Executive Secretary – Finance
    - Meeting Planner
    - Director of Publications
  - Reports of Elected Officers/ Board of Directors
    - Chair of the Board
    - President- Elect
    - Vice President
    - Recording Secretary
  - Reports of Committees/Task Forces/Councils
    - Historian
    - Legislative Affairs Committee
    - Student Affairs Committee
    - Task Forces (include active Task Forces)
    - Councils (include only active councils)
  - Unfinished Business
  - New Business
  - Announcements
  - Adjournment
- Keep an accurate record of any approved expenditures and submit voucher to Executive Secretary - Finance at Executive Board Meetings for approval and reimbursement,
- Write email or complete proper form for National Organizations for Trustee representation (i.e. ARRT and ASRT and others as necessary) (Should be done in October),
- Write letter or email to Scholarship recipient(s), congratulating them and asking if they will be attending the Award Luncheon to receive their award or should it be mailed to them, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

## AGENDA PREPARATION GUIDELINES

### FALL EXECUTIVE BOARD MEETING

- Routine Agenda
- Selection of ASRT Affiliate Delegates
- Selection of ASRT Alternate Affiliate Delegates
- Following meeting submits names of two delegates and two alternates to ASRT (by the last business day of January)

### WINTER EXECUTIVE BOARD MEETING

- Routine Agenda
- Include Nominating and Credentials on Committee listing of routine agenda
- Executive Session for Executive Board Appointments

### SPRING EXECUTIVE BOARD MEETING

- Routine Agenda
- Executive Sessions
- Outstanding Technologist of the Year Award (Board of Directors only)
- Outstanding Student of the Year Award (Board of Directors only)
- Memorial Awards
- Joe Schwartz Memorial Scholarship (Scholarship Committee)
- Appointment of Executive Board Appointees

### ANNUAL MEETING EXECUTIVE BOARD MEETING

- Routine Agenda
- Annual operational expenses approval (*presented by Executive Secretary-Finance*)

### ANNUAL MEETING PREPARATIONS (OUTGOING)

The President Shall:

- Get all records ready to turn over to the incoming President,
- Confirm National Organizations for Trustee representation when applicable (see general duties),
- Choose a parliamentarian for business session at Annual Meeting,
- Prepare for opening session in conjunction with the meeting planner,
  - Opens session and make remarks
  - Introduce dignitaries
  - Make any announcements necessary
- Prepare for business session: sample agenda follows
  - President appoints SEARGEANT-AT-ARMS, calls for a quorum, and gives instructions for seating arrangement.
  - Recognizes the parliamentarian
  - Introduces officers and dignitaries
  - Minutes (usually announce they were published in Focal Spot Monitor will dispense with reading)
  - Introduces regular business.
    - Financial report
    - Bylaws Report (if applicable)
    - National Organization Representative Reports (when applicable)
    - Nominations & Credentialing Report (opening nominations from the floor for each office and voting)
    - Other reports of Officers, Executive Board Appointments, Chairs (Dispense with reading, state they are on file with minutes of pre-Annual Meeting minutes)
    - Members Concerns
    - Election Results
    - Adjournment
- Prepares for Awards Luncheon and President's Reception
  - President confirms awards by signing certificates (usually done prior to arrival to annual meeting for most awards).
  - President confers who will perform the installation of officers, ASRT or ARRT representative if present, or ASRT Fellow.
  - President confers with Meeting Planner on the agenda for Reception. Sample Agenda:
    - Welcoming remarks (*President*)
    - Invocation (*President Selection*)

- Introductions and (presentation of certificates when appropriate) (*President*)
  - Current Elected Officers (*Present Certificates*)
    - Plaque to Chair of the Board
  - Current incoming elected officers (*ask to rise, called out by name and office*)
  - Current Executive Board Appointees (*ask to rise, called out by name and Position*)
  - Current Committee/Take Force Chairs (*ask to rise, called out by name and Committee name*)
  - Charter Members recognition (*read names of charter member who started the organization in 1957*) (*\*Deceased*)
    - Nick Gagliano\*
    - Laura Harwell\*
    - Eunice Scroggs\*
    - Francis Hedgepath\*
    - Eugene Brown\*
  - Life Members (*\*Deceased*) All Life members from above (those present are asked to rise)
    - Joe Schwartz\*
    - Alice Dauzat
    - Bonnie Saucier\*
    - Liz Frizzell\*
    - Barbie Landry
    - Carol Krebs\*
    - Susan Hammonds
    - Debbie Lea
    - Jolene Carson
    - Joann Croll
    - Harold Gaspard
    - Greg Bradley
    - Charlene Sirman
    - Susie Beasley
    - Laura Aaron
    - Brett Bennett
  - All past Presidents present (*ask to rise, do not call by name*)
  - All past Technologists of the Year (*ask to rise, do not call by name*)
  - All past Students of the Year (*ask to rise, do not call by name*)
  - Special guests (*ask to rise, name and position/organization stated*)
    - Representatives from national organizations, etc.
- Thank you to... (*President*)
  - Commercial
  - Local committee
  - Meeting Chairs (presentation of gifts) (*Meeting Planner*)
- Presentation of Awards
  - Continuous Membership Awards (*Executive Secretary – Membership*)
  - Memorial (i.e. Lee Pitre memorial Award (determined by memorial group))
  - Scientific Exhibits (*President-elect*)
    - Student
    - Technologist
  - Scientific Essay (*Vice President*)
    - Student
    - Technologist
  - Quiz Bowl (*Student Affairs Chair*)
    - Second place
    - First Place
  - Joe Schwartz Memorial Scholarship (Presidential Selection)
  - Student of the Year (Presidential Selection)
  - Technologist of the Year (Presidential Selection)

- Installation of Officers
  - Presentation of Award to Current President (*Immediate Past President*)
  - Installation
  - Presidential Address
  - Adjournment

## PRESIDENT-ELECT

The President-elect assumes the office of President following the next Annual Meeting. They shall use this year as a period of self-education in all matters relating to the Society.

The President-elect shall:

- Serve as assigned by the President as a major committee Chair or as a seminar Chair,
- Become familiar with the Bylaws of both the national and state societies,
- Become familiar with parliamentary procedures and ROBERTS RULES OF ORDER,
- Become familiar with agenda formation and presiding at meetings,
- Keep an accurate account of all expenditures and submit a voucher to the Executive Secretary-Finance at each Executive Board Meeting,
- Shall serve as ASRT Affiliate Delegate in the ASRT House of Delegates,
- Review duties of President in Guidelines Manual,
- Handle Scientific Exhibits Competition,
  - Review rules and recommend changes if necessary,
  - Send out an email to all accredited programs in the state inviting students to participate in the Exhibit competition,
  - Prepare an article for the Focal Spot Monitor inviting Technologists and Students to participate in the Scientific Exhibit Competition,
  - Coordinate with the Meeting Planner in providing display area for Exhibits at Annual Meeting,
  - Communicate the Director of Publications, making sure of the publication of rules, deadlines and application are included in the April and June issues,
  - Verify with the Executive Secretary – Membership if all applicants are eligible with regards to membership requirements,
  - Select judges (3) for Exhibits at Annual Meeting,
  - Assure the exhibits are judged and tallies judges' results,
  - Print of certificates of participation,
  - Forward award-winning certificates to President prior to the Awards Luncheon,
  - Complete the Certificates of Participation for non-award certificates to participants,
  - Submit names of winning scientific exhibits to the Executive Secretary - Finance at the conclusion of judging at the Annual Meeting,
  - Prepare an article for the Director of Publications announcing the winners of the Scientific Exhibits, including their name, placement, and for students the program they are attending, and
- Attend all LSRT Executive Board meetings and Business Sessions, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

## PRE-ANNUAL MEETING DUTIES

- Prepare summary of goals and activities for incoming year,
- Prepare a list of suggested committee/task force appointments for the up-coming year,
  - Select Chairs and members (write an unofficial letter to all committee/task force personnel to obtain an indication of their willingness to serve) (official appointments may not be made prior to being installed as President):
    - Members may be selected by the Chairs at the discretion of the President,
    - President shall be an ex-officio member of all committees except the Nominating & Credentials Committee,
    - The selection for Chair of the Nominating & Credentials Committee must be approved by the executive board (ASRT requirement in LSRT Bylaws)
  - Inform selected Chair of the time and place for the Post Annual Meeting of Executive Board
- Prepare committee goals and guidelines,
  - If the Chair is not an Executive Board member, the section on responsibilities of Presidential appointments from the Procedural Rules and Guidelines Book should be sent to the Chair,
- Communicate with Meeting Planner to secure Midwinter Seminar site and Host,
- Prepare agenda for first Executive Board Meeting,
- Communicate with meeting planner to assure room availability for Post Annual Meeting of the Executive Board Meeting.
- Select tentative dates for board meetings,
- Review and study rules and procedures of the LSRT,
- Communicate with outgoing President to be abreast of changes and ongoing business,
- Prepare an acceptance speech and presents speech at Installation of Officers at the Annual Meeting,
- Be installed as President at Installation of Officers at the Annual Meeting, accepts gavel, and
- Forward copy of acceptance speech to the Director of Publications.

## VICE PRESIDENT

The Vice President is second in command to the PRESIDENT, and must be familiar with the workings of the Society.

The Vice President shall:

- Stand ready to replace the President due to absence at any function, meeting or session,
- Become familiar with the duties of the President, the structure of the Society and its functions,
- Become familiar with the Bylaws of the LSRT and the ASRT,
- Become familiar with parliamentary procedures and ROBERTS RULES OF ORDER,
- Keep an accurate account of all approved expenditures and submits a voucher to the EXECUTIVE SECRETARY-FINANCE at each Executive Board Meeting,
- Be prepared to be assigned as a major committee Chair or as a seminar Chair by the President,
- Handle Scientific Essay Competition
  - Review rules, application and guidelines for essays and submits appropriate material to the Director of Publications,
  - Prepare an article for the Director of Publications, inviting Technologists and Students to participate in the Essay Competition,
  - Communicate with each accredited education program in the state inviting students to participate in the essay competition
  - Receive and process submitted essays for the Essay Competition,
  - Select judges for the Essay Competition,
  - Send essays and rules to each judge,
  - Receive and tally judges scoring sheets for Essay Competition,
  - Verify with the Executive Secretary – Membership if all applicants are eligible with regards to membership requirements,
  - Forward award-winning certificates to President prior to the Annual meeting,
  - Submit names of winning scientific essays to the Executive Secretary - Finance prior to the Annual
  - Provide the Certificates of participation for non-award certificates to participants (for student participants give to Program Directors, for technologist participants mail or email),
  - Prepare an article for the Director of Publications announcing the winners of the Scientific Essays, including their name, placement, and for students the program they are attending, and
- Attend all LSRT Executive Board meetings and Business Sessions,
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.



## RECORDING SECRETARY

General Directive: The Recording Secretary will keep an accurate record of Society business.

### The Recording Secretary Shall:

- Transcribe all meeting minutes,
- Maintain the agenda, original minutes and submitted reports, (a copy of the minutes will be available digitally at all meetings)
- Send a copy of the Board Meeting minutes to the Executive Board (elected Officers and Board of Directors) and Executive Board Appointments (within 2 weeks following each meeting),
- Send correspondence as directed by the President,
- Prepare directory of LSRT Elected Officers, Board of Directors, Executive Board Appointments, Committee Chairs, Task Forces Chairs, and Councils Chairs. The directories should be distributed within two weeks immediately following the Post Annual Meeting Executive Board meeting (contact individuals not present to collect data). The directory should include:
  - Their complete addresses, phone numbers, and email.
  - ASRT, LHA, ARRT, LSRTBE, LSRT Lobbyist, CPA: address, contact person (if available), phone number, website and email (if applicable)
- Email copies of the directory to everyone listed in the directory,
- Prepare copy material for meetings as directed by the PRESIDENT,
- Take minutes of all Business Sessions, Executive Board meetings, noting:
  - Those in attendance and those absences,
  - Approval of Prior Minutes,
  - Reports submitted from published agenda,
    - If emailed report is submitted, state the report in the minutes or provide link for report which was submitted and keep on file.
    - If an email report is not submitted, state no report submitted (if verbal report given list highlights of verbal report),
    - After each report entry record action taken or no action necessary,
  - Motions,
    - Record that a motion was made and seconded (do not identify individuals),
    - Record pass or fail of motion,
  - Adjournment time and motions, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

## CHAIR OF THE BOARD

The position of Chair of The Board (immediate past president) is one that comes with gaining years of experience in the LSRT. The individual who has risen to this position has committed to many years of voluntary service to the organization and should have an intimate knowledge of current operations and activities.

The Chair of the Board shall:

- Be assigned as a major committee Chair or as a seminar Chair by the President,
- Maintain a complete and accurate file, which is transferred to your successor,
- Direct any organizational correspondence to the PRESIDENT or any other involved board members,
- Appoint 3 auditors to audit and review all LSRT financial records during the Annual Meeting; the auditors should have previous board experience or be familiar with the workings of the LSRT Board,
- Receive nominations for Life Member, and presents nominee to the Board of Directors for voting,
- Oversee appointment nominations for the LSRTBE when applicable,
- Approve articles submitted by Historian for publication,
- Process nominations for Outstanding Technologist and Student of the year,
  - Review rules and recommend changes if necessary,
  - Write an Article for Focal Spot Monitor calling for nominations for the awards,
  - Communicate with the Director of Publications, making sure of the publication of rules, deadlines and application are included in the January issue,
  - Email a letter to each program director requesting nominations for Outstanding Student of the Year,
  - Submit nominations to a member of the Board of Directors at the May Executive Board meeting.
  - Nominations shall be kept confidential.
  - Communicate with Executive Secretary - Membership on obtaining plaques for presentation of the awards at the Annual Meeting.
  - Assure that plaques are properly engraved and handed over to the Meeting Planner at the Pre-Annual Meeting of the Executive Board.
  - Maintain confidentiality of recipients.
  - Prepare presentations (script) for recipients of the awards for Annual Meeting; submit scripts to the President prior to the Reception and Luncheon,
- Maintain accurate files of all business and correspondence to be transferred to his successor following the completion of his/her tenure of office,
- Keep accurate account of any approved expenditures and submits vouchers to the Executive Secretary Finance at each Executive Board Meeting,
- Maintain a complete and accurate file, which is transferred to their successor,
- Communicate with LSRT Subordinates (When Applicable):
  - Request subordinate Bylaws be submitted to LSRT no later than the first business day of January each year
  - Subordinate Bylaws must be in alignment with the LSRT Bylaws, check for the following minimum articles: (ASRT recommendation)
    - Name
    - Purpose/policy/function/definition
    - Members (who can be members, application process, categories of membership, membership due),
    - Officers (all elected positions, qualifications, eligibility, term, duties, vacancy, censure, reprimand, removal)
    - Executive Board (composition, duties, vacancy, meetings, censure, reprimand, removal)
    - Meetings/Quorum/Voting
    - Election (process, nominations)
    - Committees (who appoints them)
    - Amendments
    - Parliamentary Authority (state what rules are followed, i.e. Roberts Rule of Order)
    - Indemnification (Legal protection of action of officers performing associated subordinate duties)
    - Dissolution (what happens to the assets of the organization if the organization dissolves)
  - Advise subordinates whose Bylaws are not in alignment how to correct them,
  - Inform subordinates who do not comply with submission of Bylaws they will not be able to obtain CE credit approval through LSRT,

- Encourage participation of technologists through local subordinate societies,
- Request an officer listing and contact information of each subordinate. Due annually on the first business day of January.
- Inform subordinate that their officers must be LSRT members (check for verification with Executive Secretary - Membership). Due annually on the first business day of January.
- Request yearly meeting dates of each subordinate. Due annually on the first business day of January.
- Serve as a liaison between ASRT and the subordinate
- Refer to ASRT website for assistance and verification of submission dates for the following subordinate documents:
- Request annual budget information of each subordinate
- Request articles of incorporation of each subordinate
- Request proof from the Secretary of State's office the LSRT is an active LLC in good standing and update as necessary
- Confirm that officers of the subordinate are members of the ASRT
- Verify the filing status of IRS tax returns and EIN with subordinates
- Provide ASRT verification that the affiliate (LSRT) recognizes the subordinate
- Make a directory of local subordinate officers,
- Organize parade of subordinate flags at the Annual Meeting,
- Meet at Midwinter Seminar with the Executive Board to make Executive Board appointments.
- Preside over all closed Executive Sessions in accordance with guidelines for Executive Sessions
- Process nominations for Lee Raymond Pitre Memorial Awards in accordance with the guidelines.
- Process any requests for the Emergency Relief funds in accordance with the guidelines.
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

# Section 4 – Responsibilities of the Executive Board Appointments

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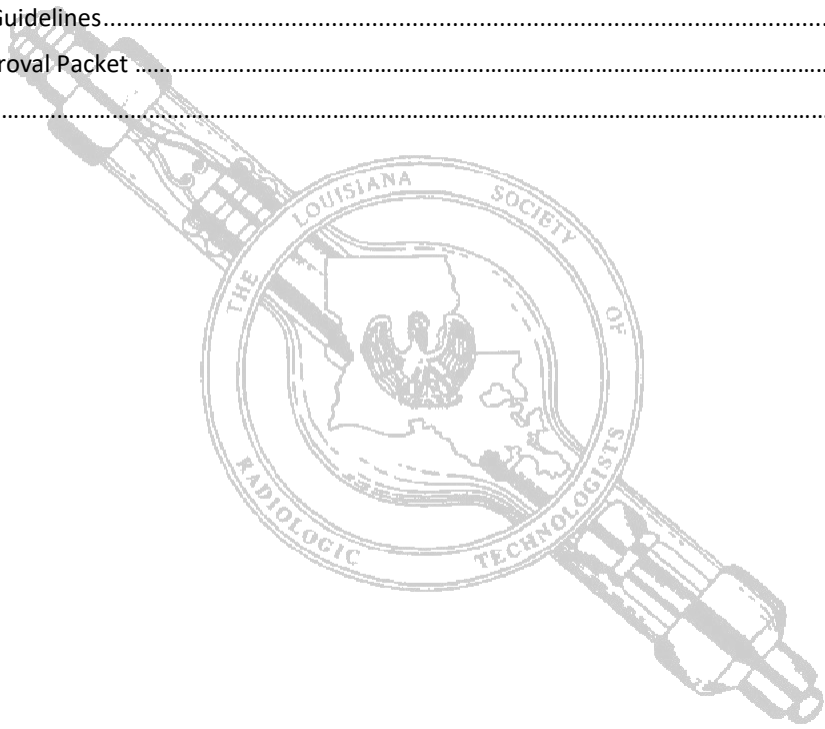
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## EXECUTIVE SECRETARY-FINANCE

The Executive Secretary-Finance shall:

- Receive and deposit all Society funds,
- Maintain all monies and funds of the Society,
- Maintain bank balancing and banking procedures (Transfer of monies from one account to another should have approval),
- Prepares and maintains Profit & Loss Statements for the Society,
- Prepare Income Tax Returns annually,
- Submit reports and proposals concerning LSRT funds and investments,
- Attend all LSRT Executive Board meetings and Business Session(s),
- Pay mileage and approved LSRT expenses,
- Handle notes of Authorization and Signature cards for LSRT Accounts,
- Ensure books are audited annually,
- Maintain inventory of all LSRT equipment,
- Maintain and orders stationery,
- Verify and handles monies for membership,
- Present Financial Report at Board Meetings and Business Sessions,
  - Includes quarterly statement from the Meeting Planner,
- Have records present for audit by committee appointed by the Chair of The Board,
- Prepare monetary awards for presentation at Annual Meeting
  - Scholarship(s)
  - Scientific Exhibit winners
  - Scientific Essay Winners
  - Quiz Bowl Winner,
- Prepares and present a proposal of annual operating expenses for Executive Board approval at the
- Submit copy of annual LSRT budget to the Executive Secretary - Membership no later than the Fall Board Meeting (this is an ASRT requirement)
- Pre- annual board meeting.
  - All proposed annual operating expenses are based on previous years expenses
  - Contracted payments for the Executive Secretary-Membership, Meeting Planner, Executive Secretary-Finance, and Director of Publications are based on Active R.T.'s included on the May membership reports or the established minimum payment, whichever is greater
- Pay upon receiving an invoice or paid receipts or upon direction of the Executive Board any items included on the approved annual operating expenses,
- Pay ASRT House of Delegate Affiliate Delegate expenses in accordance with the established guidelines, and
- Manage expenses and financial records for meetings, disbursing funds as necessary for meeting expenses,
  - Arrange for payment of expenses at the close of all educational meetings (paid as meeting expense via meeting account)
    - Educational meeting rooms (hotel)
    - Presidential Reception and luncheon (food and beverage bill from hotel)
    - Coffee Breaks (hotel)
    - Commercial Exhibit (electricity, tables) (hotel)
    - Continental Breakfast when applicable (hotel)
    - Audio Visual Equipment (AV company or hotel)
    - Speaker sleeping rooms (hotel)
    - Speaker honorariums and per diem (to speakers)
    - The sleeping room for the local committee (1-night Midwinter Seminar, 2 nights annual) (hotel)
- Pay for supplies as needed for the effective operations of the educational meetings,
- Document expenses incurred with planning and hosting of meetings in a profit and loss format for each educational meeting,
- Submit a financial report to the Executive Board on a Quarterly basis of all financial records maintained,
- Prepare and submit financial records for CPA review as per CPA instructions,
- Deposit all fees for commercial exhibitors in the meeting account,
- Maintain accounts for online monetary transactions by members,
- Send out reminders to Board of Directors, Elected Officers, Executive Board Appointments, Presidential Appointments and Council Chairs to submit year-end expense reports by June 15.

## EXECUTIVE SECRETARY – MEMBERSHIP

The Executive Secretary – Membership shall:

- Submit annually the following ASRT requirements by the first day of January
  - LSRT Bylaws
  - Verification that current LSRT officers are ASRT members
  - LSRT Articles of Incorporation
  - Directory information for all current LSRT officers
  - Annual LSRT budget information
  - Annual LSRT meeting information
- Submit to the ASRT ***no later than last business day in January***, the names of LSRT delegates and alternate delegate for the ASRT House of Delegates

### NEW MEMBERS

- Receive and process memberships in a timely manner,
- Enter data into computer,
- Update LSRT membership application,

### RENEWAL OF MEMBERSHIP

- Receive and process memberships in a timely manner,
- Check data in computer,

### OTHER DUTIES

- Compose and maintain form letters for:
  - Membership
  - Correspondence
  - Certificates
- Monitor and notify members when renewal of membership is required,
- Manage and maintain the membership rosters,
- Forward all membership funds to the Executive Secretary-Finance,
- Compile membership list for all educational meetings,
- Supply email addresses as requested for LSRT functions and publications,
- Handle all correspondence concerning membership in a timely manner,
- File and maintain records pertinent to membership updating membership information in a timely manner,
- Report to the LSRT Executive Board on membership level,
- Provide membership listings as requested by local subordinates, the ASRT, and the LSRTBE,
- Maintain plate for certificate seals,
- File and maintain records pertinent to membership updating membership information in a timely manner,
- Attend all LSRT Executive Board meetings and business sessions,
- When notified of the death of LSRT member, send a sympathy card to surviving family,
- Correspond with ASRT regarding membership issues,
- Keep inventory of membership supplies and order when necessary
- In the absence of the Executive Secretary-Finance, send receipts payable, present reports, and send any notes for the finances to the Executive Secretary-Finance,
- Correspond with the LSRT Executive Board on issues regarding membership,
- Report to the LSRT Executive Board on membership levels,
- Prepare and submit to the LSRT Executive Board an annual budget for membership area for approval,
- Open and respond to all received correspondence in a timely manner,
- Receive and return all telephone correspondence in a timely manner,
- Coordinates solutions of serious problems regarding membership concerns with the LSRT President,
- Monitor and maintain records documenting years of continuous membership such as 5, 10, 15, 20, 25, and 30 years, etc.,
- Order and maintain a supply of continuous membership pins,
- Compile, maintain and present membership reports at all LSRT Board Meetings,
- Verify membership for all LSRT award competitions, scholarship, etc.
- Collect and process (*make 5 copies of all applications*) all scholarship applications and distribute to the Chair of the Executive Board for the spring board meeting,

## MEETING DUTIES

- Establish with the LSRT Executive Board all registration fees,
- Deposit all funds and provide the Executive Secretary-Finance with copies of all deposit tickets and receipts,
- Handle and process all pre-registration forms,
  - Set up meeting data in computer
  - Enter all registrant's data into computer
  - Print name tag, and other registration documents needed
  - Collate and stuff all registration envelopes,
- Set up and monitor the operation of the registration desk at all LSRT functions,
- Provide all supplies, forms, monies, etc for the registration desk,
- Assist in seating of membership and verifies membership if necessary at business sessions,
- Develop and provide ballots,
- Assist in verifying membership of candidates for LSRT elected office,
- Collect all onsite registration forms and membership forms from the onsite registration desk at all LSRT educational meetings,
- Provide membership list for registration desk,
- Provide meeting registration list for registration desk,
- Provide explanation and solutions for all registration problems,
- Obtain a gift for the outgoing President to be presented at the presidential reception,
- Submit to Executive Secretary-Finance the cost of the gift for the outgoing President,
- After the meeting, process all onsite registrations and memberships,
- Provide the Executive Secretary-Finance with the numbers of the dues collected and deposited with meeting registrations
- Mail continuous membership pins to appropriate members (This is immediately following the Annual Meeting),

## CONTINUING EDUCATION (CE) DUTIES

- Work with Meeting Planner to submit CE request to ASRT for approval and reference number.
- Work with Meeting Planner to enter CE information in ASRT & ARRT databases.
- Maintain documentation of CE as required by ASRT and for specified period of time.
- Maintain documentation of attendance for each CE lecture.
- Work with the Meeting Planner to develop and print CE documentation: signs, attendance documentation and CE certificate for each lecture.
- Provide CE documentation to LSRT members as requested.
- Maintain communication with ASRT and ARRT on CE requirements, changes, etc. and act as liaison between ASRT/ARRT and LSRT.
- Work with Meeting Planner to prepare articles for Focal Spot Monitor regarding continuing education.
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary-finance by June 15.

*Revised 2020*

## MEETING PLANNER

The Meeting Planner shall:

- Be responsible for overall planning of state wide and regional meetings,
- Recommend meeting sites and hotel accommodations for educational meetings,
- Recommends Chair for each educational meeting,
- Select dates for all educational meetings,
- Negotiate and sign appropriate contracts with hosting city hotels/convention centers, etc.,
- Consult with regional or local meeting Chair to plan meetings in every detail,
- Confer with Executive Board on issues of concern regarding all educational meetings,
- Electronically report to the LSRT Executive Board of the status of meetings,
- Attend and present reports at all meetings of the LSRT Executive Board,
- Review and make recommendations on meeting programs,
- Review and make recommendations for meeting flyers,
- Meet with hotel staff to arrange room set-ups, food, beverages, complimentary rooms, and meeting rooms,
- Arrange for printing of all educational meeting flyers (meeting Announcements),
- Email announcements for all education meetings at least 8 weeks prior to meetings,
- In coordination with the Annual Meeting Chair, submits questionnaires to speakers concerning needs,
- Obtain a plaque for the outgoing Chair of the Board to be presented at the Presidential Reception or installation of Officers by the President,
- Responsible for submitting ASRT email blast form for the MidWinter Seminar and Annual Meeting. The ASRT must receive the request no less than 30 business days prior to the date your affiliate intends for the message to be emailed to ASRT members in the state.
- Submit to Executive Secretary - Finance the cost of the plaque for the Outgoing Chair of the Board,
- Obtain gifts for local Chair of Midwinter Seminar and the Annual Meeting to be presented at the Annual Meeting (paid as meeting expense via meeting planner account)
- Coordinate activities of Presidential Reception and Awards Luncheon with the local committee,
- Coordinate activities of Presidential Reception and Awards Luncheon with the President
  - Review food and beverage selection for Presidential Reception and Awards Luncheon
  - Review Presidents agenda for Presidential Reception and Awards Luncheon,
  - Make sure the President secured all awards (plaques, certificates, trophies, checks, etc) from the appropriate officers and/or chair
- Arrange an awards table at the podium in the order of agenda,
- Open all received correspondence in a timely manner,
- Receive and return all telephone correspondence in a timely manner,
- Order supplies as needed for the effective operations of the educational meetings,
- Monitor all meetings for problems and correct the problem as soon as possible,
- Coordinate with the President-elect a way of electronically displaying the scientific exhibits submitted or competition at the Annual Meeting,
- Document expenses incurred with planning and hosting of meetings in a profit and loss format for each educational meeting,
- Submit a financial report to the Executive Secretary - Finance on a quarterly basis of all financial records maintained,
- Commercial prospectus sent commercial representatives in March of every year,
- Maintain a list of commercial representatives and their addresses,
- Set up deadline for booth rental/advise of date will be printed in prospectus (they should respond by deadline to get their name in the printed program),
- Collect names of sales representatives from department managers in the area where the meeting is to be held,
- Prepare and mail Thank You Letters to Commercial Participants,
- Contact hotel personnel (sales) about accommodations for the commercial exhibits
  - Make sure room or area has easy access,
  - Do not have a meeting in an adjacent room that would hamper viewing of commercial exhibits,
- Set up and/or arrange coffee breaks in Commercial Exhibit room or area,
- Submit to the Executive Board an annual budget for approval,

## CONTINUING EDUCATION (CE) DUTIES

- Review CE requests to ensure required information is provided
- Work with Executive Secretary - Membership to submit CE request to ASRT for approval and reference number.



- Work with Executive Secretary - Membership to enter CE information in ASRT & ARRT databases.
- Coordinate CE program. Provide speakers with required forms for completion, and review materials to ensure all information meets the criteria of the ASRT.
- Work with the Executive Secretary - Membership to develop and print CE documentation: signage, attendance documentation and CE certificates for each lecture.
- Prepare speaker introductions.
- Maintain communication with ASRT and ARRT on CE requirements, changes, etc. and act as liaison between ASRT/ARRT and LSRT.
- Maintain list of speakers used at Annual and Midwinter Seminar meetings and maintain a database of future speakers that can be used.
- Work with Executive Secretary - Membership to prepare articles for Focal Spot Monitor regarding continuing education, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

*Revised 2020*

## **COMMERCIAL EXHIBITION RULES AND REGULATIONS**

**ASSIGNMENT** - Assignment of available space will be made in order of application received.

**PAYMENTS AND CANCELLATIONS** - Cost of booth space will be determined by the LSRT Executive Board. Exhibitors will pay in full with application. In the event of cancellation by the Exhibitor, the LSRT shall have the right to retain the fee.

**HOURS OF EXHIBITION** - Friday and/or Saturday: 9:00 A.M.-4:00 P.M.

**INSTALLATION OF EXHIBITS** - Exhibitors may have access to booth starting at 7:30 A.M. each morning they are exhibiting. The Exhibitor should have the installation of his Exhibit completed by 9:00 A.M.

**BOOTH FURNITURE** - All booths will be furnished with a table and chairs.

**CONTRACT** - Below are the highlights of exhibit rules. See contract for specific provisions.

### ***General Restrictions***

- Exhibitors must confine their activities to the space for which they have contracted.
- Exhibitors are prohibited from using amplifying equipment that is objectionable.
- Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except from their own booth.
- Exhibitors who use costumed girls or mannequins should be sure their manner of appearance and dress is such as not to offend even the most critical.
- Exhibitors should be sure that any material used in booth decoration, etc., is flameproof before installation.
- There will be up to four complimentary registration badges issued per booth.
- Exhibitors are prohibited from selling raffle tickets at their booth.

**LIMITATIONS OF LIABILITY** - The hotel management/LSRT organization will not provide security during the closed hours of the exhibition. The *Hotel/LSRT* or any officer or staff member thereof will not be responsible for the safety of the property of the exhibitor, his agents, or employees, from theft, damage by fire, accident, or any other causes.

**APPLICATION FOR BOOTH SPACE AT LSRT ANNUAL MEETING Louisiana Society of Radiologic Technologists**

Company Name	_____
Address	_____
Contact Person(s) in Charge of Booth	_____
Address	_____
Email(s)	_____
Phone(s)	_____

Person(s) Attending	_____
	_____
	_____

Product(s) to be Exhibited	_____
Will You Need Electricity?	Yes _____ No _____
Day(s) Exhibiting	Friday _____ Saturday _____ Both _____

In Order to Validate this Contract...
-Attach a check in the amount of \$350.00
-Agree to the commercial exhibit rules & regulations attached as part of this contract
-Commercial Exhibits will be shown on _____
-Required Signature of Authorized Representative
_____
<i>Authorizing Representative Signature</i>

Please return contract to:	_____
	_____
Check Number	_____
Date Received	_____

## COMMERCIAL REGISTRATION GUIDELINES

To help answer all questions and eliminate any confusion, the LSRT Executive Board has adopted the following guidelines regarding contributions to the LSRT Annual Meeting.

### SPONSORING OF SPEAKERS

- Complimentary registration for speaker
- Reception ticket for speaker
- Complimentary registration for four company representatives

### CASH DONATIONS

Up to \$ 249.00	Complimentary registration for four representatives
\$ 250.00 - \$ 499.00	Complimentary registration for company representatives One (1) complimentary reception ticket
\$ 500.00 - \$ 749.00	Complimentary registration for four representatives Two (2) complimentary reception tickets
\$ 750.00 - \$ 999.00	Complimentary registration for company representatives Three (3) complimentary reception tickets
\$ 1,000.00 & up	Complimentary registration for company representatives reception tickets at the rate of 1 for each \$ 250.00 donated

### EXHIBITORS

Exhibit space, complimentary registration for EXHIBITORS

### COMPLIMENTARY REGISTRATION

This entitles the attendee to attend all lectures, programs, and sponsored functions.

### COMMERCIAL PARTICIPANTS REGISTRATION

- Badges prepared and waiting for those names given ahead of time.
- Complimentary badge entitles attendance at sponsored activities and the program to include scientific sessions and business meetings.
- Tickets to all meal functions (*not commercially sponsored*) must be purchased at the registration desk.

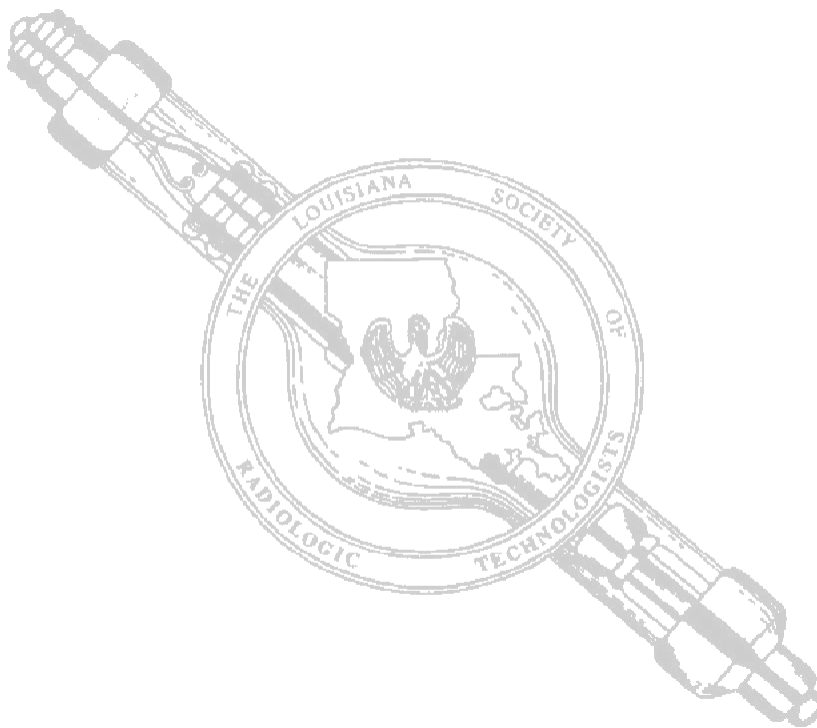
# LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS

## CONTINUING EDUCATION APPROVAL PACKET

*Revised July 2016*

LSRT reviews all CE requests for educational meetings of the state. All guidelines of the ASRT must be met in order to receive continuing education credit. **All pages of this packet are to be completed and returned to the LSRT Meeting Planner at least 90 days prior to the meeting in order to receive continuing education credit for the lecture. All lecture titles are limited to 48 Characters (including spaces) in order to meet the parameters of the Continuing Education software program**

Questions regarding continuing education activities or credits may be referred to the LSRT at 12521 Sherbrook Drive, Baton Rouge 70815 or by emailing [lasocietyradtechs@gmail.com](mailto:lasocietyradtechs@gmail.com).



**LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS  
REQUEST FOR CONTINUING EDUCATION APPROVAL PROCESS**

***REVISED APRIL 2016***

**REQUEST FOR APPROVAL**

Submit CE request & copy of meeting flyer to LSRT Meeting Planner prior to event  
(60 days prior for local affiliate meetings, 90 days for state meetings)

**REVIEW OF ACTIVITY**

LSRT Meeting Planner reviews paperwork for CE compliance & completion

**CE CREDIT HOURS**

15-29 minutes = .25 CE credit hours

44 minutes = .50 CE credit hours

45-49 minutes = .75 CE credit hours

50-62 minutes = 1.0 CE credit hours

63-74 minutes = 1.25 CE credit hours

75-87 minutes = 1.5 CE credit hours

88-99 minutes = 1.75 CE credit hours

100-112 minutes = 2.0 CE credit hours

**LSRT MEMBER'S ATTENDANCE**

LSRT member's attendance is tracked on LSRT CE computer program & available Online to members. LSRT members may print a copy of their CE records from The LSRT website and provide to ASRT & the LA State Licensure Board (LSRTBE)

**ACTIVITY SIGN IN SHEETS**

For local affiliate meetings, the sign in sheets are to be submitted to LSRT CE Coordinator within 5 days of completion of meeting

**REFERENCE NUMBER**

ASRT provides reference # to LSRT Meeting Planner,  
Who then provides to affiliate representative/meeting planner

**REQUEST FORMS SUBMITTED TO ASRT**

LSRT Meeting Planner submits paperwork to ASRT at least 6 weeks prior to event

**LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS**  
**SPEAKER INFORMATION (will have google form or excel form for distribution)**

*Please print all information legibly.*

**NAME:**

**SPEAKER CREDENTIALS:**

*(EX. MD, M.Ed., RT, RN, etc)*

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**EMAIL ADDRESS:**

**PLACE OF BUSINESS:**

**TITLE/POSITION BUSINESS ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**TITLE OF LECTURE: OBJECTIVES: (3-5 objective must be listed)**

*Example: Participants will understand the differences between various types of coronary Stents used during percutaneous coronary angioplasty.*

1.

2.

3.

4.

5.

**Please attach a copy of your curriculum vitae to be used for speaker introduction.** Computers are not provided by the LSRT. The following items are the only items provided in the lecture room: laser pointer, podium, sound system, lapel microphone, computer projector, screen and table. Please provide your preference on whether you would like to speak in the a.m. or p.m. We will do our best to accommodate you but cannot guarantee your requested time.

A.M.

P.M.

**THIS PAGE IS TO BE FILLED OUT BY THE MEETING PLANNER ON BEHALF OF THE SPEAKER  
ONLY IF EXPENSES HAVE BEEN PRE-APPROVED  
BY THE LSRT EXECUTIVE BOARD AND MEETING PLANNER**

LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS  
EXPENSE VOUCHER (will have google form or excel form for distribution)

**SPEAKER NAME:** \_\_\_\_\_

**TITLE OF LECTURE:** \_\_\_\_\_

**DATE OF LECTURE:** \_\_\_\_\_

**HOTEL ACCOMODATIONS:** *(only 1-night hotel stay is approved for those traveling greater than 100 miles)*

\_\_\_\_\_ THURSDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_ SATURDAY

Please make your own hotel reservations. The LSRT will pay the room and tax only.

**TRAVEL**

*Coach air fare or \$0.65 per mile (one way) not to exceed coach air fare*

COACH AIR FARE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_



**Attendance Roster**



Sponsor may duplicate and use this form to document attendance. Sponsors must retain an attendance roster on file for three years in the event an attendee needs to validate attendance.

Please select one credit type (see glossary):  
 **Category A**    **Category A+**

**\*Please note: The ASRT no longer processes sign-in sheets. Every attendee should receive a certificate/documentation of completion.**

**General Information**

THIS FORM IS ONLY TO BE USED AT LOCAL AFFILIATE MEETINGS THAT WERE PRE-APPROVED BY LSRT.

Affiliate, institution or company \_\_\_\_\_

Coordinator's Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Office phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Activity title \_\_\_\_\_

Date presented \_\_\_\_\_ Approved CE credit amount \_\_\_\_\_ Actual CE activity length (time) \_\_\_\_\_

Reference No.

Authorized Representative Signature \_\_\_\_\_  
(Your signature verifies that the person actually attended hours as listed. Partial credit must be clearly identified.)

Place of presentation, Institution, City, State

\_\_\_\_\_

**Attendee Roster**

Unique Identifier <small>(ASRT number ID, ASRT number, state license number, last four digits SSN)</small>	Name <small>(Please Print)</small>	Hours actually attended <small>(To be completed by sponsor)</small>



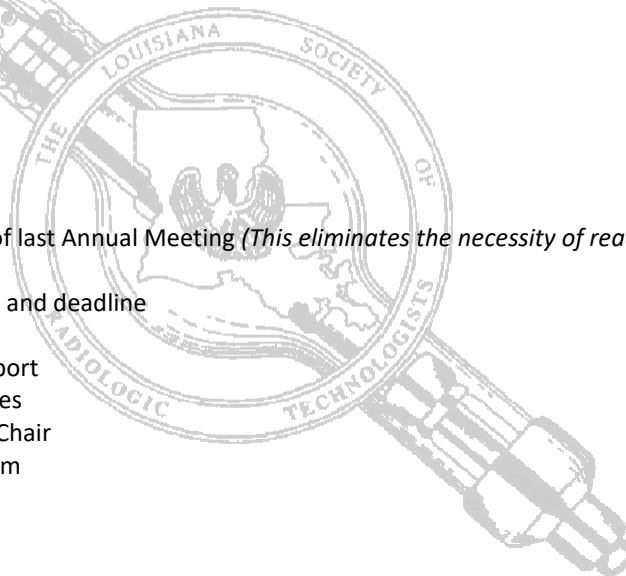
## DIRECTOR OF PUBLICATIONS

The Director of Publications Shall:

- Prepares four (4) issues per year; published October, January, April, and June (January & June issue are of newsletter format) (April and October issues are full issues)
  - Select publishing computer software for utilization in producing the issues
  - Select format and design for each issue
  - Write articles for each issue as necessary
  - Input all articles submitted for publication (typing, scanning, etc.)
  - Editing drafts prior to final draft
  - Prepare all four (4) issues in a format for online publication on the LSRT website
  - Email all member that the issue is ready for viewing on the LSRT website
- Attends all meeting of the LSRT including Educational Meetings and Board Meetings
  - Staying abreast of all established deadlines and policies of the LSRT for inclusion in all required publications
  - Prepares and submits reports for all Board Meetings
- Review other national and state imaging profession publications
- Review and keep up-to-date on publishing computer software
- Communicate with the LSRT Executive Secretary - Finance
  - Obtaining reports of the LSRT finances for publication when applicable
  - Arranging for payment of web hosting services
- Communicate with the LSRT Executive Secretary - Membership
  - Prior to emailing each of the four (4) issues make sure an up-to-date listing is on Member Planet
  - Obtain a current and up-to-date membership application for publication
  - Obtain listing of continuous membership for 5, 10, 15, 20, 25, 35 years etc. on an annual basis for publication
- Communicate with the LSRT Meeting Planner
  - Obtain the following information related to the Midwinter Seminar for publication:
    - Dates of meeting, hotel contact information, address of hotel, hotel cut-off date for room reservations, meeting registration form, tentative educational program, listing of the social events, and name of local Chair.
    - Listing of commercial exhibitors and contributors
  - Obtain the following information related to the Annual Meeting publication:
    - Dates of seminar, hotel contact information, address of hotel, hotel cut-off date for room reservations, meeting registration form, tentative educational program, listing of the social events, and name of local Chair.
    - Listing of commercial exhibitors and contributors for publication
- Communicate with the local Chair for the Midwinter Seminar
  - Obtaining the theme and any associated art work for publication.
- Communicate with the local Chair for the Annual Meeting
  - Obtaining the theme and any associated art work for publication.
- Communicate with the LSRT Historian regarding:
  - Photographs needed for each publication
  - Arranging method of delivery for needed photographs
  - Delivery of National Radiologic Technology Week Proclamation from the Governor's office for inclusion in publication
- Communicate with LSRT President
  - Obtaining copy of Presidential acceptance speech for publication
  - Obtaining a Presidential Message for inclusion in each of the 4 issues
  - Regarding any special articles or announcements for inclusion in each of the 4 issues
- Communicate with ASRT regarding
  - Obtaining current news releases
  - Obtaining National Radiologic Technology Week advertisements and ordering information
- Communicate with the LSRT Recording Secretary
  - Obtaining an up-to-date directory of the LSRT Executive Board and committee Chair at least 4 times per year
  - Submitting reports prior to each Board Meeting
  - Obtaining copies of the LSRT Board Meeting minutes
  - Obtaining copies of the annual LSRT business session minutes
- Communicate with the LSRT President-elect
  - Obtaining solicitation article for annual scientific exhibit competition

- Obtaining application, application deadline and up-to-date rules for annual scientific exhibit competition
- Obtaining article for publication announcing winners for annual scientific exhibits
- Communicate with the LSRT Vice President
  - Obtaining solicitation article for annual scientific essay competition
  - Obtaining application, application deadline and up-to-date rules for annual scientific essay competition
  - Obtaining article for publication announcing winners for annual scientific essays
- Communicate with LSRT Chair of the Board
  - Obtaining a directory of all LSRT subordinate organizations for publication
  - Obtaining a solicitation article for subordinate parade of flags ceremony at Annual Meeting (if applicable)
  - Obtaining solicitation article for Outstanding Technologist of the Year Award
  - Obtaining solicitation article for Outstanding Student of the Year Award
  - Obtaining solicitation article for Joe Schwartz Scholarship
  - Obtaining solicitation article for Life Member nominations
  - Obtaining solicitation article(s) for Memorial Awards
- Communicate with the LSRT Student Affairs Chair
  - Obtaining solicitation article for participation in the LSRT Student Quiz Bowl Competition
  - Obtaining Quiz Bowl application, rules, associated deadlines, location and time of event
  - Obtaining article announcing the 1<sup>st</sup> place and 2<sup>nd</sup> place winners of the Quiz Bowl, including their name, placement and the program they are attending, the coach and the program director, and those assisting with the event
  - Obtaining article announcing all other teams participating including their name, the program they are attending, and the coach and the program director
  - Obtaining article regarding t-shirt competition associated with the LSRT Quiz Bowl
  - Obtaining article announcing winners of the LSRT t-shirt Competition
  - Obtaining solicitation article for participation in the LSRT Student Bee Competition
  - Obtaining, rules, associated deadlines, location and time of Student Bee
  - Obtaining article announcing the winners of the Student Bee competition, including their name, placement, program attending, program with the highest % of participation, and those assisting with the event
- Communicate with the LSRT Nominating and Credentials Chair
  - Obtaining solicitation article for nominations for LSRT officers
  - Obtaining completed candidate fact sheets LSRT officer nominees
- Communicate with Chair of Presidential appointed committees as needed for article submissions
- Communicate with Chair of Councils, and Task forces as needed for article submissions
- Provide copies to all current members of the LSRT via posting online on the LSRT website
- Provide courtesy copies via email or providing links to online posting of Focal Spot Monitor:
  - To other state affiliates (obtain a list of current affiliate editors from ASRT and forward list to Executive Secretary – Membership)
  - Advertisers
  - Commercial contributors (the Meeting Planner will provide list to the Executive Secretary - Membership)
- Outlines for each of the four (4) issues
  - October
    - Executive Board and listing of committee Chair
    - LSRT Membership application with online instructions
    - President's acceptance speech
    - Annual Meeting awards/pictures
    - Annual Meeting report/pictures
    - Annual Meeting committee members
    - Subordinate news/pictures (if applicable)
    - Membership reports
    - Job advertisements
    - Committee reports
    - Thank you to local Annual Meeting Committee
    - National Radiologic Technology Week Poster and News
    - Advertisements
    - Executive Board minutes
    - (summary)

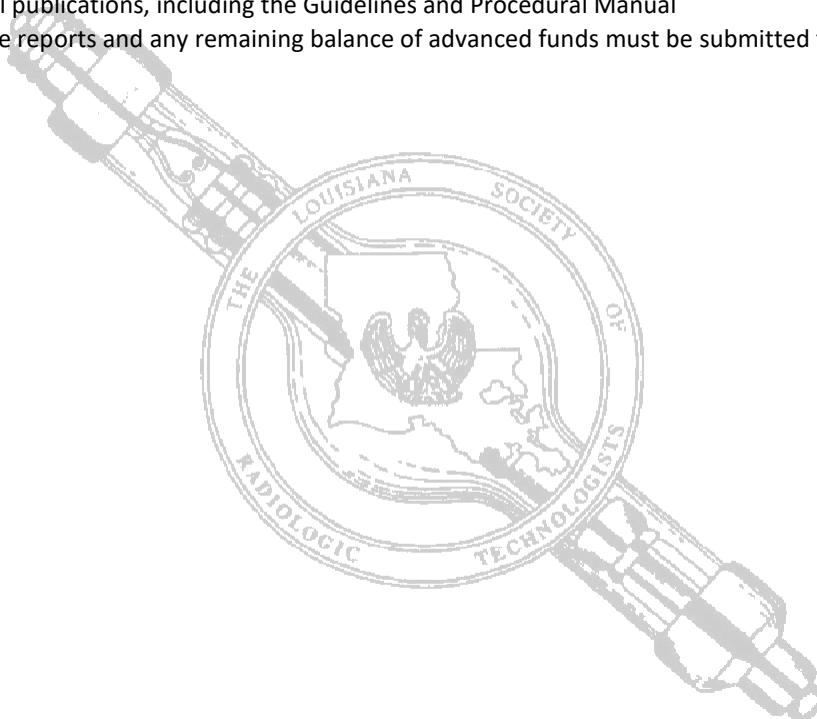
- JANUARY
  - President's message
  - Committee reports when room available
  - Midwinter Seminar report information on location, date and hotel information, and information on how to obtain a registration form and program outline, etc.
  - Student and Tech of the year information
  - Scholarship information, and information on how to obtain guidelines, requirements, and application
  - Educational Resources information
  - Student Bee information and information on how to obtain rules, etc
  - Life Member information
  - Lee Raymond Pitre Memorial Award information
- APRIL
  - Committee reports when room available
  - Student Quiz Bowl information and information on how to obtain rules, etc.
  - Exhibit and Essay applications, and information on how to obtain rules, etc.
  - Educational Resources information
  - Announce the time and place of business meeting
  - Midwinter Seminar report/pictures
  - Executive Board and Committee Chair
  - LSRT Membership application form
  - President's message
  - Annual Meeting report
  - Registration form
  - Hotel information
  - Program
  - Rules of Procedure
  - Hospitality room rules
  - Information on the city
  - Minutes from business sessions of last Annual Meeting *(This eliminates the necessity of reading at the meeting)*
  - Advertisements
  - Exhibit contest rules, application, and deadline
  - Job postings
  - Nomination and credentialing report
  - Midwinter Seminar report/pictures
  - Executive Board and Committee Chair
  - LSRT Membership application form
  - President's message
  - Annual Meeting report
  - Registration form
  - Hotel information
  - Program
  - Rules of Procedure
  - Hospitality room rules
  - Information on the city
  - Minutes from business sessions of last Annual Meeting *(This eliminates the necessity of reading at the meeting)*
  - Advertisements
  - Exhibit contest rules, application, and deadline
  - Job postings
  - Nomination and credentialing report
  - By Law changes if any (must be published 30 days prior to Annual Meeting, 60 days if related to dues)
  - Executive Board minutes(summary)
  - Continuous Membership pin information



- JUNE
  - Continuous Membership pin information
  - LSRT Membership application form
  - Minutes from business sessions of last Annual Meeting (*This eliminates the necessity of reading at the meeting*)
  - By Law changes if any (must be published 30 days prior to Annual Meeting, 60 days if related to dues)
  - Executive Board minutes(summary)
  - Continuous Membership pin information
  -
- Deadline for submissions as follows:
  - October Issue – will be announced by Director of Publications
  - January Issue – will be announced by Director of Publications
  - April Issue – will be announced by Director of Publications
  - June Issue – will be announced by Director of Publications
- Deadline may need to be adjusted for the meeting dates. Issues should be published online with an email notification no later than 15<sup>th</sup> of the month.
- Maintain and update the LSRT web site
  - Review other national and state imaging profession web sites
  - Review and keep up-to-date on web site hosting computer software
  - Establish a working rapport with a web site hosting company
  - Be knowledgeable of the basic web site hosting company requirements required by the selected web site hosting company:
    - Design requirements, text restrictions, graphic restrictions, e-mail links, script and feedback form links, external links, traffic restrictions, etc.
    - Allowable disk space for web site, data transfer per month, individual mailboxes and/or aliases and their limitations
  - Be knowledgeable of the computer software requirements required by the web site hosting company
  - Publish LSRT.net web site to hosting server
    - Maintain password and user id's for publishing web through ftp and/or ftp servers
    - Be knowledgeable of http server basic language
    - Be knowledgeable of ftp server basic language
  - Design a different web site and different color selections on an annual basis maintaining essential web site components
    - Select colors for best contrast for on screen viewing and printing
    - Design appropriate bookmarks for faster viewing within a page of the web site
    - Design appropriate hyperlinks to different areas within the web page
    - Design appropriate external hyperlinks
    - Design appropriate PDF files and hyperlinks for smallest amount of disk space consumption and easier navigation
    - Design appropriate photo galleries within the web site as space permits
    - Design appropriate link bars and banners on web site design layout
    - Set-up navigational structural for web site
    - Include as a minimum the following content or individual web pages within the web site (may be links to each item below or individual pages)
      - Home page
      - Presidential message
      - Articles of Incorporation
      - Bylaws
      - Membership
      - Commercial Exhibits
      - Competitions
      - Continuing Education
      - Directory
      - Educators Council
      - Licensure
      - Meetings
      - Life Members
      - Past Presidents
      - Mammography Council

- Subordinate s
- Student council
- Technologist of the Year Award
- Student of the Year Award
- Setup and maintain a working rapport with LSRT server-based computer software company
  - Designing appropriate links as directed for
    - Continuing education credit reports
    - Membership renewals
    - New Member processing
    - Member updating of demographic information
    - Meeting Registration
    - Accounts for membership and meeting registrations
- Maintain Service agreements with an internet world wide web hosting service provider,
- Maintain current domains (LSRT.org, LSRT.com, LSRT.net) in conjunction with the LSRT Executive Secretary - Membership,
- Maintain constant communication, with elected officers, executive board appointments, committee/task force Chair for web site up dates,
- Oversees all LSRT Official publications, including the Guidelines and Procedural Manual
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

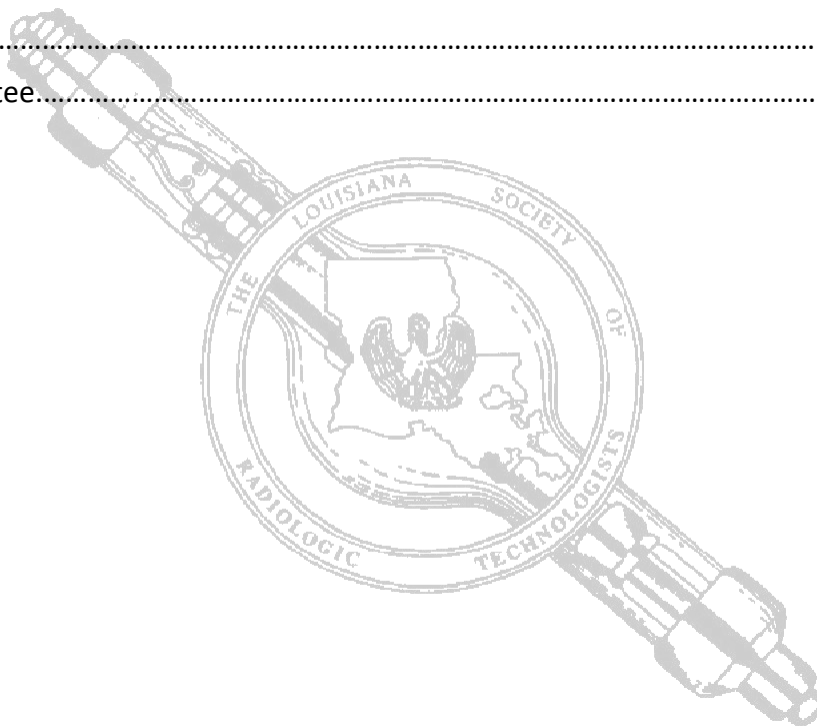
*Revised 2014, 2023*



# Section 5 – Responsibilities of Presidential Appointments

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## LSRT COMMITTEES/TASK FORCES

### COMMITTEE/TASK FORCE ORGANIZATION

Committees/Task Forces are organized to operate within the framework of a Chair and specified members.

### CHAIR OF A COMMITTEE/TASK FORCE

The Chair of a committee/task force is ultimately responsible to the Executive Board for the organization, activities, and charges given to the committee/task force.

- Communicate with the members of the committee/task.
- Direct the activities of the committee/task force members towards the achievement of their charges.
- Place time frames of a reasonable nature on the activities of the committee/task force.
- Submit report of activities at all board meetings.
- Attend LSRT Board meetings at invitation of the President (a Chair may attend any LSRT board meeting; however, attendance is only required at invitation of the President)

### MEMBERS OF A COMMITTEE/TASK FORCE

The members of a committee/task force form the backbone of the operation of the LSRT during each term of office. The accomplishments of the entire Society hinge on the dedication and hard work of these members.

- Communicate with the Chair on a regular, frequent basis.
- Perform your activities or functions within the time frame identified.
- Provide the Chair with regular updates of your progress.
- Communicate with members of the committee as well as the Chair your thoughts, ideas, suggestions, and comments.

### FUNCTIONAL ROLE OF THE COMMITTEE

Except for a few committees, the PRESIDENT in consultation with the EXECUTIVE BOARD identifies the functions of the committee and specifies the specific charges and time frame for completion of those charges. Generally, such charges are provided to the Chair of the Committee and it is their responsibility to follow through with communication to the members of the committee.

### FUNCTIONAL ROLE OF THE TASK FORCE

Task forces are formed to perform a specific non-reoccurring charge. The President identifies the functions of the task force and specifies the specific charges and time frame for completion of those charges. Generally, such charges are provided to the Chair of the Task Force and it is their responsibility to follow through with communication to member of the task force.

### COMMITTEE/TASK FORCE REPORTS

The Committee/Task Force Chair shall be expected to report to the Executive Board at all Board Meetings. Reports are to be submitted to the Recording Secretary 30 days prior to the Board meeting. Year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

### COMMITTEE/TASK FORCE REPORT FORMAT

- Name of committee/task force
- Date of submission
- List of committee/task force members
- Listing of individual committee/task force charges. Description of the progress made on each charge following its identification and anticipated completion date of activity.
- List the recommendations and provide rationale.

## HISTORIAN

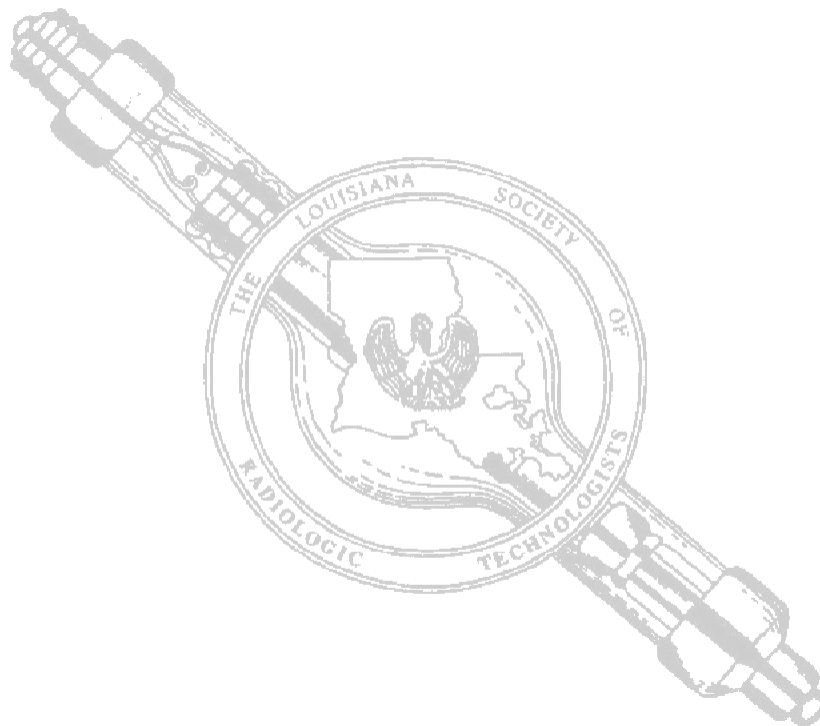
General Directive: Responsible for maintaining and updating the LSRT scrapbook

The Historian shall:

- Obtain articles on meetings, seminars and workshops of the society for the scrapbook,
- Obtain pictures of current officers and dignitaries for the scrapbook,
- Obtain items of interest concerning the membership and professional offices for the scrapbook,
- Shall keep accurate account of any approved expenditures and submit vouchers to the Executive Secretary– Finance at each Executive Board Meeting,
- Maintain scrapbooks documenting history of the organization,
- Transport and display scrapbooks at all educational meetings,
- Maintain plaques documenting history of organization,
  - Past Presidents
  - Past Students of the Year
  - Past Technologists of the Year
- Transport and display plaques documenting history of organization to all educational meetings,
- Obtain engraving of current year names on summary plaques for:
  - Past President
  - Past Students of the Year
  - Past Technologists of the Year
- Submit expenses to the Executive Secretary - Finance for the engraving of all summary plaques,
- Supply photographs to the Director of Publications from all educational meetings,
- Minimum pictures for scrapbook and/or Focal Spot monitor:
  - Local meeting Chair(s)
  - Local committee members
  - Registration area
  - Social events
  - Various Speakers
  - Various Commercial Exhibitors
  - Student Bee winners (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, place winners in both academic levels)
  - Moderator, judges, time keeper etc. for Student Bee
  - Student Bee snapshots
  - All Quiz bowl teams with program name
  - Quiz Bowl snapshots
  - Moderator, judges, time keeper etc. for Quiz Bowl
  - Winning Quiz bowl team members
  - 2<sup>nd</sup> place Quiz bowl Team members
  - T-shirt competition winners
  - Scholarship Recipient
  - Tech of the Year Recipient
  - Student of the Year Recipient
  - All Scientific Exhibit winners
  - All Scientific Essay winners
  - Life Member presentation
  - Memorial award presentation (when applicable)
  - Outgoing Officers
  - Newly installed Officers
  - President at podium during Reception
  - Individual pictures of each officer, board of Directors, Executive Board Appointments, committee/taskforce/council chairs
  - Various representatives from national organization when applicable



- Prepare a written article with photographs after the Midwinter Seminar and Annual Meeting for publication in the State, National journals/newsletters. Article must be approved by the Chair of the Board before being submitted,
- Submit report of activities for all Board Meetings,
- Handling of publicity and publications for National Radiologic Technology Week,
- Obtain state proclamation for National Radiologic Technology Week® (NRTW) from Governor's Office:
  - Contact Office of Citizens Affairs and request proclamation (*must be a written communication*),
  - May also request Governor's audience and photo opportunity (*optional*),
  - Proclamation is forwarded to Director of Publications for printing in October issue. Original is then maintained with the Historian for preservation in scrapbook, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

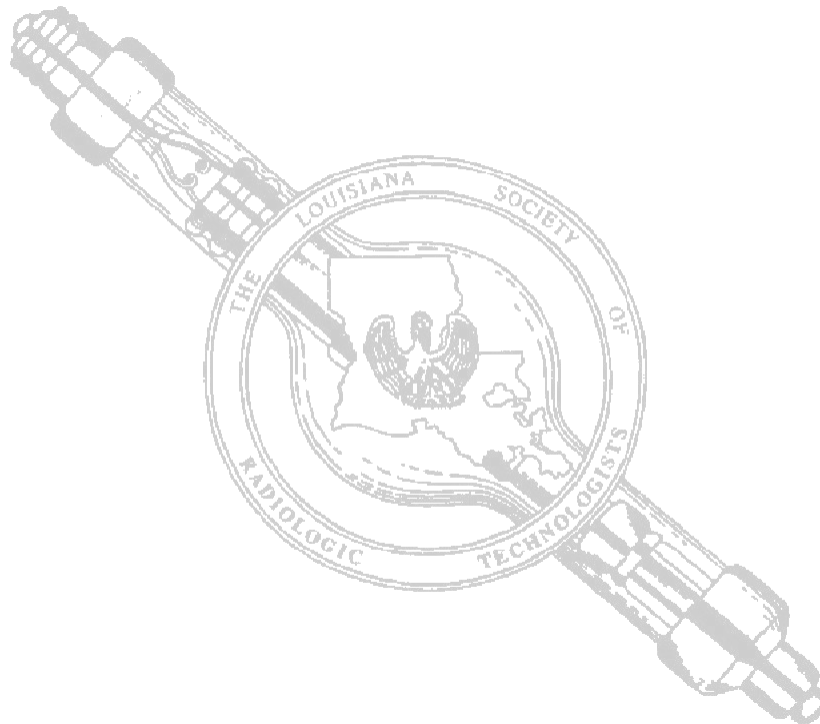


## LEGISLATIVE AFFAIRS COMMITTEE

General Directive: Monitor legislative affairs

The Legislative Affairs Committee shall:

- Monitor the state legislature for any activity of interest to Radiologic Technologists,
- Report legislative activity to the Executive Board,
- Keep Executive Board members advised concerning current legislative activity on the National or Local level that affects technologists,
- In case of legislative activity, contact the LSRT President with a plan of action, send out any correspondence directed by the Executive Board,
- Communicate with ASRT government relations department and reports activity to the Executive Board,
- Set up key individual contacts in each area of the state to help distribute information as is necessary when the LSRT needs to act quickly with letter campaigns, e-mail campaigns, etc.,
- Submit report of activities for all Board meetings, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.



## NOMINATING AND CREDENTIALS COMMITTEE

General Directive: Seek qualified candidates for each office and ensure ongoing credentialing of Executive Board

The Nominating and Credentials Committee shall:

- Prepare a slate of officers (in accordance with eligibility requirements as stated in the LSRT Bylaws) to be presented to the Executive Board, two or more candidates should be selected for each office, this slate of officers should be submitted at the Spring Board Meeting and published in the Focal Spot Monitor (May 15 deadline for Focal Spot Monitor):
  - President-elect, (When possible selects candidates who have served on the Executive Board or in a Board appointed position for 2 years prior to nomination for this office)
  - Vice President, (When possible selects candidates who have served on the Executive Board or in a Board appointed position for 2 years prior to nomination for this office)
  - Recording Secretary,
- Prior to submitting candidates for office:
  - All individuals should be checked as to their eligibility under our Bylaws (The Executive Secretary - Membership can advise on membership),
  - The candidates must be contacted to inquire of their willingness to serve,
- Request candidates send a completed candidate fact sheet. Information on each candidate shall be limited to the requested information on the fact sheet and not exceed one (1) page typewritten (submit copies of candidate fact sheets to the Editor of the Focal Spot Monitor for publication by May 15<sup>th</sup>),
- Check all individuals nominated from the floor for their eligibility under our Bylaws,
- Committee will provide ASRT membership verification of all Executive Board Members at Midwinter Seminar and Annual Meetings, in the form of a report which may be obtained through an A.S.R.T. credential digital verification (when applicable,
- Committee will provide verification that all Executive Board Appointees (Executive Secretary-Membership, Executive Secretary-Finance, Meeting Planner, and Director of Publications) are members of LSRT and ASRT and hold a current license to practice Radiologic Technology in the State of Louisiana if applicable.
- Submit to the Executive Secretary-Membership, copies of all ASRT membership verifications following the election of officers.
- Shall keep accurate account of any approved expenditures and submit vouchers to the Executive Secretary- Finance at each Executive Board Meeting,
- Submit reports of activities for all Board Meetings, and
- Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

**CANDIDATE FACT SHEET**  
**(will have google form or excel form for distribution)**

NAME \_\_\_\_\_

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

PRESENT JOB TITLE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

PROFESSIONAL AFFILIATIONS

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OFFICES/COMMITTEES

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ACHIEVEMENTS/AWARDS/HONORS

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PERSONAL STATEMENT

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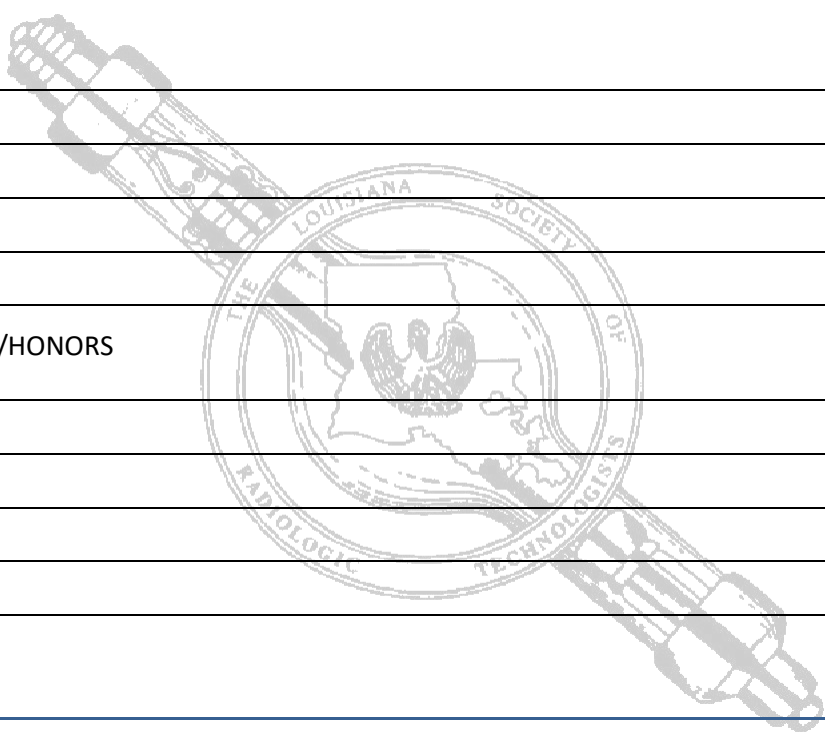
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## STUDENT AFFAIRS COMMITTEE

### General Directive: Handling of Student Quiz Bowl and Student Bee

The Student Affairs Committee shall:

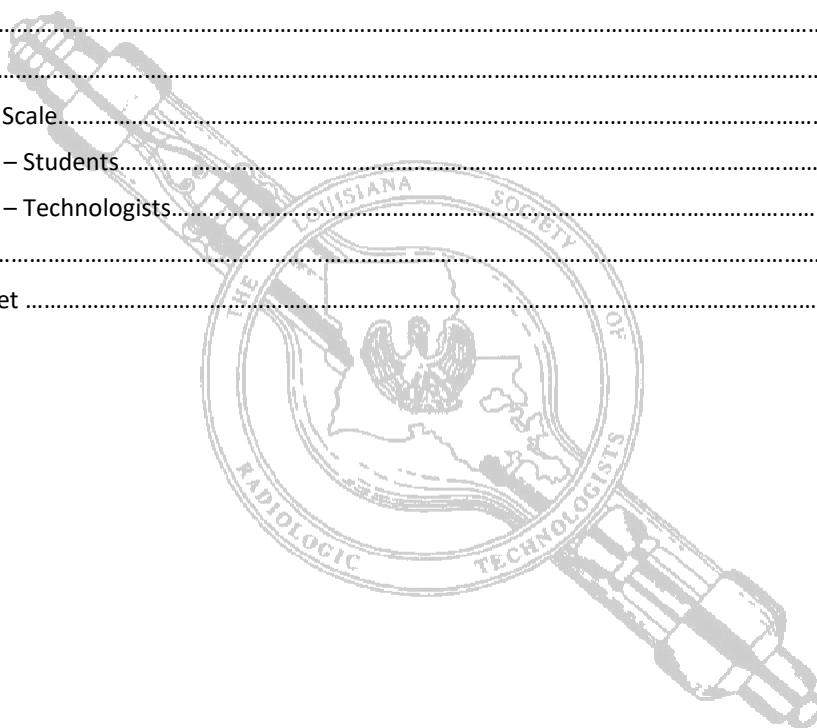
- Prepare for student Quiz Bowl (Annual Meeting), and Student Bee (Midwinter Seminar),
- Organize, and coordinate the Student Quiz Bowl held at the Annual Meeting,
  - Review guidelines, rules and applications.
  - Establish time of event for function with the Meeting Planner (needed not later than January),
  - Prepare and update the following for publication in the Focal Spot
    - Quiz Bowl application, rules, deadlines, and an article soliciting participation (April issue, of the Focal Spot Monitor)
  - Send letter of notice and application to all program directors of accredited radiography programs in the state (no later than May 1),
  - Purchase trophy and engraving for winning Quiz Bowl team (engraving LSRT Quiz Bowl Champs and the year) (this expense is paid for by the Executive Secretary - Finance)
  - Purchase plaques and engraving for winning Quiz Bowl teams (this is small rectangular plaques (6 with LSRT Quiz Bowl 1<sup>st</sup> place and the year, and 6 with LSRT Quiz Bowl 2<sup>nd</sup> place and the year, 12 total plaques (this expense is paid for by the Executive Secretary - Finance)
  - Submit expenses for Quiz Bowl trophy, plaques and engraving to the Executive Secretary- Finance
  - Select Moderator for the Student Quiz Bowl (should be done at least 6 months in advance of activity)
    - Moderator receives an honorarium of \$500 (this expense is paid for by the Executive Secretary - Finance)
    - Hotel accommodations 2 nights (Submit hotel reservation information for Annual Meeting to moderator, instructing them to make their reservation),
    - Travel reimbursement will be handled on an individual basis in conjunction with the Executive Board (this expense is paid for by the Executive Secretary - Finance when applicable).
  - Select other personnel needed for the event.
    - Time Keeper
    - Score Keepers (1 for display of score, 1 preferably 2 to maintain written score)
    - Judges (3, typically educators whose teams are not participating in the current match, therefore can be on a rotating basis, or guest speaker who may be educators)
    - If additional help is needed, work with the Executive Board,
  - Set up and announce the "DRAWING OF TEAMS",
  - Maintain and arrange for buzzer system,
  - Request the Executive Secretary - Finance make \$300 check payable to the Quiz Bowl 1<sup>st</sup> place winning team prior to the Reception,
  - Submit award winning trophy and plaques and check to President prior to the Award Luncheon for inclusion on the awards table,
  - Submit complete listing of winners' names, coach and program director along with name of school prior to the Awards Luncheon for inclusion in the Presidential agenda,
  - Complete and distribute the certificates of participation for non-award-winning participants to Program Directors,
  - Submit an article to the Director of Publications for the October issue of the Focal Spot Monitor,
    - Announcing the 1<sup>st</sup> place and 2<sup>nd</sup> place winners of the Quiz Bowl, including their name, placement and the program they are attending, and the coach and the program director
    - Announcing all other teams participating including their name, the program they are attending, and the coach and the program director
- Organize Student T-shirt contest for Annual Meeting in conjunction with Quiz Bowl
  - T-Shirt contest Guidelines: (see section 6 guidelines t-shirt contest)
    - Appoint three judges
    - Scoring shall be done on Presentation & Originality. Use 1 - 10-point scale, with 10 being best, and
    - The winning team will be awarded \$100.00 cash award (this expense is paid for by the Executive Secretary - Finance),
  - Make sure that monetary award is prepared for presentation to the winning team (either at Quiz Bowl event or via mail immediately following Annual Meeting),
  - Submit an article regarding the T-shirt competition to the Director of Publications for the October issue of the Focal Spot Monitor,

- Organize and Coordinate Student Bee held at the Midwinter Seminar
  - Review guidelines, rules and applications.
  - Establish time of event for function with the Meeting Planner (needed not later than December),
  - Prepare and update the following for publication in the Focal Spot Monitor:
    - Student Bee rules, deadlines, and an article soliciting participation for the January issue of the Focal Spot Monitor
  - Send letter of notice of Student Bee to all program directors of accredited radiography programs in the state requesting the academic level and name of all students enrolled in the program (This is for Participation award) (no later than January 1)
  - Seek prizes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners at the Junior and Senior academic levels. (When possible solicit vendors for donations and/or request \$100 for prize money for the Junior division and \$100 for the Senior division in the form of gift cards divided appropriately between the winners (this expense is paid for by the Executive Secretary - Finance),
  - Prepare 2 rosters for each accredited program in the state (1 listing all Junior level students, the other listing all Senior level students)
  - Select a Moderator for the Student Bee (should be done at least 2/months in advance of activity), and
  - Select other personnel needed for the event.
    - 3 Judges
    - Time Keeper
    - 2 individuals to check in students
      - Indicating on their name tag the academic level
      - Placing an x by the name of those students participating in the Student Bee
    - 2 or more individuals directing the flow of students during the Student Bee
  - Determine which school has the most students participating in the Student Bee, in the case of a tie the prize money will be divided equally,
  - Request the Executive Secretary - Finance make \$200 check payable to the program with the most student participating,
  - If additional help is needed, work with the Executive Board
  - Communicate with President of Educators Council regarding submission of questions for Student Bee (when applicable),
- Meet with Educators at Midwinter Seminar and Annual Meeting, requesting feedback regarding Student activities,
- Update reference texts regularly,
- Meet with the Student Council requesting feedback on student activities,
- Shall keep accurate account of any approved expenditures and submit vouchers to the Executive Secretary-Finance at each Executive Board Meeting,
- Submit reports of activities for all Board Meetings, and  
Submit year-end expense reports and any remaining balance of advanced funds must be submitted to the Executive Secretary – Finance by **June 15**.

# Section 6 – Competition Rules, Guidelines, Applications

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## Student Quiz Bowl Rules and Regulations

### Purpose

- To encourage student participation in the Annual Meeting.
- To provide healthy competition among student technologists.
- To recognize those students who demonstrate expertise in Radiologic Technology theory

### Eligibility

Participants in the Student Quiz Bowl must be enrolled in an accredited Radiologic Technology program in the State of Louisiana for **no more than (20) months**. All members of a team shall be enrolled in the same educational program.

Team members must be current LSRT members and must be able to show proof of current standing in the LSRT at the meeting in which the Quiz Bowl is taking place. Each team member must be registered for the full meeting. Each educational program may enter only 1 team.

Student spectators must have a current LSRT membership and must either be registered for the meeting or for that day.

### Application

Application for participation in the Student Quiz Bowl must be made to the Chair of the Student Affairs Committee **thirty (30) days** preceding the Annual Meeting date. Application shall include the name of the Radiologic Technology Educational Program with full mailing address, the team roster, the name of the coach, and the signature of the program director.

Registration fees and membership fees, or a copy of a current membership card must accompany the application and membership roster. **ALL OF THE ABOVE INFORMATION MUST BE RECEIVED BY THE DEADLINE OR THE TEAM WILL NOT BE ELIGIBLE TO COMPETE IN THE QUIZ BOWL.**

### Team Roster

Each team shall consist of no more than six (6) students. The names of all players must be included on the team roster at the time of application. Substitution of players may be done prior to the start of each game (not during the game). Any school unable to field a full team may elect to compete with fewer players.

### Officials

Each official involved shall be a Registered Radiologic Technologist and not actively involved with any of the participating teams.

### Judges

There will be a panel of three (3) judges, whose duty shall be to rule on answers, objections, protests, or other matters brought before it. If possible, they should be from another geographic district. All textbooks from which questions are taken will be made available to the judges for verification of answers, if needed. The decision of the judges shall be final.

### Time and Score Keeper

A time-keeper and two score keepers will be selected by the Chair of the Student Affairs Committee.

It shall be the duty of the official time-keeper to enforce all time limits imposed by the rules of competition, including all break periods. A stopwatch or electronic device will be furnished for his/her use.

The scorekeepers shall maintain a comprehensive score record of the teams involved in each match. One shall display each team's score so it is visible to the audience. The other shall maintain a written score, and report results to the moderator at the end of each match. Documented results of all matches will be turned over to the Chair of the Student Affairs Committee following completion of the Student Quiz Bowl Competition.

### Moderator

The moderator shall serve as competition coordinator and may be any Radiologic Technologist not associated with the competing schools. It shall be the duty of the moderator to present all questions, confirm each answer after the judge's ruling, call official time outs, and recognize any objections from the floor. Should the LSRT contract with an out of state source (Educator if possible) for the questions, that person may serve as moderator.

### Questions

The Chair of the Student Affairs Committee shall approve and critique all questions used for competition. The questions shall be submitted for consideration to the Chair of the Student Affairs Committee unless the questions are contracted out of state. All questions submitted must be accompanied by the name of the text, the volume, and the page number from which the question was selected. No true - false, or fill-in-the-blank questions will be accepted. Questions to be used will



be kept by the Chair until time for competition. They may be pulled and arranged for presentation prior to the draw for team numbers. (See TEAM PAIRINGS.) If the questions are contracted for, that person will hold the questions and arrange the questions for the Quiz Bowl.

### Team Pairings

A representative of each team shall meet together with the Chair of the Student Affairs Committee any time prior to the opening session of the Annual Meeting to draw for team numbers. The number shall be drawn by each representative to determine the order of first round competition. Team #1 will compete against Team #2, Team #3 against Team #4, and so on. In the case of an odd number of team entries, one bye will be given in the first round. Under no circumstances may the order of competition be changed.

### Competition

The competition will be double elimination.

Each match will consist of two (2) halves, the first half with five (5) toss up questions and five (5) toss up questions in the second half. There shall be a 3-minute break midway of each match. First half questions shall have a point value of five (5) per question. Second half questions shall have a point value of ten (10) points per question. The team with the greatest point value at the end of each match shall be declared winner and move on to the next round of competition. The change of teams shall be done as quickly as possible and shall not exceed (5) minutes. Each question will be presented to both teams simultaneously. The first team to activate the buzzer will receive the opportunity to answer. There is a ten (10) second timer which starts when the buzzer is pushed. During this period, the school is recognized by the moderator and an answer given. After ten (10) seconds, a buzzer signals that time has expired for the answer. If no answer is given, or answered incorrectly, the moderator will repeat the question to the opposing team. A five (5) second time limit will apply. If no answer is given in the allotted time, the moderator will continue with the next question.

Identical questions will not occur during any given competition, and may be proportionately more difficult in each succeeding round, semifinal and/or final match.

Competition shall continue until only one team remains and is declared winner by the moderator.

### Awards

Presentation of the LSRT Student Quiz Bowl championship trophy will be made at the President's Reception, along with other awards for the first and second place teams. All participants will receive a certificate of achievement.

### Special Conditions

- **COACHING FROM THE AUDIENCE**-Any coaching or discernible answers from the audience will cause that question to be deleted from the competition.
- **PREMATURE ANSWERS**-A team may interrupt the moderator by activating the buzzer system at any point during the question if they feel they know the answer. If incorrect, however, the team shall be assessed the value of the question, and the same question shall then be repeated in its entirety for the opposing team. The five (5) second time limit will apply.
- **ANSWERING OUT OF TURN**-Teams answering without first activating the buzzer system will not be recognized by the moderator, and afford the opposing team a "free" answer.
- **TIE MATCHES**-If the score is tied at the end of a match, one round of three (3) tiebreaker questions shall be asked to determine the winner. The same rules, scoring and penalties (premature answers, answering out-of-turn, etc.) used in the regular round will be in effect. If this round also results in a tie, then the competition goes to a sudden death match. During sudden death matches, single questions shall be asked and the first correct answer ends the competition. In sudden death matches if the moderator deems an answer as a premature buzz in and the answer is incorrect, the opposing team is given the victory.
- **OBJECTIONS**-Only the team coach or program director (one to be designated) will be recognized by the moderator for the purpose of voicing an objection. Decision of the judges will be final.
- **ANTIDUPLICATION/CONTENT PROTECTION**-All audio/visual or hand-written note taking is strictly prohibited. Anyone caught with said paraphernalia will have it confiscated and reported to their program director.

**Application for LSRT Quiz Bowl**  
**(will have google form or excel form for distribution)**

Please type the student's names that will be representing their program in the **Student Quiz Bowl** competition on the application below.

Students eligible to participate must be in the **Radiologic Technology program NO MORE THAN TWENTY (20) MONTHS.**

The completed application below must be returned with a **USPS Postmark** or **emailed** of no later than \_\_\_\_\_ of the current year.

---

Name of School \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

**Team Members**

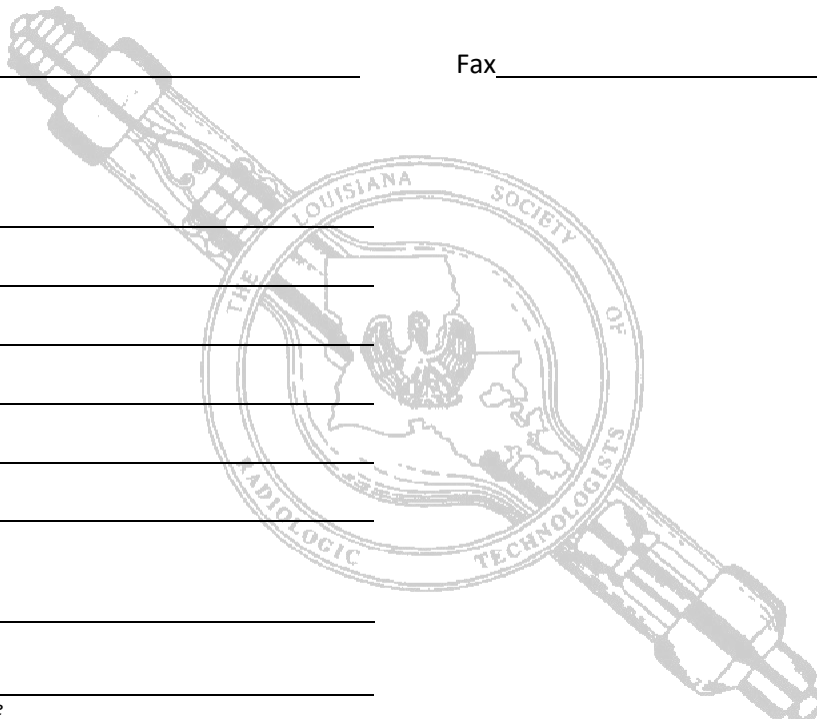
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Coach \_\_\_\_\_

Program \_\_\_\_\_

Director \_\_\_\_\_

*Signature*



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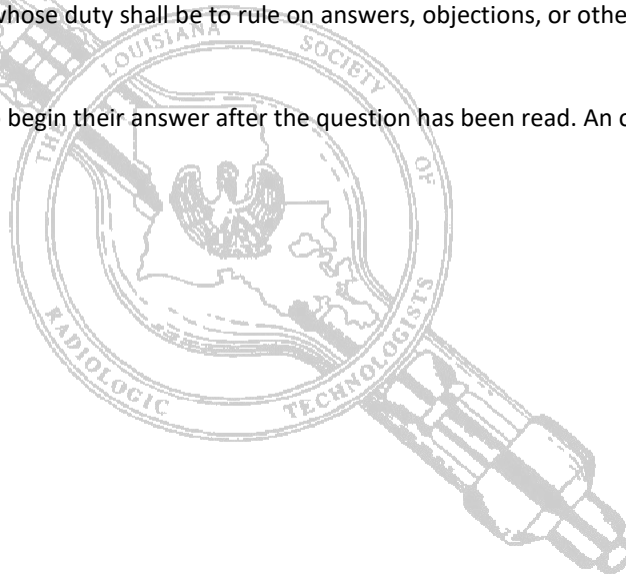
Annual Meeting registration fees (must be full registration) and membership fees and application, or documentation of a current membership (*expiration date 6/30/next year*) must accompany this application for all team members.

All of the above information must be USPS POSTMARKED by \_\_\_\_\_ of current year for the team to be eligible for competition in the quiz bowl.

PLEASE RETURN TO: Carmen George, MSRS, R.T.(R)  
12521 Sherbrook Drive  
BATON ROUGE, LA 70815

## Student Bee Rules

- A STUDENT BEE will be offered to Junior Radiologic Technology Students:
  - **JUNIOR** for students who have been enrolled in an accredited program for twelve (12) months or less at the time of the competition. Contestants must be current LSRT members, must be able to show proof of current membership and registered for the meeting at which the Student Bee is held.
- The school that has the highest percentage of their students (total enrollment) participating will win a cash award of \$200 to be donated by the LSRT. In the case of a tie, the schools will split the \$200 equally.
- Each Program Director must return to the Student Affairs Committee Chair, a **statement of total complete listing of all Junior students enrolled in their program** prior to the Student Bee so that accurate percentages may be calculated. Failure to do so will disqualify that school from percentage competition, but not from individual student competition. The names listed on the roster will be checked off against the participating students as they answer their first question.
- The first, second, and third (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>) place winners will be awarded individual prizes.
- Questions will be asked of each student individually. There is no team discussion.
- The Student Affairs Committee shall approve and critique all questions used for competition. The references will be the same as used for the STUDENT QUIZ BOWL.
- There will be a panel of three (3) judges, whose duty shall be to rule on answers, objections, or other matters brought before it. The decision of the judges shall be final.
- Each student will have ten (10) seconds to begin their answer after the question has been read. An official time-keeper will be present.



# Competitive Essay Rules

## LSRT SCIENTIFIC ESSAY RULES

### Awards

Awards for Technologist and Student papers will be considered separately.

- FIRST PLACE: \$200.00 cash and certificate
- SECOND PLACE: \$100.00 cash and certificate
- THIRD PLACE: \$ 50.00 cash and certificate

Certificates will be awarded to all participants.

### Eligibility

- All members in good standing with the Louisiana Society of Radiologic Technologists are eligible to compete for awards, providing the application, original manuscript and 1 copy with no identification markings electronically submitted to the Vice President of no later than May 15 of current year)
- The following members **may not** participate: all Elected Officers of the Society, Annual Meeting Chair, Annual Meeting Co-Chair, Essay Judges, members of other state societies, or persons employed by commercial firms engaged in the sale or manufacture of radiology or imaging products.

### Judging

- Three persons selected by the Vice President, will do the judging. They **shall** be responsible only to the President of the Society. Judges may consist of technologists in the fields of administration, supervision, staff imaging, or instruction. They can also be a commercial representative or radiologist.
- The judges' decisions are final.

### Manuscripts and Preparation

- Only one essay per author may be submitted for competition.
- The essay must be original & pertain to the art and science of Radiologic Technology, if not the essay will NOT be scored.
- Manuscript style: typewritten on one side of 8 ½ " x 11", double-spaced, 1" margins on both sides, with pagination. A formal writing style must be used such as APA, MLA, or AMA. There must be an appropriate list of references which are cited throughout the essay in the correct format style used. If more than one format is used, essay will NOT be scored.
- Each contestant must submit two (2) copies, the original and 1 copy with no identification. Only the original shall bear the author's name. The copies shall contain no marks of identification such as letterheads, pictures, and references to doctors or hospitals, companies, or other clues to the author's identity. Such identification will disqualify the essay and manuscript will be returned to the author.
- Essay length shall not be less than three pages; and no more than five pages. Supplementary pages (i.e. Title page, reference page) do not contribute to the essay length requirement.
- Writers should make every effort to reference material when possible. At no time should a writer deliberately use the work of another without proper citations.
- Compilation of the scores will be available to the author upon written request to the Vice President of LSRT within 30 days of judging.
- Essays shall not be submitted for competition if it has been submitted previously, for any other competition.

### Criteria for Awards

- An essay must obtain a minimum average score of 65 points from the judges to be considered for any award.
- An essay must obtain a minimum average score of 75 points from the judges to be considered for the First Place Award.
- The essay will be evaluated using the following categories: content, flow of content, grammar and spelling, use of references within the text, and overall impression,

### Deadline Dates

- To be eligible for competition, LSRT membership must be in effect by May 1.
- The essay application together with the completed manuscript and original manuscript and 1 copy with no identification markings electronically submitted to the Vice President of LSRT no later than May 15 of the current year.

**ESSAY APPLICATION**

**(will have google form or excel form for distribution)**

NAME \_\_\_\_\_

Check appropriate category of competition: R.T. \_\_\_\_ or Student \_\_\_\_

If Student what school do you attend \_\_\_\_\_

Last four digits of SS # or LSRT Member # \_\_\_\_\_

ADDRESS \_\_\_\_\_

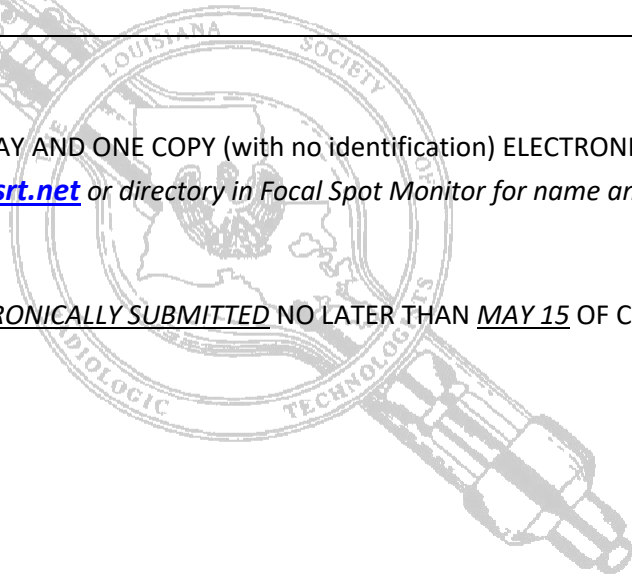
TITLE OF ESSAY \_\_\_\_\_

*I have read and agree to comply with the rules and guidelines for the Essay competition.*

SIGNATURE \_\_\_\_\_

RETURN APPLICATION AND ORIGINAL ESSAY AND ONE COPY (with no identification) ELECTRONICALLY TO *THE LSRT VICE PRESIDENT*: (see LSRT directory at [www.lsr.net](http://www.lsr.net) or directory in Focal Spot Monitor for name and email address)

ESSAY AND APPLICATION MUST BE ELECTRONICALLY SUBMITTED NO LATER THAN MAY 15 OF CURRENT YEAR

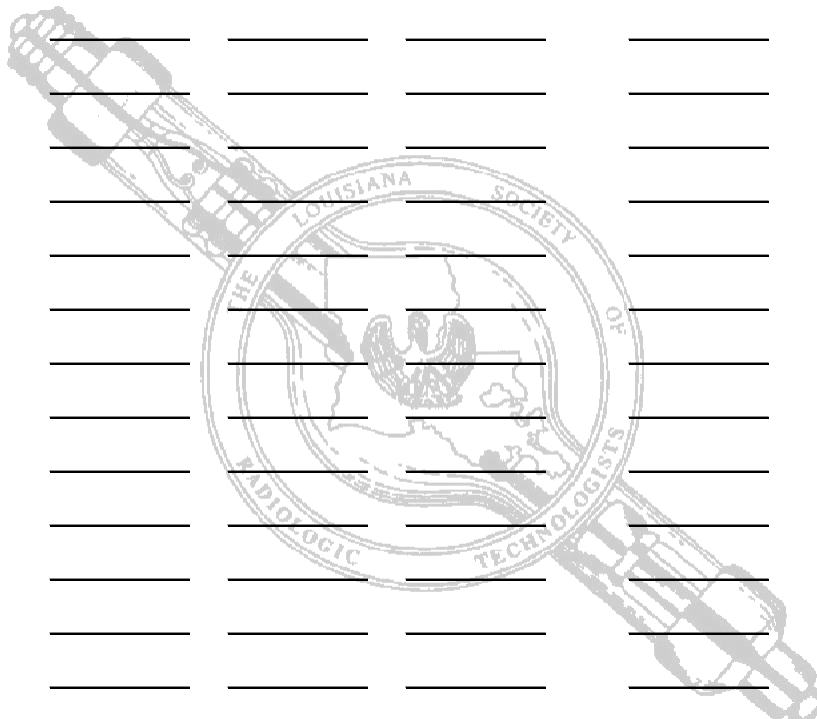


**Essay Judging Evaluation**  
(will have google form or excel form for distribution)

LSRT Scientific Essay Rubric	Judge number _____		Essay Number _____		
<p><i>Directions: After reading the scientific essay, please score each section using the rubric above. Each category has a range from which to choose. For example, if you feel that the student is highly “above average” in the content category, but not quite “excellent,” you would most likely award the student a 14-15 in that category.</i></p>					
	<b>Excellent</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Total</b>
<b>Content</b>	<p>Updates, expands, and/or enhances existing knowledge, and draws conclusions. Captures audience’s attention immediately. Topic thoroughly covered and detailed</p> <p style="text-align: center;"><b>20-16</b></p>	<p>Enhances existing knowledge. Gains audience attention upon reviewing content. Main points covered. Provides a learning experience.</p> <p style="text-align: center;"><b>15-10</b></p>	<p>Provides existing knowledge. Topic covered but prompts unanswered questions. Learning experience presents content established as common knowledge.</p> <p style="text-align: center;"><b>9-5</b></p>	<p>Content presented is not valued as educational or technical.</p> <p style="text-align: center;"><b>4-0</b></p>	_____
<b>Flow of Content</b>	<p>Writing is smooth and coherent. Ideas easily flow throughout the paper.</p> <p style="text-align: center;"><b>20-16</b></p>	<p>Writing is mostly clear, with little trouble understanding the flow of the paper.</p> <p style="text-align: center;"><b>15-10</b></p>	<p>Some of the paragraphs do not flow easily, causing some confusion.</p> <p style="text-align: center;"><b>9-5</b></p>	<p>Some of the paragraphs do not flow easily, causing some confusion.</p> <p style="text-align: center;"><b>4-0</b></p>	_____
<b>Grammar and Spelling</b>	<p>Entirely free of grammatical errors. No spelling or punctuation errors</p> <p style="text-align: center;"><b>20-16</b></p>	<p>Contains a few grammar errors, which may annoy the reader but not impede understanding. No spelling errors.</p> <p style="text-align: center;"><b>15-10</b></p>	<p>Contains several grammatical errors which may temporarily confuse the reader but not impede the overall understanding. Several spelling concerns.</p> <p style="text-align: center;"><b>9-5</b></p>	<p>Contains many grammatical errors, impossible for the reader to follow the thinking from sentence to sentence.</p> <p style="text-align: center;"><b>4-0</b></p>	_____
<b>Use of References (Citing within Content)</b>	<p>Paraphrasing used appropriately with limited direct quotes. Attributions are clear and represented.</p> <p style="text-align: center;"><b>20-16</b></p>	<p>Paraphrasing used appropriately, although direct quotes overused. Attribution is, for the most part, clear and represented.</p> <p style="text-align: center;"><b>15-10</b></p>	<p>Direct quotes overused. Attributions are used, although without purpose of the citing.</p> <p style="text-align: center;"><b>9-5</b></p>	<p>Weak attempt to paraphrase, relying too heavily on direct quotes. Although attributions are occasionally given, many statements seem unsubstantiated. Paper seems plagiarized.</p> <p style="text-align: center;"><b>4-0</b></p>	_____
<b>Overall Impression</b>	<p>Excellent paper. Demonstrates good effort.</p> <p style="text-align: center;"><b>20-16</b></p>	<p>Above average paper.</p> <p style="text-align: center;"><b>15-10</b></p>	<p>Average paper.</p> <p style="text-align: center;"><b>9-5</b></p>	<p>Below average paper.</p> <p style="text-align: center;"><b>4-0</b></p>	_____
Grand Total Score for Essay _____					

Essay Scoring Tally Sheet - Students

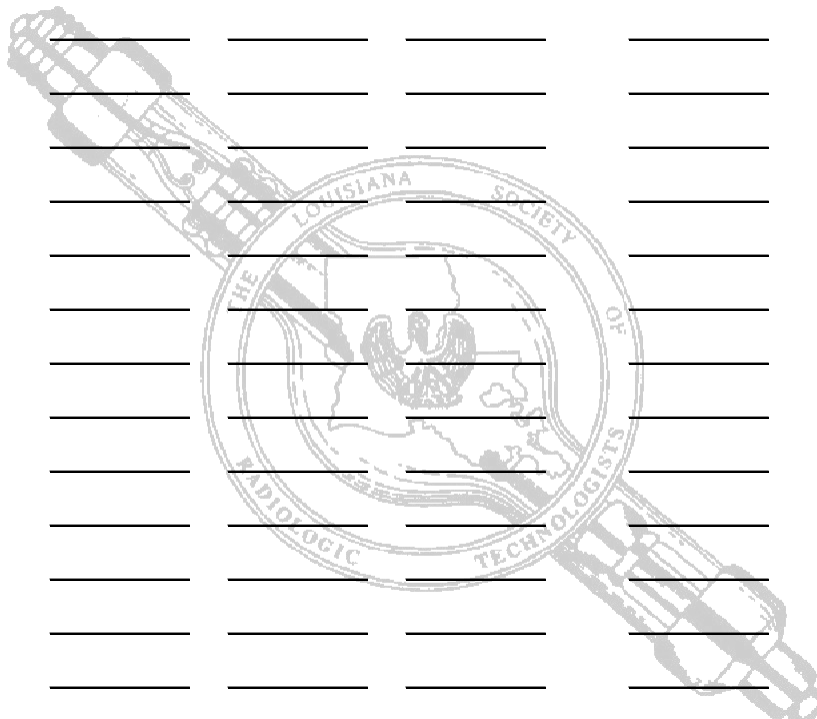
Essay Number	Judge 1	Judge 2	Judge 3	Total
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24	_____	_____	_____	_____
25	_____	_____	_____	_____



First Place \_\_\_\_\_ Second Place \_\_\_\_\_ Third Place \_\_\_\_\_

### Essay Scoring Tally Sheet - Technologist

Essay Number	Judge 1	Judge 2	Judge 3	Total
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
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23	_____	_____	_____	_____
24	_____	_____	_____	_____
25	_____	_____	_____	_____



**First Place** \_\_\_\_\_     
 **Second Place** \_\_\_\_\_     
 **Third Place** \_\_\_\_\_



# COMPETITIVE EXHIBIT RULES

## LSRT Scientific Exhibit Rules

### AWARDS

Certificates will be given to all participants.

Awards for Technologist and Student exhibits will be judged and awarded separately.

FIRST PLACE: \$200.00 and certificate

SECOND PLACE: \$100.00 and certificate

THIRD PLACE: \$50.00 and certificate

### ELIGIBILITY

- All members in good standing with the LSRT are eligible to compete for awards. Membership must be for the current year beginning July 1st for the year the Exhibit is judged, verified by the Executive Secretary - Membership.
- The following members may not participate: all elected officers of the society, Annual Meeting Chair, Annual Meeting Co-Chair, exhibit judges, members of other state societies, or persons employed by commercial firms engaged in the sale or manufacture of radiology/imaging products.
- The exhibit must not include images that could identify any patient, institution, or department.
- Display must not include applicant identification, educational program affiliation, or corporation until after judging. The display will be assigned a number prior to judging and the exhibit should be identified by this number throughout the judging process.
- Exhibits will not be considered for award if they have been displayed at any radiological meetings (ACR, ASRT, AMA, RSNA, etc.) However, they may be displayed on a non-competitive basis.
- If any one member of a group is deemed ineligible between application deadline and judging, the project shall be deemed ineligible for competition.
- Request for removal of exhibit from competition, following application submission, should be done in writing to the LSRT President-elect at least seven (7) days prior to judging.
- If any portion of the application is submitted incomplete, then the exhibit will be ineligible for competition.
- Any discrepancies not defined above will be determined for eligibility at the discretion of the President-elect.

### JUDGING

The three judges shall be selected by the President Elect. Judges selected for participation should have work experience in health professions, be knowledgeable with the content presented for judging, and work with radiologic technologists and/or radiologic technology students. The judges' selections will be based upon the scaled criteria for awards and subject matter as described and the total score provided on the Exhibit Scoring Sheet.

### Subject Matter

- Exhibit must be original work of the technologist(s) or student(s) and not commercially prepared.
- Technologists or students may compete individually, or in a group of similar ranks. Technologists may not work in the same group as student applicants.
- Subject matter should contain research pertaining to radiologic technology, specialty imaging technology, or radiologic science education.
- Content should demonstrate the following:
  - Originality of subject matter that illustrates a new idea/trend or presents information in a new, innovative style.
  - Professional and practical value that provides information of interest to technologists, educators, and students.
  - Educational value that offers a learning experience to the audience, and
  - Creativity that presents material in a neat, organized manner.
  - Proper credit must be given for researched content and/or referenced material in an acceptable citation style (APA, AMA, MLA).
- For details of judging/scoring, an exhibitor may request an example of the LSRT Scientific Exhibit Scoring Sheet from the LSRT President-elect, or view them from [www.LSRT.net](http://www.LSRT.net).

### Poster Elements

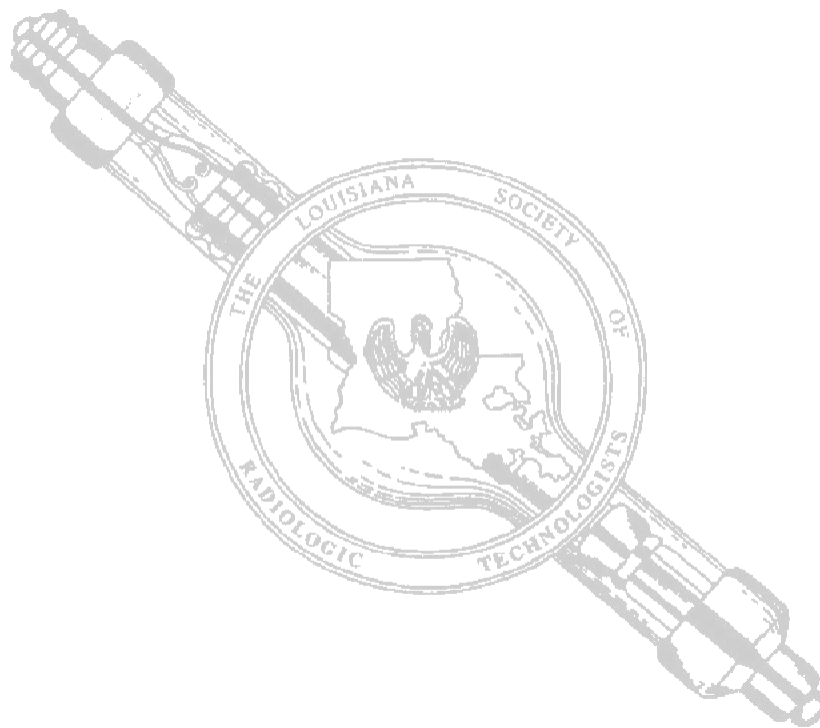
- All displays should be designed and submitted as a **digital PDF file**.
  - (free templates can be found online at various websites: [www.posterpresentation.com](http://www.posterpresentation.com), [www.makesigns.com](http://www.makesigns.com), <https://templates.office.com/>)
- File should be able to be printed as a 36" tall x 48" wide poster (**poster will not be physically printed at this time**).
- Acceptable font styles for use in the poster are limited to: Arial, Times New Roman, Calibri or Courier.
- The font sizes used should be consistent throughout the display and easy to read. Larger sized fonts are allowable for headings and smaller sized fonts are allowed for captions and references.
- Any names or information identifying the author(s) of the exhibit, or any institution, must be omitted from the submission.

#### CRITERIA FOR AWARDS

- An exhibit must obtain a minimum average score of 65 points from the judges to be considered for any award.
- An exhibit must obtain a minimum average score of 75 points from the judges to be considered for the first-place award.

#### Deadline Dates

- Applications and exhibit must be submitted electronically to President-elect of **LSRT** (see LSRT directory at [www.lsrtnet.net](http://www.lsrtnet.net) or directory in Focal Spot Monitor for name and address), must be submitted by **June 15, of current year**.
- All incomplete applications, or applications submitted incorrectly, or after midnight on June 15, will be ineligible for competition.



# LSRT Exhibit Application

(will have google form or excel form for distribution)

**Name (Print):** \_\_\_\_\_ **\*LSRT Member #:** \_\_\_\_\_  
(Each applicant must be a LSRT member of the judging year to participate in this competition.)

Select One:  RT or  Student    If student, What school do you attend: \_\_\_\_\_

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

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

*Applicant listed above will be contacted by mail and email regarding final competition number/judging instructions. Each applicant is responsible for abiding by the information send in this correspondence from the LSRT President Elect or the exhibit will be deemed ineligible for competition.*

**Title of Exhibit:** \_\_\_\_\_

**Has this exhibit been displayed for a competition or professional event** (Select One):  Yes or  No

**Electricity Needed for Exhibit** (Select One):  Yes or  No

*All power cords or power strips are the responsibility of the applicant and will not be provided by the LSRT.*

I have read, understand, and agree to comply with the rules and guidelines as published by the LSRT for the Scientific Exhibit Competition for the current judging year. Any non-compliance, incomplete application, or change in information as submitted above will result in my individual or group Scientific Exhibit being deemed ineligible for award or completion. (Signature by individual indicates group agreement with above statement also.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Additional Group Members, Please complete the section below:

**Printed Name:** \_\_\_\_\_ **\*LSRT Member #** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Application and exhibit must be submitted electronically to **President-elect of LSRT** (see LSRT directory at [www.lsr.net](http://www.lsr.net) or directory in Focal Spot Monitor for name and address), must be submitted by **June 15, of current year**. All incomplete applications, or applications submitted incorrectly, or after midnight on June 15, will be ineligible for competition.*

**For Official Use ONLY:**

Competition #: \_\_\_\_\_ Competition Date/Time: \_\_\_\_\_ Award: \_\_\_\_\_

Membership Confirmed Current Prior to Competition: \_\_\_\_\_

Exhibit Deemed Ineligible: \_\_\_\_\_ If so, Why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT JUDGING EVALUATION SCALE**  
**LSRT SCIENTIFIC EXHIBIT SCORING SHEET**

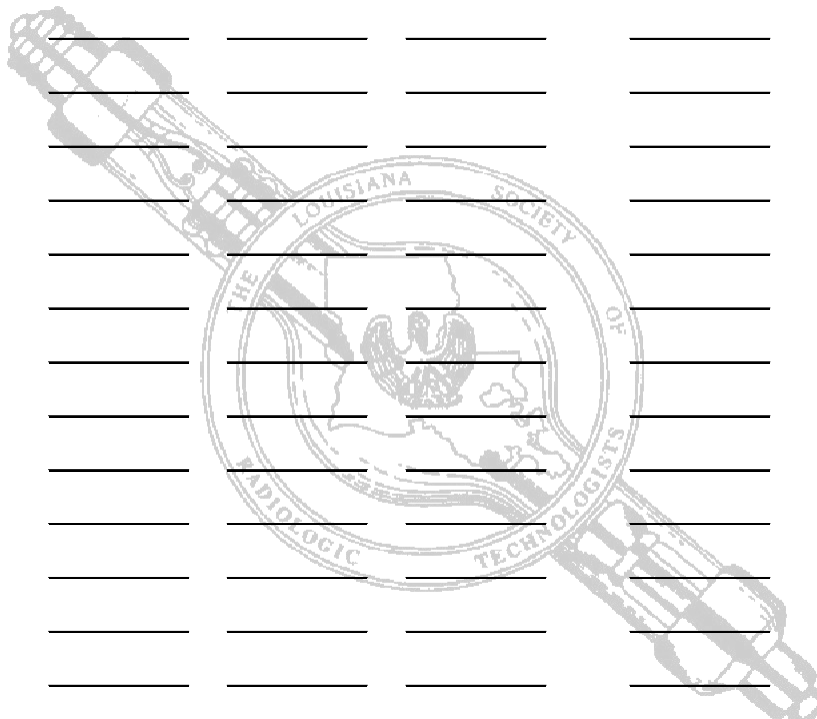
Judge Number: \_\_\_\_\_

Exhibit Number: \_\_\_\_\_

<b>Originality</b>	<b>Possible Points</b>	<b>Score</b>
<b>Superior:</b> Project is unique. Shows evidence of original work; does not look like others. Work is creative, exciting and fresh. Excellent synthesis of all resources used with unique conclusion drawn from synthesis.	28-35	
<b>Good:</b> Project is trendy, but is presented in a new or innovative method. Good synthesis of resources used with typical conclusion drawn from research.	17-27	
<b>Average:</b> Project is nice, but is not unique. Have similar components as other presentations. Limited in research and/or restating presented sources. Lack of real synthesis of sources.	6-16	
<b>Poor:</b> Project does not demonstrate originality or creativity of the subject, appears forced or hard to follow line of reasoning or purpose of research. Has too many parts that do not add to purpose. Lack of research, sources, or effort to be original.	0-5	
<b>Presentation</b>	<b>Possible Points</b>	<b>Score</b>
<b>Superior:</b> Project shows excellent effort, appears complete, gains reader's attention and gives clues to encourage reader to go to the next point. All of the parts work as intended and are necessary to the needs of the project/purpose and adds value. Excellent color scheme, text or graphics are clear and easily readable, and additional outs/extras do not appear excessive or make the presentation space appear cluttered. Material is orderly and presented in a logical sequence.	28-35	
<b>Good:</b> Project appears to have good effort and time spent on creation. Project may appear interesting, but does not immediately grab audience attention or does not engage reader to the next point. May lack detail but overall appears cohesive. Some parts may not work correctly or not in the correct place. Color scheme seems to work well, but may be distracting, text or graphics are legible, and handouts/extra are too numerous or somewhat distracting from the main point of the exhibit. May appear somewhat cluttered or include too much information.	17-27	
<b>Average:</b> Project appears like some parts were put together as an afterthought or in a hurry. Seems interesting when viewing but does not grab reader's attention. Some details not clear, but main idea is still apparent to audience. Text or graphics appear difficult to read or understand, colors are distracting instead of enhancing, project needs additional extras/handouts to explain or items used are unnecessary and distract from the project as a whole.	6-16	
<b>Poor:</b> Main points unclear. Project appears to be completed in a hurry or out of necessity/requirement, details not included or understandable. Project full of errors, thoughts or statements linger with no or little comprehension of the subject, and parts do not work or are missing. Colors, text, or graphics not professional or representative of competition level work or effort.	0-5	
<b>Educational or Technical Value</b>	<b>Possible Points</b>	<b>Score</b>
<b>Superior:</b> Updates, expands, and/or enhances existing knowledge, and draws conclusions. Captures audience's attention immediately. Provides an in-depth learning experience. Topic thoroughly covered and detailed. Content supported with proper citation of references.	16-20	
<b>Good:</b> Enhances existing knowledge. Gains audience attention upon reviewing content. Main points covered. Provides a learning experience. Content supported with proper citation of references.	10-15	
<b>Average:</b> Provides existing knowledge. Topic covered but prompts unanswered questions. Learning experience presents content established as common knowledge. Attempts to reference material.	2-9	
<b>Poor:</b> Content presented is not valued as educational or technical.	0-1	
<b>General Interest and Practical Value</b>	<b>Possible Points</b>	<b>Score</b>
<b>Superior:</b> Content presented demonstrates a topic of cutting edge, high interest, and practical value among technologists, educators, and students. Audience interested in learning more about topic, resources, and references for personal interest.	8-10	
<b>Good:</b> Content presented demonstrates a topic of medium interest and practical value among technologists, educators, and students. Audience interested in hearing more about the topic in future.	5-7	
<b>Average:</b> Content presented demonstrates a topic of fair interest and practical value among technologists, educators, and students. Audience is not prompted to seek additional information.	2-4	
<b>Poor:</b> Content presented is not valued as a topic of interest or practical value among technologists, educators, and students.	0-1	
<b>Total Score:</b>		

EXHIBIT SCORING TALLY SHEET - STUDENTS

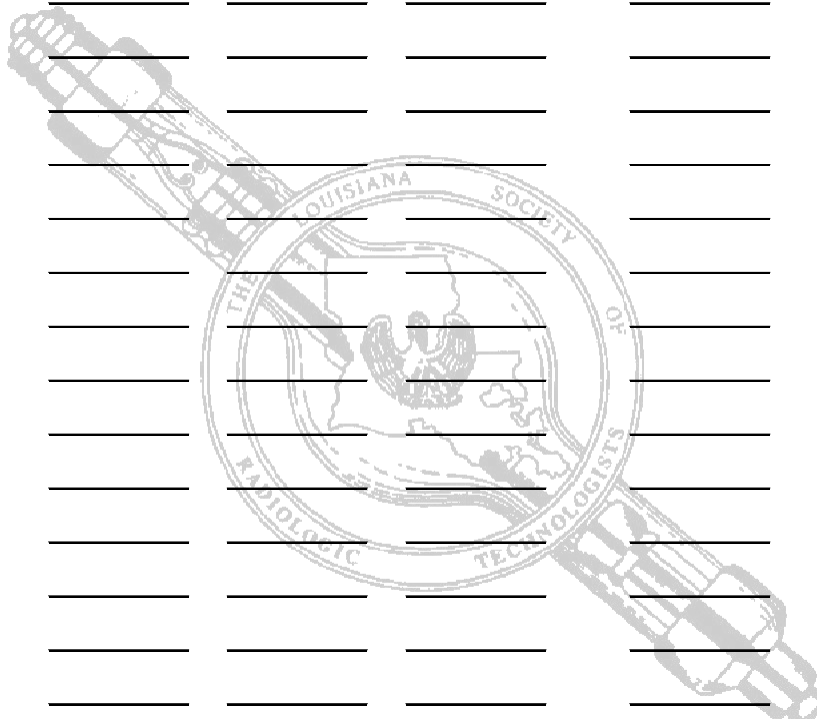
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First Place \_\_\_\_\_ Second Place \_\_\_\_\_ Third Place \_\_\_\_\_

EXHIBIT SCORING TALLY SHEET - TECHNOLOGISTS

Exhibit Number	Judge 1	Judge 2	Judge 3	Total
1	_____	_____	_____	_____
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25	_____	_____	_____	_____



First Place \_\_\_\_\_ Second Place \_\_\_\_\_ Third Place \_\_\_\_\_

## STUDENT T-SHIRT COMPETITION

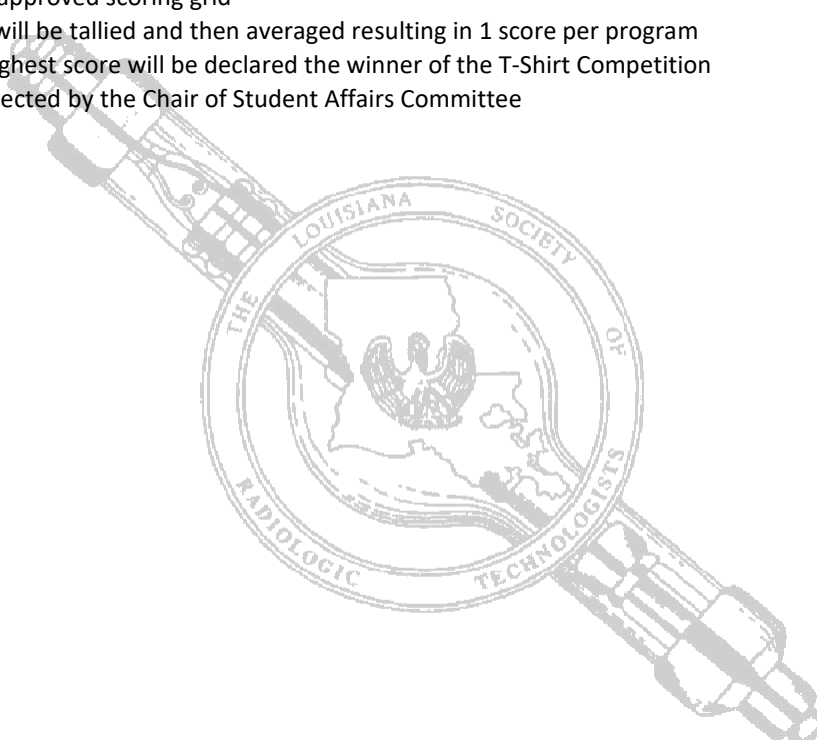
Programs participating in the Annual Meeting Quiz Bowl may also participate in the T-Shirt Competition. Each team participating in the Annual Meeting Quiz Bowl will select 2 members from their program or the Quiz Bowl team to present the school's T-shirt to a panel of judges. The T-Shirt Contest shall be held immediately preceding the Quiz Bowl.

### RULES FOR T-SHIRT COMPETITION

- No Skits, presentation only,
- 2 individuals presenting the T-Shirt (1 wearing it, and one reading the shirt)
- Shirt must be presented in 2 minutes or less (if goes over 2 minutes, will be disqualified)
- Must be ready to present prior to the Quiz Bowl (typically 1PM on Thursday at the LSRT Annual Meeting)

### JUDGING/TIME KEEPER

- A panel of three (3) judges will be selected by the Chair of Student Affairs Committee
- Judges will use only the approved scoring grid
- All three judges' scores will be tallied and then averaged resulting in 1 score per program
- The program with the highest score will be declared the winner of the T-Shirt Competition
- A time keeper will be selected by the Chair of Student Affairs Committee



## T-SHIRT JUDGING SCORE SHEET

Program \_\_\_\_\_

Date \_\_\_\_\_

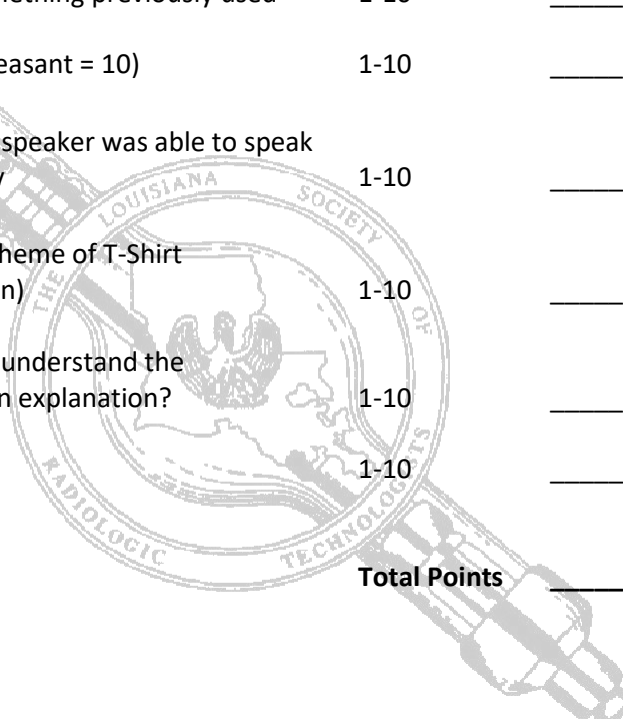
Judge \_\_\_\_\_

Total Score \_\_\_\_\_

Each program will be evaluated according to the following scoring grid:

- Each judge will rate the T-shirt for 1-10 for each category (1=poor, 10=excellent)

Category	Points Possible	Actual points
1. Subject content pertains to medical imaging	1-10	_____
2. Creativity (the way the design is used to present the message)	1-10	_____
3. Originality (their design, and not something previously used)	1-10	_____
4. Visual Presentation (too busy = 1, pleasant = 10)	1-10	_____
5. Presentation of T-Shirt to Audience (speaker was able to speak clearly and project their voice clearly)	1-10	_____
6. Color Selection (appropriate to the theme of T-Shirt with good contrast to enhance design)	1-10	_____
7. Would someone in Medical Imaging understand the Meaning without having to ask for an explanation?	1-10	_____
8. Language Acceptable	1-10	_____
<b>Total Points</b>		_____

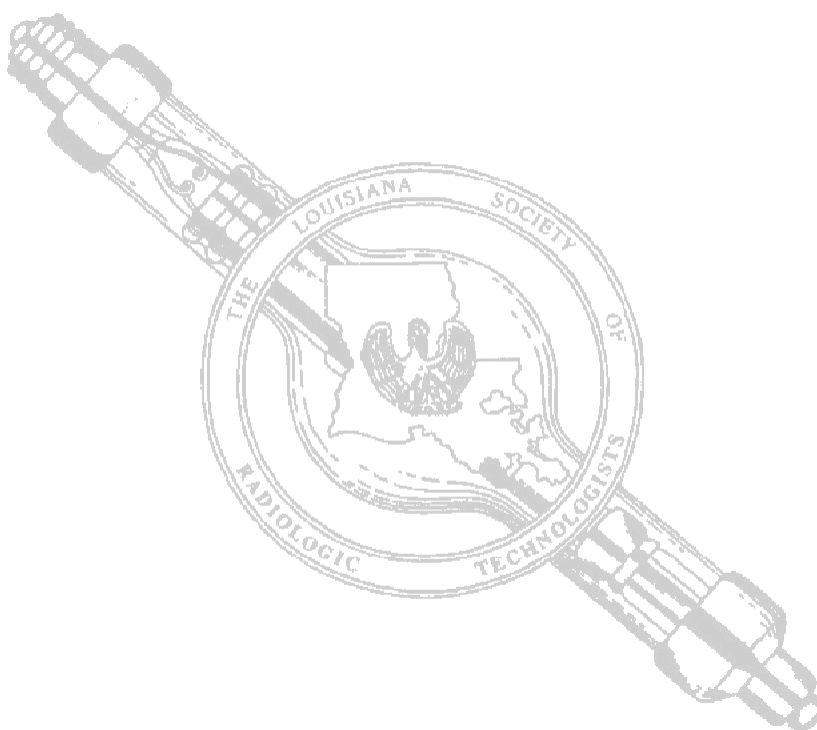




# Section 7 – Councils

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Louisiana Educators In Radiologic Sciences ..... 91  
Student Council ..... 94



# PROVISIONS FOR COUNCIL REPRESENTATION

## Council Formation

### Pre-Requisites

- To constitute the formation for modality representation the area of practice or modality must maintain its own certifying credentials and/or agency.
- Have an established professional organization representing its practitioners either on a state, regional, or national level of recognition.

### Process

Areas of practice or modalities may request council formation with the LSRT and at such time the request will be taken under advisement to be submitted to the LSRT EXECUTIVE BOARD for consideration.

- Initially, the formation of a council may occur by a group of individuals expressing a desire or need for representation of the area of practice.
- Based on the prerequisites, a decision for council formation shall be made establishing affiliation with the LSRT.

### Council Structure

Upon approval and establishment of a council, a Council Chair shall be appointed by the LSRT President.

- Once council development, formation, and organization has been achieved where said council can function independently, the council will select through majority vote its own Council Chair, representative and other official members as needed.

### Council Responsibilities

It is the responsibility of the council and its' key members to initiate activity within the council to represent like practitioners.

- Each council should develop rules and guidelines for operations and functions of the council and provide to Director of Publications for publishing in the LSRT Bylaws and Procedural Guidelines Manual for reference and future continued council activity.
- The appointed Chair should set out contacting, recruiting, and selecting council members, preferably from various areas and districts of the state for increased activity and representation.
- Members should work together and communicate on a regular basis to understand and identify needs, concerns, and desires of the professionals practicing in their respective areas to be represented.
- Once accomplished, information should be provided in the form of a report to the LSRT and to council members either at Board Meetings, through the Focal Spot Monitor, or at business meetings at LSRT meetings.
- Request or proposals for activities, programs, educational or otherwise, must be presented to the LSRT Executive Board or responsible individual in a reasonable time frame.
- In the case of continued education and the providing of agendas or speakers for LSRT meetings:
  - A. Council is to communicate with Meeting Planner or Meeting Chair (Midwinter Seminar and Annual Meeting) any speakers or agenda items needed.
  - B. A listing of speakers and their associated cost (must be approved by Meeting Planner).
  - C. Time slots for council meetings or functions should submit in advance to allow planning and ordination as needed.
  - D. All continuing education requests must be submitted directly to the LSRT Meeting Planner for continuing education credit approval. The LSRT Meeting Planner will send all approved Continuing Education activities to ASRT, SDMS, VOICE, and MDCB.

These provisions should not be considered all-inclusive as they are only guidelines for the councils to follow. The provisions are established to assist individuals with a step-by-step process for developing their respective council that will integrate with the framework of the LSRT.

# LOUISIANA EDUCATORS IN RADIOLOGIC SCIENCES

## Bylaws

### CHAPTER I NAME

#### SECTION 1 NAME

The name shall be Council of Louisiana Educators in Radiologic Sciences (LERS).

### CHAPTER II PURPOSE/POLICY/FUNCTION

#### SECTION 1 PURPOSE

The purpose of the LERS shall be to promote the quality of Radiologic Technology Programs and enhance the knowledge of the R.T. educators throughout the state.

#### SECTION 2 POLICY

The *LERS* shall be a council under the auspices of the Louisiana State Society of Radiologic Technologists (LSRT). The LERS members shall be members of LSRT, abiding by the Bylaws of its parent organization, the LSRT.

#### SECTION 3 FUNCTION

- A. To provide a forum to address areas of interest and concern to Radiologic Technology programs, faculty and students.
- B. To encourage mutual cooperation and sharing of knowledge between state program faculty to maintain consistency and uniformity of R.T. education.
- C. To provide educational opportunities for faculty thus enhancing educational quality for students.
- D. To provide educational opportunities for students.
- E. To promote high standards of education for program faculty.
- F. To promote graduate students of high caliber who are devoted to patient care and professionalism.
- G. To cooperate with all state and national accrediting agencies to maintain high program standards.

### CHAPTER III MEMBERSHIP

#### SECTION 1 MEMBERSHIP

The members of the LERS shall be state educators who are current members of and in good standing with the LSRT.

#### SECTION 2 ASSOCIATE MEMBERSHIP

Shall consist of those past educators in Radiologic Sciences who may have retired or not presently in education.

#### SECTION 3 MEMBERSHIP DUES

The LERS is a council operating under the auspices of the LSRT. The members of LERS must pay their membership dues to the parent organization.

#### SECTION 4 VOTING

All members of the council except associate members will be classified as active voting members.

**CHAPTER IV  
MEETINGS/REGISTRATION**

**SECTION 1 ANNUAL BUSINESS MEETING**

The LERS shall hold a minimum of one business meeting yearly in conjunction with the LSRT Annual Meeting. The LERS has the option of holding a second meeting during the LSRT Midwinter Seminar with the flexibility of scheduling or not scheduling a guest lecturer during the Midwinter Seminar meeting.

**SECTION 2 SPECIAL MEETINGS**

Special meetings of the members may be called by the Chair of the LERS if needed.

**SECTION 3 REGISTRATION**

Only those persons who have duly registered for the LSRT Annual Meeting and/or seminar may participate in the meetings and educational programs of the LERS.

**CHAPTER V  
ELECTED OFFICE**

**SECTION 1 ELECTED OFFICERS**

The elected officers of the LERS shall consist of the following:

- A. Chair
- B. Vice Chair
- C. Secretary

The officers of the LERS shall be elected by a plurality vote of the attending members at the Annual Meeting.

**SECTION 2 TERM OF OFFICE**

All LERS elected officers shall serve a term of one (1) year or until their successors have been elected and installed. The offices of Chair, Vice Chair and Secretary shall, if re-elected, be allowed to hold the position(s) consecutively.

**SECTION 3 ELIGIBILITY AND QUALIFICATIONS**

In order to be eligible for LERS office, the member shall be an educator who is a Registered Technologist, certified by the ARRT and/or NMTCB, have membership in the LSRT, and have a current license to practice Radiologic Technology in the State of Louisiana as required by law.

**SECTION 4 VACANCY IN OFFICE**

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

- A. Chair-shall be filled by the Vice Chair
- B. Vice Chair-shall be filled by the Secretary
- C. Secretary-shall be appointed by the Chair

**SECTION 5 DUTIES**

- A. CHAIR: This person shall be responsible for:
  - 1. Conducting all Business Meetings.
  - 2. Planning and coordinating educator's program for Annual Meeting. This shall be done in coordination with the meeting planner. Since LERS has no funds, request for approval of funding for speakers and /or programs must be submitted to the LSRT Meeting Planner well in advance of the Annual Meeting/Midwinter Seminar. All continuing education activities must be submitted directly to the LSRT Meeting Planner for approval.
  - 3. Planning and coordinating educational programs for students at both Midwinter Seminar and Annual Meetings.
  - 4. Serving as a faculty advisor for the Student Council.
  - 5. Attending the Student Council meetings during Midwinter Seminar and Annual Business Meetings.
  - 6. Forming committees and appointing Chairs as needed.

7. Coordinating any request from state or national accrediting agencies relative to needed information or status reports on educational activities whenever necessary or as appropriate.
- B. VICE CHAIR: This person is responsible for:
1. Assisting the Chair in conducting business meetings.
  2. Assisting the Chair in arranging the educator's program.
  3. Assisting the Chair in arranging the student programs.
  4. Assisting the Chair in advising the Student Council members.
  5. Attending the Student Council meetings during Midwinter Seminar and Annual Business Meetings.
  6. Supervising student activities.
  7. Reporting information to the Chair.
  8. Attending LSRT Board Meetings.
- C. SECRETARY: This person shall be responsible for:
1. Recording the minutes of the LERS meetings and submitting them to the Chair in a timely manner.
  2. Submitting a copy of the minutes to the LERS membership and the LSRT President.
  3. Attending and recording minutes of the Student Council meetings for both Midwinter Seminar and Annual Meetings.
  4. Submitting a copy of recorded minutes of Student Council meetings to the LERS Chair and LSRT President.

## **SECTION 6 CENSURE/REPRIMAND/REMOVAL**

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

## **CHAPTER VI AMENDMENTS**

### **SECTION 1 AMENDMENTS**

These Bylaws may be amended or repealed by a plurality vote of the LERS members in attendance at the Annual Meeting.

## **CHAPTER VII PARLIAMENTARY GOVERNING**

### **SECTION 1 PARLIAMENTARY GOVERNING**

The rules contained in the latest edition of the Roberts Rules of Order shall govern the LERS meetings.

## STUDENT COUNCIL

### Bylaws

#### CHAPTER I NAME

##### SECTION 1- NAME

The name shall be the Student Council

#### CHAPTER II PURPOSE/POLICY/FUNCTION

##### SECTION 1- PURPOSE

The purpose of this organization is to encourage students in professional development through participation in LSRT.

##### SECTION 2-POLICY

The Student Council would be under the auspices of the Louisiana Society of Radiologic Technologists (LSRT). The members shall be members of LSRT, abiding by the Bylaws of its parent organization, the LSRT.

##### SECTION 3- FUNCTION

- A. To provide a forum to address areas of interest and concern to Radiologic Technology Program students and faculty.
- B. To encourage mutual cooperation and sharing of knowledge between students enrolled in state programs in the radiologic sciences.
- C. To provide input on educational opportunities for students at LSRT meetings.
- D. To communicate with other council members and distribute information to other students within their programs.
- E. To cooperate with LSRT in promoting the profession.
- F. To prepare council members for holding potential office within LSRT.

#### CHAPTER III MEMBERSHIP

##### SECTION 1- MEMBERSHIP

The members of the council shall be two (2) representatives from each institution offering radiologic sciences.

##### SECTION 2- MEMBERSHIP DUES

The Student Council is a council operating under the auspices of LSRT. The members of the Student Council must pay their membership dues to the parent organization.

##### SECTION 3- VOTING

All members of the council will be classified as active members.

##### SECTION 4- STATE REGIONS

The State shall be categorized into Four (4) regions. These regions are to be North Central, Southeast and Southwest. Program fall into each region as follows:

North – University of Louisiana at Monroe, Southern University Shreveport LA

Central – Northwestern State University, Louisiana State University - Alexandria

Southeast – FranU, Baton Rouge General Medical Center, Northoaks Medical Center, Delgado Community College,  
University of Holy Cross

Southwest – McNeese State University, Louisiana State University - Eunice

**CHAPTER IV  
MEETINGS**

**SECTION 1- ANNUAL BUSINESS MEETING**

The Student Council shall hold one business meeting yearly. This meeting will be held in conjunction with the LSRT Annual Meeting.

**SECTION 2- SPECIAL MEETINGS**

The Chair of the Council if needed may call special meetings of the members.

**SECTION 3- REGISTRATION**

Only those persons who have duly registered for the LSRT Midwinter Seminar Meeting and or Seminar may participate in the meeting of the Student Council.

**CHAPTER V  
ELECTED OFFICE**

**SECTION 1- ELECTED OFFICERS**

There shall be six (6) elected officers, that of four (4) regional representatives and the Chair and a vice Chair. These representatives will be elected from the four (4) regions of the state, north, central, southwest and southeast. These officers shall be elected by a polarity vote of the council members attending the Annual Meeting.

**SECTION 2- TERM OF OFFICE**

All Student Council officers shall serve a term of one year or until their successors have been elected and installed. The officers of Chair and vice-Chair shall, if reelected, be allowed to hold the position(s) consecutively.

**SECTION 3- ELIGIBILITY AND QUALIFICATIONS**

In order to be eligible for Student Council office, the member must be a student member of the LSRT.

**SECTION 4- VACANCY**

In the event of vacancy, a special election will be called and the Chair shall be elected from the remaining members.

**SECTION 5- DUTIES**

- A. Chair- This person shall be responsible for arranging agenda for annual business meeting
- B. Vice-Chair- This person shall be responsible for
  - 1) recording of minutes of the Council meetings and submitting them to the Chair in a timely manner,
  - 2) submitting a copy of the minutes to the President of the LSRT.

**SECTION 6- CENSURE/REPRIMAND/REMOVAL**

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

**CHAPTER VI  
AMENDMENTS**

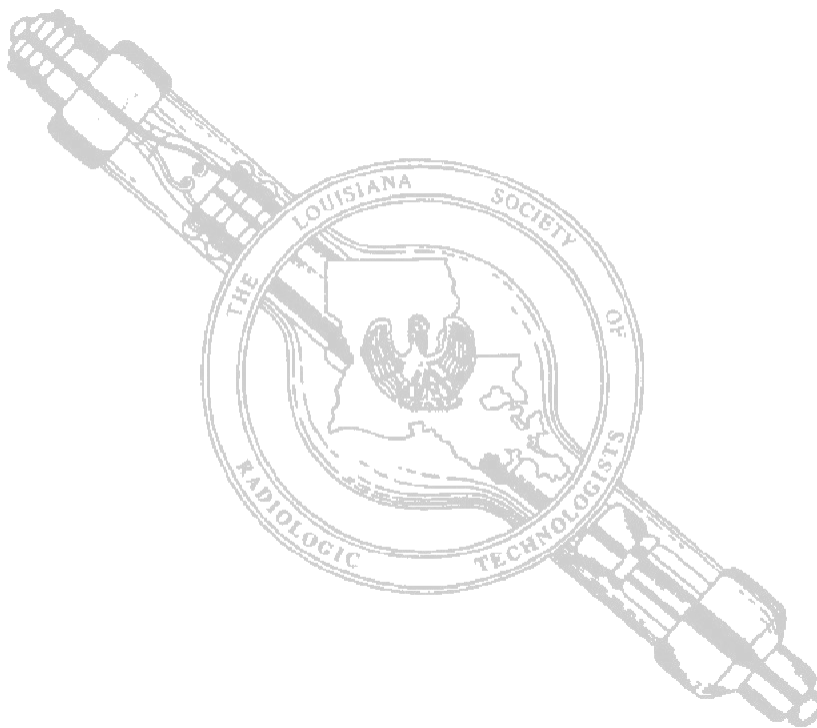
**SECTION 1- AMENDMENTS**

These Bylaws may be amended or repealed by a plurality vote of the Student Council members in attendance at the meeting.

**CHAPTER VII  
PARLIAMENTARY GOVERNING**

**SECTION 1- PARLIAMENTARY GOVERNING**

The Rules contained in the latest edition of Robert's Rules of Order shall govern the Student Council meetings.

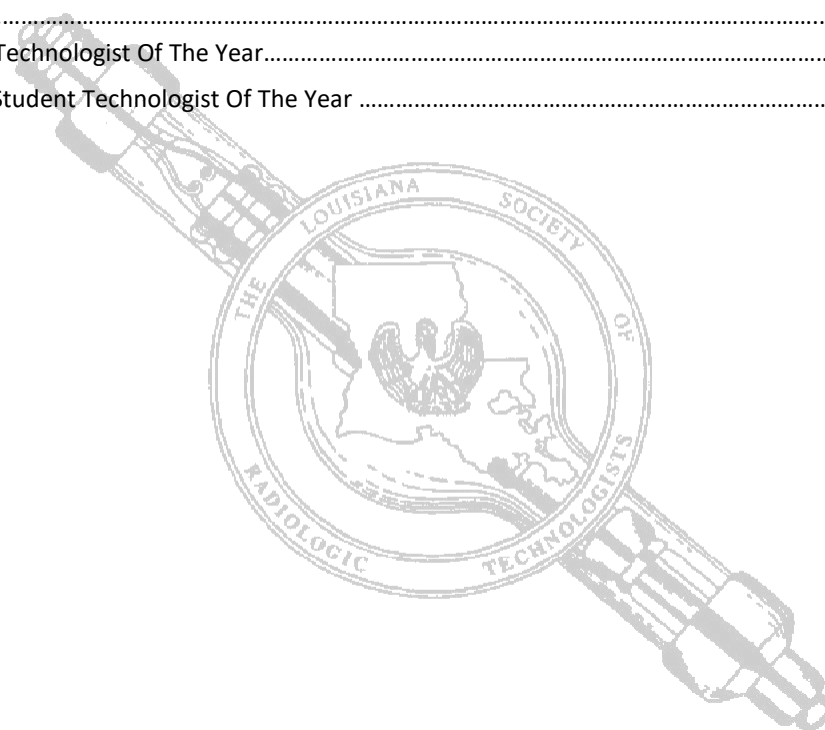




# Section 8 – Awards

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## LSRT SCHOLARSHIP FOUNDATION

### I. NAME OF SCHOLARSHIP

Joe Schwartz Memorial Scholarship – Joe Schwartz was one of the past presidents of LSRT. He was also a life member of LSRT and was a true professional in every aspect of the word.

### II. SPONSOR

Louisiana Society of Radiologic Technologists

### III. SCHOLARSHIP FUND

- A. Deposits made in separate account
- B. Receive cash from donations

### IV. AMOUNT OF AWARD

- A. Minimum amount awarded per year - \$250.00
- B. Maximum amount awarded per year - \$1000.00

### V. AWARDED ANNUALLY AT LSRT ANNUAL MEETING

May be mailed post meeting.

### VI. APPLICATION TIMETABLE

- A. Announcement/Applications printed in January issue of Focal Spot Monitor. Applications may be requested in January.
- B. Application deadline is April 15th (prior to LSRT Spring Board Meeting)
- C. Notification of decisions prior to LSRT Annual Meeting.

### VII. NUMBER OF SCHOLARSHIPS AWARDED SELECT FROM THE FOLLOWING CATEGORIES

- A. Hospital based program
- B. College based program
- C. Specialty modality graduate program
- D. Post graduate B.S. / Masters / Ph.D. studies (degree)

### VIII. ELIGIBILITY REQUIREMENTS

- A. Louisiana resident for past 5 years
- B. Student member / Technologist member of LSRT in good standing (must have been a member of LSRT for a minimum of 6 months)
- C. Cumulative GPA of 3.0 or above
- D. Currently enrolled as a full-time student in one of the following appropriately accredited Radiologic Technology Programs
  - 1. Radiography - As a Junior (first-year) or Senior (second-year) student. Exclude college based students in Pre-Radiologic Technology Programs.
    - a) Hospital based program - Must be a student in a program for not less than 6 months.
    - b) College based program - Must be a student in a program for not less than 1 semester of Radiologic Technology Curriculum
  - 2. Radiation Therapy Technology
  - 3. Diagnostic Medical Sonography
  - 4. Nuclear Medicine Technology
  - 5. Medical Dosimetry
  - 6. Post Primary Certifications
  - 7. ARRT/NMTCB Registered (registry eligible) and currently pursuing Baccaureate/Masters/Doctorate. Degree in field related to radiological sciences (Education, Administration, Radiologist Assistant, etc.)
- E. Must have been a student in a program for not less than one college semester or six months.
- F. Actively involved in Professional Society as well as community
- G. Provide list of Extracurricular Activities (Scholastic and Honorary Awards)

H. Provide 3 letters of recommendation (must be sent directly from these individuals listed below to the LSRT Executive Secretary- Membership)

1. Program Director/Department Chair
2. Clinical instructor (current or previous)
3. Faculty member
4. Employer
5. Character reference

I. Provide written statement with student's expression of interest in the field of study, future plans, explanation of financial need, and why he/she feels qualified to receive the scholarship.

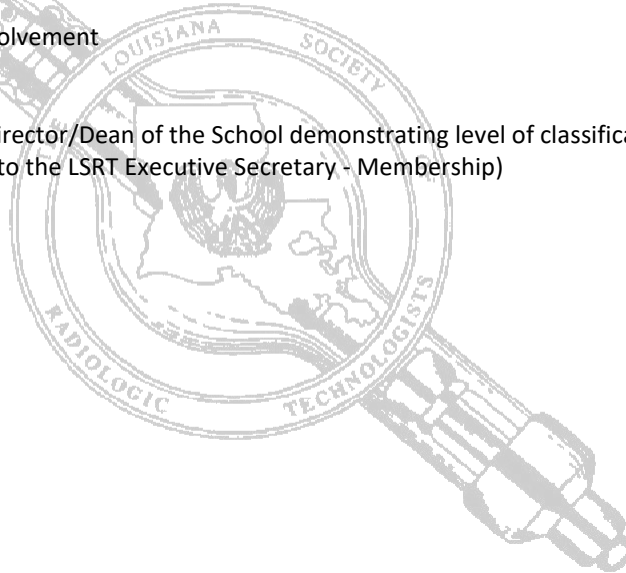
J. Provide true and correct statements on the completed application.

#### IX. SELECTION COMMITTEE

Five members shall serve on the selection committee: The LSRT Board of Directors, Chair of Louisiana Educators in Radiologic Sciences, and Chair on the Student Affairs Committee. If a committee member is associated with a student who has applied for a scholarship, that committee member would then be ineligible for selection and the Board shall appoint an alternate.

#### X. SELECTION GUIDELINES

- A. Application packet complete
- B. GPA/ Official Transcript
- C. Financial Need
- D. Recommendations
- E. Extracurricular Activities
- F. Active professional/community involvement
- G. LSRT member
- H. Louisiana resident
- I. Written statement from Program Director/Dean of the School demonstrating level of classification and expected date of graduation. (Must be sent directly to the LSRT Executive Secretary - Membership)





## PROVISIONS FOR ESTABLISHMENT OF MEMORIAL AWARDS

### PURPOSE

Memorial Awards are established to recognize specific traits, attributes, characteristics, and or contributions of members of the LSRT and are awarded as outlined in the Foundation Requirements Criteria.

### FOUNDATION REQUIREMENTS CRITERIA

1. Upon application, the named award must be accompanied by a founding "Letter of Attestation" with a brief descriptive narrative or biographical narrative as to the qualities to be recognized which justify founding the award.
2. Awards shall be based on traits, characteristics, attributes, or contributions that members possess relative to the advancement of their society and profession.
3. There should be no cash awards presented with Memorial Awards as they are to recognize genuine characteristics, contributions, etc., for which one should not be paid. The award will be in the form of a presentation of some type of plaque or trophy before the membership for recognition of the stated qualities. To submit a photo or sample of the proposed award as either trophy or plaque at the time of application is optional.
4. There should exist some letter of agreement for the funding of the award, e.g., established bank account, notarized letter of agreement to pay award when application and selection is made, etc. Awards will be funded solely by the parties making application for the foundation of memorial awards.
5. Two (2) awards with differing names that share the same characteristics or qualities will not be allowed. As application for foundation is made, the Executive Board must determine if any new awards duplicate previously founded awards prior to approval. Establishing awards of the same nature and presented to more than one (1) individual reduces the stature of awards when the objective is to recognize superior traits and contributions by a member. If application for foundation of an award is made and is quite similar or lacks discerning/differing qualities of an existing award the applicant will be notified and referred to the existing award. If the award application is approved, the applicant will be notified by the Board.
6. All awards will bear the organization name or initials of "LSRT." as it will be the sponsoring organization.
7. The award may be made as nominees are submitted with a maximum of one (1) award each year, and not necessarily as a yearly award. When a nominee is submitted and selected the founder will be notified to obtain or fund the award for presentation. The founder maintains the option of presentation of the award.
8. The Executive Board will be responsible for review and selection of award nominees. Decisions are based on the award foundation criteria relative to the member and nominating letter. Additional information may be requested from anyone submitting a nominee. All decisions by the Board shall be final.
9. In the event that founders cease support and funding of awards, notice should be provided to discontinue publishing of award notices and to eliminate the award category. If another party wishes to assume foundation of an award to maintain award qualities they may apply through the same application process requesting renaming of the award.
10. Memorial award provisions, foundation applications & criteria, nominee submissions, etc., shall be maintained by the Chair of the Board. They shall correspond with foundation applicants, foundations, members who submit nominees, and with the Focal Spot Monitor or other publications for Publishing Award Announcements.
11. Nominations/criteria for awards will be published in the Focal Spot Monitor in the January and April issues.
12. Awards will be presented at the LSRT Annual Meeting Awards Luncheon or Presidential Reception.

## THE LEE RAYMOND PITRE MEMORIAL AWARD

This memorial award was founded in the name of the infant brother of Steven Pitre, past President, of the LSRT. The significance of this award in relation to the LSRT Membership is to recognize the qualities of an individual that this award symbolizes as found in the award criteria. Please make your nomination based on the following criteria:

### INTERPRETIVE STATEMENTS / CRITERIA

#### 1. INNOCENCE

Statement: "Just as a little child knows no boundaries & has no fear and the innocence to ask why"

*CRITERIA:* The member has a genuine interest in wanting to know more about their professional organization and has no fear to ask why things are, because their concern and interest is honest and for the best interest of their organization and profession.

#### 2. HOPE

Statement: "Just as a little child has hope for all things and in others."

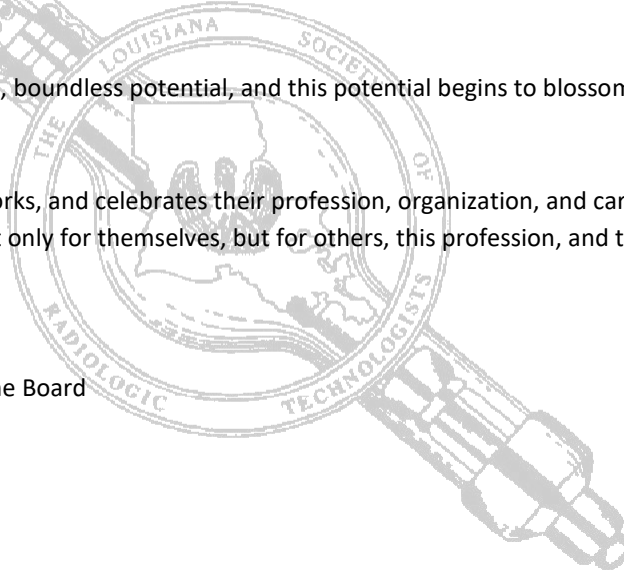
*CRITERIA:* The member displays "Hope" through their openness and willingness to work with others without reservation, in the hope that their contributions, ideas, and efforts will be accepted as just that; genuine, honest, innocent, giving and sharing of self.

#### 3. UNBORN POTENTIAL

Statement: "Just as a little child has unlimited, boundless potential, and this potential begins to blossom through their innocence and hope."

*CRITERIA:* The member shares, contributes, works, and celebrates their profession, organization, and career, and as a result, their unborn potential is discovered and shared, not only for themselves, but for others, this profession, and the LSRT.

Please submit your nominations to: Chair of The Board



## EMERGENCY RELIEF FUND\*

The Technologist Emergency Relief Fund was implemented in 1987 with the intent and purpose of assisting technologists of the state of Louisiana in times of need. The fund was initiated by an affiliate contribution and shall be funded solely by future donations to such fund. Therefore, this fund, being made up of contributed monies shall be governed by the Board of Directors with no implications and/or justification by the general membership of the Louisiana Society of Radiologic Technologists.

The following guidelines shall be used in governing the fund.

1. Any changes in these guidelines shall be voted on by the Executive Board, with majority rule.
2. All inquiries and/or distributions from this fund shall be handled in a confidential manner. Never, shall the name and/or condition of an applicant be placed in writing and/or recorded in any records of the LSRT open to the general membership.
3. Request for funding from this account shall be made in writing to the Board of Directors by or for any technologist eligible under these guidelines.
4. To be eligible for assistance a Technologist must be a current member in good standing of the LSRT for a minimum of five (5) consecutive years.
5. Monies shall be distributed to a technologist who has fallen into a situation of need.
6. The dollar (\$) amount distributed from this fund shall be dependent upon the severity of need as well as the balance of the fund at the time of the request. This amount shall be agreed upon by the Board of Directors on an individual basis. A maximum of four hundred dollars (\$400.00) per request shall be set.

\* Fund will be determined by the Executive Board



**LOUISIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS  
EMERGENCY RELIEF APPLICATION**

Louisiana Society of Radiologic Technologists Emergency Relief Application the Technologist Emergency Relief Fund was implemented in 1987 with the intent and purpose of assisting technologists of the state of Louisiana in times of need. The fund is governed by the Board of Directors, and all inquiries and/or distributions are handled in a confidential manner. To be eligible for assistance a technologist must be a current member in good standing of the LSRT for a minimum of five consecutive years. The dollar amount distributed is dependent upon the severity of need and the balance of the fund. The amount is agreed upon by the Board of Directors on an individual basis. A maximum of \$400.00 per request is set. Date: \_\_\_\_\_

Technologist Name: \_\_\_\_\_ ARRT I.D.#: \_\_\_\_\_

LSRT Membership # \_\_\_\_\_ LSRTBE#: \_\_\_\_\_

Email associated with LSRT membership: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Please provide information about the nature and extent of the need.

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Approved \_\_\_\_\_ Denied \_\_\_\_\_



## LSRT LIFE MEMBER

This is the highest honor the LSRT can bestow on one of its members. This award recognizes a member who has demonstrated outstanding achievements, dedication and capabilities in the Society and in the field of Radiologic Technology.

Nominations for this honor can be made in writing by any LSRT member. All nominations will be reviewed and a decision made by the Board Of Directors. Any member wishing to make a nomination shall submit a vita of the member nominated to the Chair of the Board.

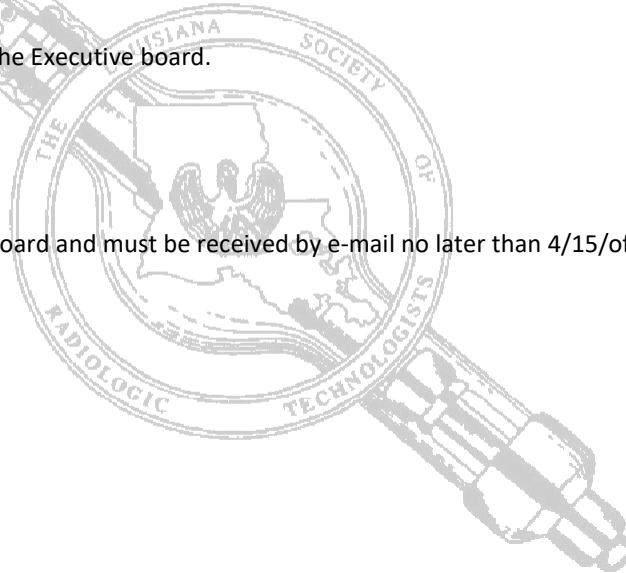
### SELECTIVE CRITERIA FOR LIFE MEMBERSHIP

1. Active continuous membership in the LSRT for at least 20 years.
2. Active participation in Society functions.
3. Made numerous contributions to the LSRT, which may include but not be limited to the following:
  - A. Presentation of essay or exhibit
  - B. Speaker at meetings
  - C. Served the Society on committees
  - D. Served the Society as an officer
4. Recognized for promotion of and devotion to the LSRT.
5. Recognized for promotion of and devotion to quality patient care.
6. Be a professional of high ethics and integrity

Nominee should not be a current member of the Executive board.

All nominations are made to the Chair of the Board and must be received by e-mail no later than 4/15/of the current year.

*Revised 2020, 2023*



## CRITERIA FOR OUTSTANDING TECHNOLOGIST OF THE YEAR

The LSRT will sponsor the Outstanding Technologist of the Year Award at the Annual Meeting. The award recognizes that individual who has demonstrated outstanding capabilities and achievements in the field of Radiologic Technology.

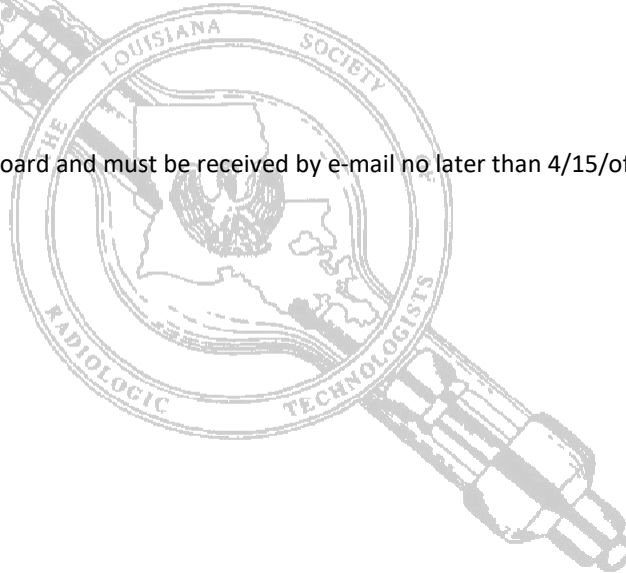
Any LSRT member can make nomination for the award. All nominees must be current LSRT members. All nominations will be reviewed and the Board of Directors will select recipients. Any member wishing to make a nomination shall submit a nomination to the Chair of the Board.

### SELECTIVE CRITERIA FOR OUTSTANDING TECHNOLOGIST OF THE YEAR

1. Active membership in the LSRT.
2. Active participation in Society functions, either/or local, state, or national.
3. Made some contribution to Professional Affairs which may include but not limited to the following:
  - A. Presentation of Scientific Essay
  - B. Presentation of Scientific Exhibit.
  - C. Served on a professional committee
  - D. Served as an officer
  - E. Speaker at professional/educational meeting
4. Recognized for promotion of and devotion to quality patient care.
5. Be a professional of high ethics and integrity
6. Nominee cannot be a current Executive Board Member.

All nominations are made to the Chair of the Board and must be received by e-mail no later than 4/15/of the current year.

*Revised 2023*



## CRITERIA FOR OUTSTANDING STUDENT TECHNOLOGIST OF THE YEAR

The LSRT will sponsor an Outstanding Student of the Year Award at the Annual Meeting of the LSRT. We wish to recognize outstanding achievements as well as contributions to the field of Radiologic Technology.

Any LSRT member can make nomination for the award. All nominees must be current LSRT members. All nominations will be reviewed and the Board of Directors will select recipients. Any member wishing to make a nomination shall submit a nomination to the Chair of the Board.

### SELECTIVE CRITERIA FOR OUTSTANDING STUDENT TECHNOLOGIST OF THE YEAR

1. Enrolled in an accredited program of Radiologic Technology as of May 1 of the current year.
2. Outstanding scholastic achievements
3. Recognized devotion to quality patient care.
4. Demonstration of high professional ethics
5. Participation and contribution to Professionalism, which may include but not limited to the following:
  - A. Presentation of Scientific Essay
  - B. Presentation of Scientific Exhibit
  - C. Speaker at a meeting
  - D. Served as an officer of a professional organization
  - E. Participation in Quiz Bowl
  - F. Participation in Student Bee
  - G. Participation in the Student Council

All nominations are made to the Chair of the Board and must be received by e-mail no later than 4/15/of the current year.

*Revised 2020*

