



ASSOCIATION OF EDUCATORS IN RADIOLOGIC TECHNOLOGY OF THE STATE OF NEW YORK, INC. BYLAWS

PREAMBLE

We, the active directors and instructors of approved programs of radiologic sciences in the State of New York, in order to establish a lasting organization and membership, to foster quality educational ideas and ideals, and to achieve set objectives of the organization, do hereby establish and ordain these Bylaws for the Association of Educators in Radiologic Technology of the State of New York, Inc.

ARTICLE I – NAME

SECTION A: The name of the organization shall be the Association of Educators in Radiologic Technology of the State of New York, Inc., a non-profit corporation incorporated under the general corporation laws of the State of New York, and hereafter referred to as “The Association,” “Association,” or “A.E.R.T. of S.N.Y.”

ARTICLE II – OBJECTIVE

SECTION A: The objective of this Association shall be to improve the quality of education and instruction in the profession of Radiologic Sciences to better disseminate information regarding the profession through:

1. Sponsorship of conferences and seminars.
2. Visits and speaking engagements at other educational institutions or agencies interested in education.
3. Distribution of literature containing information about the profession of Radiologic Sciences.
4. Service as an advisory board on matters pertaining to education in Radiologic Sciences at the national, regional, state and local levels.
5. Stimulating intellectual growth among persons who practice the profession.

ARTICLE III – MEMBERSHIP

SECTION A: The membership of the Association shall consist of active members, associate members, honorary members, emeritus members and life members. All candidates for membership must meet A.E.R.T. eligibility requirements; submit the designated forms properly completed; submit the required fees; and supply the Association with any further information that might be required. Sex, race, creed, color, age, religion or national origin shall not be a factor or an influence in establishing membership.

1. **ACTIVE MEMBERS** – shall be educators that are currently teaching/instructing in the Radiologic Science profession.
2. **ASSOCIATE MEMBERS** – shall be individuals who have an interest in the Association, but do not qualify as an active member. Associate members shall have all the privileges and obligations of the Association except the right to vote or hold office.
3. **HONORARY MEMBERS** – shall be individuals selected by the Board of Directors deserving of honorary status in our organization.
4. **LIFE MEMBERS** – shall be individuals who have contributed unusual service and devotion to the Association. Life membership shall be available to any member who has served a minimum of seven years of service and shall be approved by no less than two-thirds majority of members present at regular meeting that meets the quorum requirements.
5. **EMERITUS MEMBERS** – shall be individuals who have retired from active teaching or have been promoted to an academia or administrative position in a college or medical facility.

SECTION B: Membership shall be terminated for acts leading to the loss of a professional license and/or certification or any other act for which the Board of Directors deems termination of membership advisable.

SECTION C: When an active or associate member no longer meets eligibility requirements, membership will be terminated at the end of the membership year.

SECTION D: Any member shall have the right to resign by written communication with the A.E.R.T. of S.N.Y. providing all dues or other indebtedness to the Association has been paid.

SECTION E: A member who has resigned or whose membership has been deleted from the A.E.R.T. of S.N.Y. for other reasons may be reinstated only after filing a new application and paying the fees as a new member.

ARTICLE IV – PRIVILEGES

SECTION A: Active members in good standing are entitled to one vote in elections or on issues presented to the membership; and are eligible to hold office after one year of active membership, and having actively served on a committee of the Association.

SECTION B: Associate members may hold committee appointments but may not hold office or vote.

SECTION C: Honorary members may hold committee appointments but may not hold office or vote.

SECTION D: Life members will have all the privileges of an active member. Life members will not pay a registration fee for the annual meeting.

SECTION E: Emeritus members may hold committee appointments but not hold office or vote.

ARTICLE V – NOMINATIONS & ELECTIONS

SECTION A: The elected officers of the Association shall be the: President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Nominating Committee Chair.

SECTION B: Candidates for elected office/positions shall be in good standing with the organization with a minimum active membership of one year and have actively served on a committee. They must also be voting members of the New York State Society of Radiologic Sciences (N.Y.S.S.R.S.), and the American Society of Radiologic Technologists (A.S.R.T.). In addition, the President-Elect must have served in an elected office/position of this Association. Names shall be submitted to the Nominating Committee. The Nominating Committee Chair shall submit a slate of officers at the meeting before the election. Following the report of the Nominating Committee, nominations of qualified candidates will also be accepted from the floor. Nominations from the floor must be made in the form of a motion and seconded.

SECTION C: Elected officers/positions of this Association shall be elected by secret ballot and obtain a majority vote of the active and life members present, except for the Nominating Committee which shall be elected by a plurality of the vote. The person receiving the most votes for Nominating Committee shall serve as Committee Chair, and hold a place on the Board of Directors.

SECTION D: Elections will occur every two years. No person shall be elected to the same office/position for more than two consecutive terms.

SECTION E: Tenure of all officers/positions shall be for two years. Tenure of all officers/positions will begin at the end of the meeting in which they were elected.

SECTION F: If a current officer resigns from office or becomes ineligible for membership in the organization, or if an officer fails to fulfill the obligation of the office, the officer may be replaced by presidential appointment.

ARTICLE VI – COMMITTEES

SECTION A: Standing committees shall be:

1. Annual Conference Committee
2. Scholarship Committee
3. Educational Advisory Committee
4. Membership Committee
5. Public Relations Committee
6. Newsletter Committee
7. Auditing Committee
8. Bylaws Committee

SECTION B: Ad Hoc Committees of the Association shall be established by the President as needed.

SECTION C: The President shall appoint Committee chairs. The President shall be ex officio member of all committees except the Nominating Committee and Auditing Committee. The committee chair shall select members for their committees. A vacancy of any committee chair shall be filled by appointment of the President. Committee chair shall make an annual report to the membership of the Association.

ARTICLE VII – BOARD OF DIRECTORS

SECTION A: There shall be a Board of Directors of the Association of Educators in Radiologic Technology of the State of New York which shall consist of the immediate Past President, President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Nominations Chair.

SECTION B: The Board of Directors shall advise and direct the President in all matters.

SECTION C: The President shall hold periodic Board of Directors meetings. Any Board member is granted the power to call a special meeting of the Board of Directors through the President's office when the issue warrants it.

SECTION D: Through its members, the Board of Directors shall be the decision making body of the Association when the Association is not in general session and/or when a general membership vote is not required.

SECTION E: The President may appoint an Association member as Liaison to an organization with which the association has a vested interest in establishing a relationship. The Liaison will be a nonvoting member of the Board of Directors.

SECTION F: To conduct business at a Board of Directors meeting at least the President and four other Board Members must be present. (Keep consistent with Article IX-Section C)

ARTICLE VIII – DUTIES OF THE BOARD OF DIRECTORS

SECTION A: The President shall be a member ex officio of all Association committees, except the Nominating and Auditing Committees. The duties of the President shall be to:

1. Preside over all A.E.R.T. general and Board of Directors meetings.
2. Act as a representative of the Association to other organizations.
3. Perform all other duties consistent with the office of President.

SECTION B: The duties of the President-Elect shall be to:

1. Observe all duties of the President in preparation of his/her tenure as President.
2. Participate in all function with the President when possible or requested.
3. Function as an ex officio member on all committees as a non-voting member.

SECTION C: The duties of the Vice-President shall be to:

1. Assist the President.
2. Assume the office and duties of the President in case of the absence or resignation of the President.
3. Follow-up on committee chairpersons as directed by the President.

SECTION D: The duties of the Recording Secretary shall be to:

1. Furnish the exact wording of all motions.
2. Authenticate all records by his/her signature.

3. Keep accurate and timely minutes of the proceedings of the Association and make these minutes available to the officers and members as requested.
4. Assist in the preservation of all records, reports, and documents of the Association.
5. Have available at all meetings a copy of the Bylaws, procedures and minutes of the previous meeting of the Association.

SECTION E: The Corresponding Secretary shall handle appropriate correspondence of the Association.

SECTION F: The Treasurer shall be the custodian of funds, prepare the budget and financial reports to be audited and incorporated in the annual minutes.

SECTION G: The Nominations Chair shall solicit qualified members to run for office/positions, and screen nominees to ensure they meet all qualifications. The Chair, along with the Nominations Committee will prepare the ballots, present all qualified candidates, and submit a slate of officers to the Board of Directors and membership before the election. The Chair is responsible for holding the election of officers at the meeting in an election year.

SECTION H: A vacancy of any elected office, except the offices of President and President-Elect, shall be filled by a unanimous ballot of the remaining members of the Board of Directors.

1. A vacancy in the office of President shall be filled by the Vice-President.
2. A vacancy in the office of President-Elect shall remain vacant until the next election.
3. Unexcused absence at two meetings shall be deemed a vacancy.

SECTION I: Any Board member may be censured, reprimanded, or removed from position for dereliction of duty or conduct detrimental to the Association. Such action may be initiated when the Board of Directors receives formal and specific charges against a Board member.

1. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised in writing of the charges.
2. A statement of the charges will 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.
3. The statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered.
4. The Board 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.
5. Censure, reprimand, or removal shall be by two-thirds (2/3) vote of the remaining membership of the Board of Directors.

ARTICLE IX – MEETINGS AND POLICIES

SECTION A: The official guide for parliamentary procedures shall be the most recent edition of Roberts Rules of Order. All meetings shall be carried out accordingly.

SECTION B: In order to conduct a general business meeting there must be a quorum of at least twenty-five percent (25%) of the voting members in attendance, the President, and four other Board members.

SECTION C: To conduct business at a Board of Directors meeting at least the President and four other Board Members must be present.

SECTION D: One annual conference will be held each year. The President will call a general business meeting at the annual conference.

SECTION E: Sixty days prior to a general meeting the membership shall be notified as to site and time.

SECTION F: The President shall identify a Parliamentarian who shall serve during the business meetings.

1. The Parliamentarian shall serve as advisor and render decisions on Parliamentary procedure.
2. The Parliamentarian may participate in discussion of the issues, but may not make motions, or vote.

ARTICLE X – AMENDMENT

SECTION A: Amendments may be proposed in writing and submitted by a member in good standing.

SECTION B: All proposed amendments shall be filed with the Recording Secretary of the Association prior to the general meeting date.

SECTION C: At least 30 days prior to the general business meeting, the Recording Secretary shall notify the members of the proposed amendments.

SECTION D: Amendments are to be ratified by a two-thirds (2/3) vote of the membership present at the general business meeting of the annual conference.

ARTICLE XI – RELATIONSHIP WITH OTHER ORGANIZATIONS

SECTION A: The A.E.R. T. of S.N.Y. membership may elect to affiliate with other organizations.

SECTION B: The actions necessary to complete affiliation and Internal Revenue Service requirements shall be the duty of the A.E.R.T. Board of Directors.

SECTION C: The financial dealings of each organization shall remain independent, neither organization shall be responsible for the others financial concerns.

ARTICLE XII – INDEMNIFICATION

Officers, chairs and employees of the A.E.R.T. of S.N.Y. shall be indemnified for liability incurred in connection with the defense of any action in which they are made a party to by reason of serving in an elected or appointed capacity. No one shall be indemnified when adjudged liable for negligence or misconduct in the performance of duty.

ARTICLE XIII – DISSOLUTION

In the event of dissolution of the A.E.R.T. of S.N.Y. all of its assets remaining after payment of its obligations shall be distributed to and among such corporations, foundations, or other organization organized and operated exclusively for scientific, charitable or educational purposes consistent with those of the A.E.R.T. of S.N.Y. determined by the Board of Directors.

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