

NEW JERSEY EDUCATORS in RADIOLOGIC IMAGING

PREAMBLE

We, active directors and instructors of approved educational programs in radiologic sciences, 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 by-laws for the New Jersey Educators in Radiologic Imaging.

ARTICLE I NAME

The name of this organization shall be the New Jersey Educators in Radiologic Imaging. Herein after called the Organization.

ARTICLE II OBJECTIVES

The objectives of this organization shall be to improve the quality of education and instruction in the profession of radiologic sciences and to disseminate information regarding the profession through:

Providing for the educational and professional development of the educator by sharing of our educational experience and/or knowledge of textbooks, equipment and curricula for the benefit of the student in radiologic sciences and the long range benefit of the radiologic technologist.

2. Making ourselves available as advisors and counselors to educational institutions wishing to either establish new programs or upgrade existing programs.
3. Recognition as professional radiologic sciences educators by:
 - the New Jersey Radiologic Technology Board of Examiners
 - the Joint Review Committee on Education in Radiologic Technology
 - the New Jersey Society of Radiologic Technologists, Inc.
 - the American Society of Radiologic Technologists
 - the Association of Educators in Radiological Sciences

ARTICLE III MEMBERSHIP

The membership of the organization shall consist of active and associate members. All candidates for membership must submit the completed designated form with the required application and membership fee as delineated in Article 3:A.3.

1. Active Member

Applicants shall be radiologic technologists currently engaged in the teaching of the radiologic sciences on a full or part-time basis;

Radiologic technologists, who by their duties and responsibilities, are directly involved in radiologic science education.

2. Associate Member

Associate members shall be those persons not eligible for active membership, but who have contributed to the aims and purposes of the Organization and have applied for associate membership.

3. Membership Fees – fee will be established each year by membership vote.

4. Life Member

A life member shall have been a member, who has rendered exceptional service to NJERI or CRTENJ. They shall have twenty (20) years of service and have been an officer for two (2) years with the organization. They shall pay no dues and shall have the privileges and obligations of Active Members. Any Active Member may nominate a candidate meeting the life membership qualifications. They shall be elected by a majority of active membership vote, prior to the annual NJERI luncheon meeting

ARTICLE IV PRIVILEGES

Section A: All active members are entitled to one vote on all issues. All members shall be entitled to express an opinion upon recognition by the presiding officer.

Section B: Any active member in good standing may serve as an officer and/or committee chair. Good standing shall mean attendance at two (2) of the five (5) most recent meetings scheduled.

Section C: Associate members shall have all rights and privileges of active members except making a motion, voting and holding an elective office.

ARTICLE V OFFICERS

Section A: The elective officers of the Organization shall be; President, President Elect, Secretary, Treasurer and any other officers as may be deemed necessary by the Executive Board and ratified by the membership.

Section B: Candidates for elective office shall be active members in good standing with the Organization. Their names shall be submitted by the nominating committee at the general meeting prior to the election. Acceptance of any nomination for an office shall be given by the candidate prior to the election.

Section C: Officers of this Organization shall be elected by a majority of returned ballot votes.

Section D: The installation date for all elected officers shall be the final general meeting session for the academic year.

Section E: Tenure of all officers shall be for one year, with the exception of treasurer, which is two years, or until their successors have been installed. Tenure of all officers shall begin at the close of the meeting at which they were installed.

Section F: Vacancies of any office or committee chair shall be filled by appointment by the president with the approval of the executive board except for a vacancy in the office of president. This vacancy shall be filled by the president elect until such time as a president is elected.

Section G: Standing committees of the Organization shall be:

- By-Laws Committee
- Membership Committee
- Nominating Committee
- Professional Affairs / Legislative Committee
- Emma Wolf Student Competition Committee
- Ways & Means Committee
- Health & Welfare Committee
- Finance Committee
- Website Committee
- Scholarship committee
- Other committees will be created as needed.

Section H: Ad Hoc Committees of the Organization shall be established by the president as needed.

Section I: Committee chairs shall be appointed by the president. Committee chairs shall select members of their committees. Committee chairs may chair more than one (1) committee, if their schedule allows.

ARTICLE VI EXECUTIVE BOARD

Section A: The Executive Board of the Organization shall consist of three members. The senior member of the Board shall serve as its chair. The existing president shall serve as an "ex officio" member of the Executive Board and shall succeed to the Board upon completion of the presidential term. He / She shall serve for a period of three years and shall chair this Board in the third year. The chair may serve two (2) terms in the event of a vacancy and subsequent appointment.

In the event of a vacancy, two persons shall be recommended by the nominating committee, each must be a past president in good standing. If no past presidents are available, any individuals who have served as duly elected officers of the Organization can be recommended. Final selection of the appointee shall be made by the membership. All appointments are made for the duration of the remaining term, said appointee shall be considered the junior member of the Board. The appointee shall serve as a full and equal member of the Board and will serve as board chair in the final year of the remaining term provided it is not the first year of the appointment. Final approval of the appointee by the membership will be determined by the majority vote of ballots returned.

Section B: The Executive Board shall advise and direct the president in all matters of the Organization.

Section C: The Executive Board shall meet at least once a year, in the spring to audit the financial books. Any executive board member is granted the power to call a special meeting of the Board through the chair.

Section D: The Executive Board shall be the decision making body of the Organization, when the Organization is not in general session.

Section E: Duties of the Executive Board shall be:

- to provide for an audit of the books and accounts of the Organization;
- to give final approval or denial of the disbursement of all funds and to notify the membership of all major expenditures (a major expenditure is considered to be anything over \$300);
- to control all properties of the Organization; and
- to employ such personnel as may be necessary to conduct the business of the Organization.

ARTICLE VII DUTIES OF OFFICERS

Section A: The duties of the President shall be to:

- preside over all general meetings;
- vote in case of a tie;
- announce the results of votes;
- carry out the will of the assembly;
- act as the representative of the Organization to other organizations;
- keep the President-Elect informed of all Organization activities;
- present the approved yearly budget to the general membership for informational purposes; when warranted.
- perform all other duties which may be assigned by the Executive Board; and
- serve as an ex officio member of all committees except the nominating committee.

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

- familiarize himself/herself with all activities of the Organization and shall make all preparations necessary for the elevation to the office of President.;
- preside over any general meeting in the absence of the President; and
- select the location of the annual luncheon.

Section C: The duties of the Secretary shall be to:

- send out all notices for meetings;
- furnish the exact wording of motions;
- authenticate all records by his/her signature;
- keep accurate minutes of the proceedings of the Organization and make these available to the officers and membership within four (4) weeks of the meeting date;
- prepare a roll of the members to call when necessary; with the assistance of the membership chairperson.
- preserve all records, reports and documents of the Organization;
- have available at all meetings a copy of the By-Laws, procedure and minutes of the previous Organization meeting;
- conduct all correspondence of the Organization and maintain appropriate files; and
- make every attempt to attend all general meetings of the Organization. In their absence, the secretary shall make formal arrangements to have the meeting procedures documented and have minutes available as noted in number seven (7) above.

Section D: The duties of the Treasurer shall be to:

- keep all monies of the Organization in a financial institution;
- disburse Organization monies only when approved by the Executive Board.
- keep an accurate record of all financial transactions;
- provide a financial report at every general meeting or when requested by the president or membership;
- maintain current membership files and surrender such files to the Board upon request;
- serve as a member of the finance committee;

make every attempt to attend all general meetings of the Organization. In their absence, the treasurer shall make formal arrangements to have the financial report available for the meeting as noted in number four (4) above.

ARTICLE VIII MEETINGS AND POLICY

Section A: The official guide for parliamentary procedures shall be the most recent edition of Roberts Rules of Order and these bylaws. All meetings shall be carried out accordingly. Minutes of the meeting must be approved by the membership, maintained and become a part of the Organization archives. The meetings shall consist of business. No Organization business can be conducted without a quorum present.

Section B: A quorum shall consist of 20% of the active members including two (2) officers and one (1) Board member. All motions require a second and must be passed by a majority of the active members present.

Section C: General meetings shall be scheduled five (5) times a year from September through June, which will be considered the organization year.

Section D: The site and time of the general meetings for the year shall be the responsibility of the President.

ARTICLE IX RATIFICATION

Section A: A majority of the returned ballot votes shall be required in order to ratify the By-Laws.

ARTICLE X AMENDMENTS

Section A: Amendments may be proposed and submitted in writing by an active member.

Section B: All proposed amendments shall be filed with the secretary for the Organization at least two (2) months prior to the general meeting date.

Section C: The secretary shall send proposed amendments to the membership at least one (1) month immediately preceding the meeting at which they are to be considered.

Section D: Amendments are to be ratified by a majority of the returned ballot votes.

APPROVED AND ADOPTED: 3/04

AMENDED 2009 – life member

AMENDED 2010 – membership fee

AMENDED 2012 – life member

AMENDED – 2017

ARTICLE V OFFICERS

Section B: **Remove** word (Written)

Section C: **Remove** words (mail)

Change word (vote) to votes

Section G: **Remove** phrase (Program/Continuing Education Committee)

Change (X-ray Bowl) to Emma Wolf Student Competition

Remove phrase (Registry Review Committee)

Change word (Newsletter) to Website

Section J: **Remove** entire section

ARTICLE VI EXECUTIVE BOARD

Section A: **Remove** word (mail).

Section C: **Change** (twice) to once

Change phrase (with one (1) of the meetings scheduled in June to plan, schedule and approve the meeting dates and program for the following organization year) to in the spring to audit the financial books.

ARTICLE VII DUTIES OF OFFICERS

Section B: **Change** phrase (3. select the Program/Continuing Education Committee chair) to select the location of the annual luncheon.

Section C: **Remove** word (mail)

Add phrase (with the assistance of the membership chairperson)

Add phrase (In their absence, the secretary shall make formal arrangements to have the meeting procedures documented and have minutes available as noted in number seven (7) above.)

Section D: **Remove** phrase (Two signatures shall be affixed to all checks.

These signatures shall be the Treasurer and Executive Board Chair with the president as an alternate;)

Add In their absence, the treasurer shall make formal arrangements to have the financial report available for the meeting as noted in number four (4) above.

ARTICLE VIII MEETINGS AND POLICY

Section A: **Remove** phrase (education and)

Section D: **Change** phrase (Program/Continuing Education Committee) to President

ARTICLE IX RATIFICATION

Section A: **Remove** word (mail)

ARTICLE X AMENDMENTS

Section D: **Remove** word (mail)