

Wyoming Society of Radiologic Technologists

Policies & Procedures

2023



Section 1 - Officers/Board of Directors - Duties Defined	5
Installation of Officers	6
General Guidelines.....	6
President.....	7
President Elect	7
Past President	8
Vice President	8
Secretary	9
Treasurer	10
Wyoming Board of Radiologic Technologist Examiners RT Member	11
Editor of the WSRT	11
Section 2 - Affiliate and Chapter Delegates.....	13
ASRT Affiliate Delegates	14
ASRT Chapter Delegates.....	15
Section 3 - Committees	16
Standing Committees Defined	17
Annual Conference Committee.....	17
Bylaws/Policies & Procedures Committee	18
Continuing Education Committee.....	20
Credentials Committee.....	21
Education for Students Committee	22
Educational Grants and Scholarships.....	23
Bruce E. Johnson Memorial Grant.....	23
Mickey Patch Scholarship.....	23
Sam Brooks Internship.....	24
Scientific Papers or Exhibits	25
Student Bowl.....	26
Finance Committee	28
Legislative Committee	29
Nominating Committee.....	29
Public Relations	30
Ways and Means Committee	31
WSRT Publications.....	32
Section 4 - Elections	34
Elections of Officers	35
Eligibility	35
Election Procedures	35
Nominations.....	35
Credentialing.....	35
Ballots	35
Election	35
Ties.....	36
Vacancies of Candidates.....	36

Section 5 - Annual Conference	37
Description.....	38
Accommodations	38
Announcements & Information	41
Registration.....	41
Vendors.....	42
Scientific Papers & Exhibits, Student Bowl	42
Speakers & Presentations.....	42
ASRT Request for Approval.....	42
Audio/Visual.....	43
Other Considerations	43
Ways & Means.....	43
Annual Conference Board Meetings.....	44
Pre-Conference Board Meeting & Agenda.....	44
Post-Conference Board Meeting & Agenda	45
Business Meetings	47
First Session - Agenda	48
Second Session - Agenda.....	49
Third Session, Annual Banquet - Agenda.....	50
Raffle.....	51
Entertainment.....	51
Printing.....	51
Other Items to Consider	51
Post Conference	52
Section 6 - Awards	53
WSRT Mike Lewis Honorary Award for Outstanding Support	54
Escobedo Award of Excellence	55
Lifetime Membership Award.....	57
Section 7 - Financial Manual	59
Financial Manual Maintenance and Review.....	60
Financial Controls.....	60
Identified Financial Authorities	60
Incoming Checks Procedure	60
Withdrawal & Expense Approval Procedure.....	60
Accounting Method	61
Bank Reconciliation.....	61
Budget.....	61
Expenditures	62
Reimbursement	62
Insurance	63
Records Retention and Destruction	63
Loans.....	64
Bad Debt Write-off.....	64
ASRT Guidance for Affiliate IRS Compliance	64
WSRT IRS Forms	65
IRS Form 990 Tax Information	65
IRS Form 1099 Tax Information	65

Unrelated Business Income Tax	65
Section 8 - Additional Forms and Documents	67
Educational Awards Ceremony	68
Awards Ceremony	69
Installation of Officers Ceremony	70
Annual Conference Sample Schedule.....	72
Sample Confirmation Letter to Speaker	76
Speaker Information Form.....	77
Bruce E. Johnson Memorial Grant Application.....	78
Mickey Patch Scholarship Application.....	79
Sam Brooks Internship Application.....	80
Grant/Scholarship/Internship Scoring Rubric.....	81
WSRT Scientific Paper Competition Rules and Regulations	83
WSRT Scientific Paper Competition Application	84
WSRT Scientific Exhibit Competition Rules and Regulations	85
WSRT Scientific Exhibit Competition Application	87
Scientific Paper and Exhibit Competition Grading Sheet.....	88
WSRT Reimbursement Voucher	89
WSRT Official Ballot and Award Nominees Form.....	90

Section 1

Officers/Board of Directors - Duties Defined

Installation of Officers

1. The newly elected officers shall be installed into office under the direction of the Board of Directors at the Annual Conference. Any newly elected officer that is not able to attend the installation may be installed with a proxy stand-in at the direction of the Board of Directors.

General Guidelines

1. The duties of the WSRT Board members are to run the business of the WSRT following the Annual Conference in an efficient and concise manner in compliance with the WSRT Bylaws as well as the Policies & Procedures manual.
2. The Board should meet on a quarterly basis unless otherwise directed by the President. The Board is required to meet prior to and following the General Business Meeting at the Annual Conference, as well as in the Spring.
3. Attendance at WSRT Board meetings and conferences is required for all Board members. If a Board member is unable to attend a required meeting, he or she shall make arrangements to have someone else in attendance to fulfill the duties of the office. Proxy members may not vote at Board meetings.
4. The Board shall address all issues that come before them during the year and shall act as a cohesive unit following any decisions that are made. No single member of the Board shall act in any manner contrary to any final decisions of the Board.
5. The Board shall attend to official mail and correspondence with the ASRT and any other agency as required.
6. All Board members and committee chairpersons will provide appropriate written reports for all Board members with a copy to be retained by the Secretary for the permanent record archives.
7. The Board shall attend to any bills that may require reimbursement as they are presented to the Treasurer.
8. All Board members shall update other Board members on any issues that address the WSRT in part or in full.
9. The Board shall maintain updated reports on the Annual Conference as it is being planned.

President

1. Chairperson of the Board of Directors of the WSRT and shall preside over all Board meetings and the General Business Meeting at the Annual Conference, and prepare the agendas for these meetings. The President will moderate and guide the discussion of the Board and/or membership using Robert's Rules of Order.
2. Appoint the committee chairpersons for each standing committee and any ad-hoc committees that he or she creates as provided for by the WSRT Bylaws.
3. Must file all ASRT compliance paperwork, such as the Annual Affiliate Election Report Form. Report all essential information concerning the WSRT to the ASRT as required.
4. The President shall have priority in serving as the second affiliate delegate to attend the annual ASRT House of Delegates meeting all necessary qualifications.
5. Follow all aspects of the annual budget during the year to ensure that finances are in order.
6. Prepare a Presidential Address for each quarterly *Cowboy Cathode*.
7. Monitor the activities and progress of each committee chairperson during the year. Contact each chairperson at least once per month if possible.
8. Maintain correspondence with the ASRT and ARRT and see that any information from either entity is disseminated appropriately to the other Board members and/or the general membership. The President should personally invite representatives from both organizations to the Annual Conference.
9. Order plaques for outgoing Board members to award during the final business meeting of the Annual Conference. The plaques that should be ordered include:
 - a. Past President
 - b. Vice President
 - c. Treasurer or Secretary
10. Designate a Board/general member, preferably Secretary or Treasurer, to collect and open WSRT mail and forward it to the proper destination within the Society.
11. Be readily available and accessible to the membership of the WSRT when needed.

President Elect

1. Shall closely observe the activities of the President in order to learn the duties of the office of President. Should be in at least monthly contact with the President and obtain updates on the status of the WSRT and its current activities.
2. Shall become inherently familiar with the Bylaws of the WSRT as well as the Policies & Procedures manual. It is absolutely essential that the President Elect know these documents very well before becoming President.
3. Prepare any and all written reports on the activities of this office and any committees that the President Elect chairs.
4. Committees
 - a. Credentials Committee Chairperson
 - i. Secure the eligibility of those nominated for office in the WSRT. All candidates must be:
 - 1) Active voting member of the WSRT.
 - 2) Member of the ASRT.
 - a) Persons nominated for President Elect must meet the ASRT affiliate delegate credentialing requirements.
 - 3) Current license to practice in radiology as dictated by Wyoming state statutes, if required.

- ii. Receive a list of the nominees for office from the Nominations Committee by May 10, and then submit a report back to the Nominations Committee of the eligibility of each candidate to run for their respective office prior to June 15.
 - iii. Assure the eligibility of each member to vote at the General Business Meeting at the Annual Conference as well as establish a quorum. Voting members must have a current WSRT membership card and shall be designated as voting members with a blue ribbon attached to their nametag.
 - b. Continuing Education Committee Chairperson - responsible for working on the Annual Conference committee in organizing educational conferences.
 - i. Obtain speakers for WSRT conferences and seminars and credential them through the ASRT or other accrediting agencies as required.
 - ii. Determine expenses for sponsoring speakers including lodging, travel and honorariums.
 - iii. Ensure that the proper continuing education forms and three-part continuing education tracking forms are available for attendees for each presentation.
 - iv. Obtain a moderator for each speaker at the conference.
 - v. Ensure that each speaker has all needed audio/visual equipment for his or her presentation.
 - vi. Collect speaker evaluation forms at the conclusion of each presentation and provide feedback to each speaker following the conference.
- 5. Prepare for term of office as President.
 - a. Prepare agenda for Post-Conference Board meeting.
 - b. Solicit names for the standing committee chairpersons as well as the chairpersons for any ad-hoc committees.
- 6. The President-Elect shall have priority in serving as the alternate affiliate delegate to the ASRT House of Delegates meeting all necessary qualifications.
- 7. Prepare an article for the *Cowboy Cathode* for release in the summer issue, prior to the Annual Conference outlining his or her platform and agenda for the coming year. This is an excellent opportunity to ask for volunteers for committees.

Past President

- 1. Senior member of the Board with full voting privileges. Shall serve as an advisor to the Board and the Board should listen to the Past President's suggestions in order to maintain continuity with the established mission and vision of the WSRT.
- 2. May serve in almost any capacity at the direction of the President, primarily for agenda preparation, WSRT Policies & Procedures and Bylaws revisions.
- 3. The Past President shall of priority in serving as the primary affiliate delegate to attend the annual ASRT House of Delegates meeting all necessary qualifications.
- 4. Annual Conference
 - a. Announce the winners of the election at the Annual Business Meeting.
 - b. If there is not a volunteer, act as Chairperson of the Annual Conference Committee. Refer to the Annual Conference Committee Section.

Vice President

- 1. Closely observe the activities of the President in order to learn the duties of the office and be prepared to step in as President should the President be unable to fill the term of office.
- 2. Should be in at least monthly contact with the President and obtain updates on the status of the WSRT and its current activities.

3. Shall become inherently familiar with the Bylaws of the WSRT as well as the Policies & Procedures manual. It is absolutely essential that the Vice President know these documents very well in case he or she should become President.
4. Prepare any and all written reports on the activities of this office and any committees that the Vice President chairs.
 - a. Nominating Committee chairperson
 - i. Recruit and entertain nominations for officers for the following election. Nominations may be given to any WSRT Board member who shall forward the name to the Vice President. An updated list shall be sent to the *Cowboy Cathode* Editor any time there are any changes and/or additions.
 - ii. Nominations close on April 30 and the nominees' names must be submitted to the President Elect for credentialing by May 10. Those person's names that pass through credentials will be submitted back to the nominations committee by June 15.
 - iii. Ballots must be prepared and emailed to the general membership by July 1 and returned by August 15. Ballots may not be duplicated by the membership.
 - iv. The results will be tallied by August 25 and the Board and the candidates will be notified of the results by September 1.

Secretary

1. Shall serve as a WSRT Board member and officer for two (2) years.
 - a. Responsible for recording the minutes of all WSRT Board meetings as well as the General Business Meeting at the Annual Conference.
 - i. It is not necessary to record the general conversations of any meetings; only the actions taken by the Board and general membership need to be recorded.
 - ii. Electronic recording devices of any kind shall not be permitted.
 - iii. A written report of all meetings, including the minutes of the meeting shall be sent to all Board members and committee chairpersons within thirty (30) days after the meeting.
 - b. Should be in at least monthly contact with the President and obtain updates on the status of the WSRT and its current activities.
2. Annual Conference
 - a. Works in conjunction with the WSRT Editor to print Annual Conference materials. See Printing for the Annual Conference section.
 - b. Receives conference registration forms with the appropriate fees and forwards collected monies to the Treasurer for deposit in the Annual Conference account.
 - c. In charge of registration at the Annual Conference and assists with working the registration desk by issuing nametags, conference materials and other information as needed.
 - d. Shall assist the Treasurer with collecting fees and dues at the Annual Conference.
3. Shall become inherently familiar with the Bylaws of the WSRT as well as the Policies & Procedures manual. It is absolutely essential that the Secretary know these documents very well in order to fulfill the requirements of this position.
4. Responsible for mailing membership renewal notices to the WSRT members and maintaining the membership records of the WSRT.
 - a. Renewal notices shall be sent to current members at least thirty (30) days prior to their expiration date. The Secretary will also send out notices to members in arrears in an attempt to renew their memberships.
 - b. Update member records upon renewal receipt.

- c. Shall inform the WSRT Editor of any changes in membership status so the Editor will have a current mailing list.
5. Shall be responsible for receiving WSRT Board of Directors, officers, committee and other required reports prior to any WSRT meetings, copying and distributing them to the proper recipients.
6. Receive the proposed Bylaws changes from the Bylaws chairperson as well as the proposed budget from the Finance Committee chairperson and mail them to the general membership by August 1.
7. Committees
 - a. Member of the Credentials Committee
 - b. Member of the Finance Committee
8. Maintain continuing education records for the WSRT membership for a period of five (5) years.

Treasurer

1. Must be bonded or insured per the ASRT guidelines.
2. Serves as a WSRT Board member and officer for two (2) years.
3. Shall obtain a proper signature card for WSRT check writing. Those authorized to sign checks will be the Treasurer, the President Elect and the President of the WSRT. The Immediate Past President shall also be authorized to sign checks involving activities of the Annual Conference. All checks over \$500 will require two board member signatures to be processed.
4. Shall serve as the Registration Agent of the WSRT
 - a. Ensure that the Articles of Incorporation are up to date and that the Annual Non-Profit Corporation Report is filed with the Wyoming Secretary of State's Office. Updated Bylaws should be filed with the Articles of Incorporation.
 - b. Ensure that all appropriate forms are filed with the ASRT and IRS for tax purposes.
5. Shall be responsible for receiving and dispersing funds and for maintaining a permanent record of the finances of the WSRT. The Treasurer will only pay out funds/monies at the direction of the Board of Directors.
6. Annual Conference
 - a. Assist with working the registration desk by collecting fees and dues and issuing receipts.
 - b. Make payments for any associated costs with the conference.
 - c. Provide an up-to-date financial report for all business and Board meetings.
 - d. Order and deliver any plaques within 60 days that were awarded at the most recent conference for the following awards:
 - i. Lifetime Membership Award
 - ii. Escobedo Award of Excellence
 - iii. Mike Lewis Honorary Award for Outstanding Support
7. Shall collect WSRT membership dues, deposit them into the WSRT general fund and forward the renewal paperwork to the Secretary for processing.
8. Shall become inherently familiar with the Bylaws of the WSRT as well as the Policies & Procedures manual. It is absolutely essential that the Treasurer know these documents very well in order to fulfill the requirements of this position.
9. Prepare any and all written reports on the activities of this office and any committees that the Treasurer chairs.
 - a. Finance Committee chairperson - Note: The chairperson of the Finance Committee is typically the Treasurer, serving by appointment of the President. The President may

choose to appoint another individual as chairperson of the Finance Committee at his or her discretion.

- i. Shall prepare the annual budget in conjunction with the President Elect and will be responsible for keeping the WSRT within the current budget as much as possible.
- ii. A tentative budget should be prepared in time for the Spring Board meeting for approval by the Board.
- iii. The proposed budget shall be sent to the general membership for review by the first business day of August. This should be in conjunction with the mailing of the Bylaws revisions to the general membership for review.
- iv. The Finance Committee chairperson, another Board member, and an impartial third party will conduct an informal audit of the WSRT finances prior to the Post-Conference Board meeting every year.

Wyoming Board of Radiologic Technologist Examiners RT Member

1. An RT Member of the Wyoming Board of Radiologic Technologist Examiners is, according to the Society Bylaws, automatically a non-voting member of the WSRT Board of Directors. Although the WBRTE does not require that their RT members also be a member of the WSRT, it is essential that these individuals be enthusiastically recruited to join the WSRT as an active voting member if they are not already.
2. An RT Member of the Wyoming Board of Radiologic Technologist Examiners may not sit as another voting member of the Board of Directors as this has the potential for a conflict of interest.
3. The President of the WSRT should be in contact with the WBRTE Board at least once bi-monthly to exchange any important information pertinent to either organization.
4. Should become inherently familiar with the Bylaws of the WSRT as well as the Policies & Procedures manual. Knowledge of these documents will enable this person to function well in both Board capacities.
5. Member of the Credentials Committee - Persons running for office in the WSRT must be appropriately licensed in the State of Wyoming, if required by state statute and the WBRTE member is able to confirm this for the WSRT Credentials Committee.

Editor of the WSRT

1. The Editor for the WSRT is a non-voting member of the Board of Directors.
 - a. Attend any and all functions of the WSRT in order to accurately report these events to the general membership through the quarterly newsletter and the WSRT website.
 - b. May concurrently hold another position as a voting member the Board of Directors if duly elected or appointed as such per the Bylaws of the Society.
2. Should be in at least monthly contact with the President and obtain updates on the status of the WSRT and its current activities.
3. Actively solicits articles from the other Board members concerning their committee activities.
4. Shall become inherently familiar with the Bylaws of the WSRT as well as the Policies & Procedures manual. It is absolutely essential that the Editor know these documents very well in order to fulfill the requirements of this position.
5. Prepare any and all written reports on the activities of this office and any committees that the Editor chairs. Refer to WSRT Publications Committee section.
6. **Cowboy Cathode** Newsletter - the full description of the responsibilities of the Editor of the **Cowboy Cathode** may be found under the section concerning the WSRT Publications Committee. Please refer to this section.

7. Administrator of the WSRT website.
8. Responsible for the publishing and printing needs of the WSRT including the *Cowboy Cathode*, WSRT flyers, Annual Conference materials, membership cards, business cards and other similar needs as required by the Board of Directors.

Section 2

ASRT Affiliate and Chapter Delegates

ASRT Affiliate Delegates

1. The President, Past President, and President-Elect shall be given priority to the appointments of second affiliate delegate, primary affiliate delegate, and alternate affiliate delegate, respectively, to represent the WSRT, meeting all necessary qualifications.
2. In the event of a vacancy of any delegate appointment, for any reason, and/or the inability of any appointee to satisfy the duties of a delegate, the WSRT Board of Directors shall exercise the prerogative to conduct a selection process to reassigning said appointment(s) according to the qualifications of an ASRT delegate and aligned with the standards of the WSRT. Past Presidents of the WSRT may be preferable candidates for consideration.
3. The newly installed President of the WSRT will file the Affiliate Election Report Form with the ASRT which reports all essential information about the WSRT to the ASRT, including the affiliate delegate and all alternates.
4. The affiliate delegates (excluding the alternate delegate), being sponsored by the ASRT, shall follow the ASRT's guidelines for reimbursement as long as the ASRT Delegate reimbursement program remains in effect.
5. The alternate delegate will be sponsored by the WSRT with a financial reimbursement of up to, but not exceeding \$1,200 per delegate. Expenses exceeding \$1,200 must be reviewed and approved by the WSRT Board before being compensated.
 - a. The reimbursement may be paid to each delegate prior to the ASRT Annual Conference.
 - b. As an affiliate delegate or alternate delegate there are certain responsibilities that each person must fulfill as a representative of Wyoming in the ASRT House of Delegates.
 - i. Maintain a professional manner during the meeting.
 - ii. The ASRT Delegate Handbook will be sent to each delegate prior to the conference. Each delegate is expected to read and become familiar with its contents.
 - iii. Retain receipts for all debts incurred at the conference and give them to the WSRT Treasurer. Those expenses that will be reimbursed by the WSRT are as follows:
 - 1) Conference registration - educational courses will be covered if they are included as part of the original registration fee.
 - 2) Transportation (airfare, taxi, parking at airport, etc.) - Delegates are expected to choose the most economic means of travel and expenses must be shared if possible. If traveling by automobile, any vehicle maintenance, breakdowns or repairs will not be covered by the WSRT.
 - 3) Hotel/Motel accommodations - Delegates are expected to share expenses when possible and appropriate at the most economic choice of accommodations offered for the conference.
 - 4) Meals (at a rate of no more than \$50.00 per day).
 - 5) The Board of Directors will review other expenses for possible reimbursement at their next regularly scheduled Board meeting. Any monies paid out by the WSRT that are left over must be returned to the WSRT.
 - iv. Delegates must attend the ASRT House of Delegates meetings and all other meetings required of delegates.
 - v. Delegates are the voices of their membership in Wyoming and are obligated to represent the best interests of the WSRT. If a delegate is unable to attend all of the required meetings, appropriate documentation including any witness reports stating just causes for missing required meetings must be submitted to the WSRT Board of Directors for review. Any delegate missing more than two required meetings may be required to reimburse the WSRT for any monies given to the delegate for the conference.

- vi. Prepare a report to be presented at the WSRT Pre-Conference Board Meeting, WSRT business meeting at the Annual Conference, and Fall edition of the *Cowboy Cathode*.

ASRT Chapter Delegates

1. If a member of the WSRT should become an ASRT Chapter Delegate to the ASRT House of Delegates, the delegate may request reimbursement of approved expenses by the WSRT to attend the ASRT Annual Conference, not to exceed \$300.
 - a. The WSRT is under no obligation to provide reimbursement to these delegates and does so only at the sole discretion and approval of the Board of Directors.
 - i. The delegate is required to do the following for reimbursement:
 - 1) Request financial aid following the ASRT conference and prior to the WSRT Annual Conference to allow the Board to approve the request.
 - 2) Retain receipts for all debts being submitted for reimbursement and give them to the WSRT Treasurer. Those expenses that may be reimbursed by the WSRT are as follows:
 - a) Conference registration
 - b) Transportation (airfare, taxi, parking at airport, etc.)
 - c) Hotel/Motel accommodations
 - d) Meals (at a rate of no more than \$7.50 per meal or \$22.50 per day)
 - e) The Board of Directors will review additional expenses submitted for reimbursement at their next regularly scheduled Board meeting.
 - f) The delegate must show documentation of any other reimbursement provided for by the ASRT (Delegate Reimbursement program), their place of work or any other means.
 - 3) Attend all required meetings at the ASRT Annual Conference including the chapter that they represent and fulfill all requirements of the ASRT's Chapter Delegate Reimbursement program.
 - 4) Delegates are the voices of the membership in their chapter and are obligated to represent the best interests of this region. If a delegate is unable to attend all of the required meetings, appropriate documentation including any witness reports stating just causes for missing required meetings must be submitted to the WSRT Board of Directors for review. Any delegate missing more than two required meetings will not be eligible for reimbursement.
 - 5) Prepare a report for the Wyoming affiliate members at the business meeting during the WSRT Annual Conference.

Section 3

Committees

Standing Committees Defined

1. The Standing Committees of the Society are:
 - a. Annual Conference
 - b. By-laws/Policies & Procedures
 - c. Continuing Education for Technologists
 - d. Credentials
 - e. Education for Students
 - f. Finance
 - g. Legislative
 - h. Nominating
 - i. Public Relations
 - j. Ways and Means
 - k. WSRT Publications
2. The incoming President shall announce those members appointed to standing committees at the Annual Business Meeting.
3. Standing committees are responsible to the Board of Directors and may be altered or eliminated as deemed necessary by the Board.
4. The President can initiate other task forces or committees for special needs at any time. They may be altered or eliminated as deemed necessary by the President or until there is no further need.

Annual Conference Committee

1. Description - The Annual Conference Committee is responsible for planning and conducting the WSRT Annual Conference.
2. Chairperson
 - a. Current WSRT member. Experience on the Board or previous committee preferred. Majority vote approval from the Board required. Volunteers must contact the Board by August 1 of the prior year's conference for approval (i.e. August 1, 2020 to Chair 2021's conference). Co-chairs allowed.
 - b. If there are no volunteers, the Immediate Past President shall act as Annual Conference Chairperson.
 - c. Is accountable to the President and the Board of Directors.
 - d. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Conference, although planning for the Annual Conference should begin two years in advance.
 - e. May appoint any number of other persons to serve on the committee as needed in addition to committee members as described below.
 - f. Oversees and is responsible for all aspects of the Annual Conference.
 - g. Duties
 - i. Communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare any and all written reports on the activities of this position and associated committees to the Board for every Board meeting.
 - iv. Prepare any and all appropriate articles for the *Cowboy Cathode* concerning the Annual Conference.
 - v. Secure accommodations including room block rates, conference and banquet rooms, menu decisions, audio/visual needs, etc.

- vi. Organize any entertainment such as banquet themes and social functions for the conference within budget guidelines. Refer to Section 5: Annual Conference for specific conference procedures.
 - vii. Works closely with the President and the Finance Committee to ensure the Conference is staying within budget.
3. Committee
 - a. Shall include the subcommittee Continuing Education chairperson, Ways and Means chairperson, Treasurer, and others as appointed by the Annual Conference chairperson.
 - b. It is the desire of this organization to maintain a standing committee of volunteers that can organize the Annual Conference each year. By having the same volunteers involved each year, the Annual Conference will become easier to organize and present to the membership. Volunteers should be involved on the committee for a minimum of three (3) years and should be replaced on a revolving basis if needed to maintain consistency.
 - c. Duties
 - i. Communicate with the Annual Conference chairperson on all issues addressing subcommittee activities.
 - ii. Aid in duties and responsibilities as outlined in the Annual Conference section.
 4. Subcommittees
 - a. Continuing Education for Technologists, typically chaired by the President Elect - Obtain and credential speakers. Provide all continuing education and other forms as required by the ASRT to be compliant with their Request for Approval requirements. Attend to all audio/visual needs of speakers. Refer to the President Elect and Continuing Education chairperson sections for additional duties.
 - b. Ways and Means - Obtain sponsors as well as financial donations, prizes and donations for the conference to help defer costs and make it fun and informative. Radiology sales representatives, physicians, and local businesses are all potential donors. Refer to the Ways and Means chairperson section for additional duties.
 - c. WSRT Publications - Provide flyers, agendas, schedules and other printing needs. Refer to the WSRT Editor section for additional duties.
 - d. Secretary - Organize and manage registration including nametags and ribbons. Distribute and collect brochures, CE forms, and speaker evaluation forms. Assist the Treasurer with collecting registration fees. Refer to the Secretary section for additional duties.
 - e. Treasurer - Assist with working the registration desk by collecting fees and dues and issuing receipts. Make payment for any associated costs with the conference. Provide an up-to-date financial report for all business and Board meetings. Refer to the Treasurer section for additional duties.
 - f. Finance - Works closely with the Annual Conference Chairperson to ensure the Conference is staying within budget. Prepares audit report. Refer to the Finance Committee section for additional duties.

Bylaws/Policies & Procedures Committee

1. Description - The Bylaws/Policies & Procedures Committee is responsible for collecting and presenting proposed Bylaws and policies and procedures to the WSRT membership in accordance with current WSRT Bylaws.
2. Chairperson
 - a. Appointed by the President.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Business Meeting.

- d. May appoint three (3) other persons to serve on the committee.
- e. Duties
 - i. Communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting.
 - iv. Address Bylaw issues brought forth from the business meeting or the Board.
 - v. Review, revise and maintain the Bylaws and Policies & Procedures manual with all of the chairperson position descriptions that are required of the Board and committee chairpersons.
 - vi. Attend Board meetings as requested by the President.
 - vii. Be prepared to defend any Bylaws changes at the Annual Conference with rationale of change.
- 3. Committee
 - a. Duties
 - i. Participate in reviewing and revising Bylaws and Policies & Procedures manual
 - ii. Aid in preparing preliminary Bylaws review for Spring Board meeting for Board approval.
 - iii. Participate in defending any changes at the Annual Business Meeting if needed.
- 4. Procedures
 - a. Bylaws additions and changes
 - i. Only voting members may submit proposed additions and/or changes to the WSRT Bylaws.
 - ii. Proposed Bylaws additions and changes must be submitted to the WSRT Board of Directors prior to the Spring Board meeting. The President will forward proposed Bylaws additions and changes to the Bylaws chairperson immediately following the Spring Board meeting.
 - iii. Following the Annual Conference, copies of the new Bylaws and the Policies & Procedures manual shall be delivered to WSRT Board Members and committee chairpersons.
 - b. Policies & Procedures Manual
 - i. The WSRT Board of Directors must approve changes to the WSRT Policies & Procedures manual.
 - ii. Procedures described in the WSRT Policies & Procedures manual shall not conflict with WSRT Bylaws. In cases of conflict, the WSRT Bylaws will prevail. If described procedures conflict with Bylaws, the Policies & Procedures manual shall be corrected to reflect the intent of the Bylaws.
- 5. Timelines
 - a. Any proposed additions and/or changes to the WSRT Bylaws must be sent to current members in good standing on or before the first business day of August.
 - b. Approved Bylaws and Policies & Procedures manuals should be sent out to the Board and committee chairpersons prior to November 1.

Continuing Education Committee

- 1. Description - The Continuing Educating Committee is responsible for locating speakers and credentialing them through the ASRT for the Annual Conference, as well as moderating educational presentations and collecting evaluations. The Annual Conference chairperson should not be concerned with these responsibilities; therefore, the chairperson of this

committee must work closely with the Annual Conference chairperson at his or her direction to ensure that the objectives and theme of the Annual Conference are met.

2. Chairperson

- a. Typically, the President Elect of the WSRT but may be appointed by the President with approval by the Board of Directors.
- b. Is accountable to the President and the Board of Directors.
- c. Serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
- d. Duties
 - i. Communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting.
 - iv. Attend Board meetings as requested by the President.
 - v. Conferences – The Continuing Education chairperson is responsible for working with the Annual Conference chairperson in organizing educational conferences.
 - 1) Responsible for obtaining speakers for conferences and obtaining accreditation for those speakers through the ASRT and other accreditation organizations as necessary. Determine costs for sponsoring speakers including lodging, travel and honorariums.
 - 2) Ensure that proper forms are available for each presentation for attendees to receive proper continuing education credit.
 - 3) Ensure that each conference attendee has three-part continuing education tracking form for the conference.
 - 4) Collect speaker evaluation forms at the end of each presentation and prepare synoptic speaker evaluation report for the ASRT.
 - 5) Ensure that each speaker has the proper audio-visual equipment available for his or her presentation.
 - 6) Responsible for obtaining moderators for each speaker at the conferences
 - vi. Stay within budget.

3. Committee

- a. Duties
 - i. Communicate with chairperson on all issues addressing committee activities
 - ii. Aid chairperson as needed in all aspects of finding speakers and preparing lectures for credit.
 - iii. Aid in moderating and collecting continuing education forms and evaluations.

4. Procedures

- a. Speakers
 - i. A list of potential speakers should be compiled by the current President Elect as soon as possible, beginning two years in advance of the Annual Conference of which he or she will be the chairperson. The chairperson for this committee will also assist in locating available speakers for the next Annual Conference.
 - ii. The Continuing Education chairperson must work very closely with the Annual Conference chairperson in organizing the schedule for each speaker's presentation as well as coordinating audio-visual equipment and any other aspects that may be required by a speaker.
 - iii. Once a speaker has been confirmed, he or she must forward a speaker information form, a curriculum vitae as well as a comprehensive course outline to the Continuing

Education chairperson who, in turn, must forward it to the ASRT and/or other accrediting agency for proper credentialing at least 30 days prior to the conference. Refer to the ASRT's Request for Approval form for further information.

- iv. The Continuing Education Committee should have at least two (2) reserve and accredited speakers available at the conference to fill in where another speaker may fail to appear.
- b. Continuing Education Points
 - i. The Continuing Education Committee should include a continuing education tracking form in each attendee's conference packet. The moderator of each lecture should give a thorough explanation of the form and how it is to be used prior to the speaker beginning.
 - ii. Forms for other accrediting agencies such as the ARDMS shall be available for those presentations accredited by those agencies.
 - iii. The ASRT requires speaker evaluations for each presentation. These forms shall be available for each attendee and shall be turned in at the conclusion of the presentation.
 - iv. The WSRT Secretary, under the direction of the Board of Directors, shall maintain continuing education tracking forms and a record of the conferences for a period of at least five years following the conference.

Credentials Committee

1. Description - The Credentialing Committee is responsible for assuring that candidates running for office in the WSRT are qualified to do so. This committee is also responsible for credentialing all voting members at the WSRT Annual Business Meeting
2. Chairperson
 - a. Is the President Elect.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
 - d. Duties
 - i. Communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting.
3. Committee
 - a. Members
 - i. In addition to the President Elect, the members shall consist of the Secretary and the RT Member of the Wyoming Board of Radiologic Technologist Examiners.
 - ii. The chairperson will also select one (1) other voting member to serve on the committee.
 - b. Duties
 - i. Affirm the credentials of nominated candidates for election.
 - ii. Affirm the credentials of voting members during the WSRT Annual Conference/Business Meeting.
 - iii. Blue ribbons on the nametags of voting members will identify voting members.
4. Procedures
 - a. Candidates for Office

- i. Request that each candidate send a copy of his or her current membership cards to the committee. After receiving these, confirm to each candidate that their information has been received, is being verified and that their name will be on the upcoming ballot.
 - ii. Confirm with the Secretary that each candidate is an active current member for the coming year and meets the criteria for the office for which they have been nominated.
 - iii. Confirm through the ASRT that each candidate is an active current member for the coming year.
 - iv. A candidate will not be considered valid if they do not meet all of the criteria of the office for which they have nominated.
 - v. The committee will provide a written and complete report of the credentialing process to the chairperson of the Nominating Committee in a timely fashion.
 - vi. The committee will keep a back-up record in case there should be a need to review the process.
- b. Dates to remember:
- i. All nominated candidate names must be to the Credentials Committee by May 10.
 - ii. Credentials should be complete no later than June 15.
- c. Annual Conference
- i. The credentialing process of the membership at Annual Business Meeting shall be for voting purposes.
 - ii. Credentialing of current membership must also be done for registration purposes to ensure that all members receive a discounted registration price and a blue ribbon on their nametag.
 - iii. This committee will work with the Annual Conference chairperson to ensure that there is appropriate seating for voting members at the Annual Business Meeting.

Education for Students Committee

1. Description - The Education for Students Committee is responsible for coordinating the scientific paper competition, the poster exhibit, the Student Bowl and the awarding of grants and scholarships at the WSRT Annual Conference.
2. Chairperson
 - a. Appointed by the President.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
 - d. May appoint as many individuals as needed to serve on the committee.
 - e. Duties
 - i. Meet the objectives defined by the President for the year and communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting. The chairperson should attend all of the Board meetings.
 - iv. Work closely with the radiography program directors.
 - v. Prepare articles for the *Cowboy Cathode* pertaining to student educational activities including grants and scholarships.
 - vi. Prepare for student events at the Annual Conference.
 - vii. Oversee the scientific paper and exhibit competitions.
 - viii. Work closely with Annual Conference chairperson to coordinate time and staffing for the student bowl.

3. Committee
 - a. Duties
 - i. Communicate with the chairperson on all issues.
 - ii. Work with the chairperson on any special projects.
 - iii. Participate and prepare for student activities at the Annual Conference.
 - iv. Plan new activities for student involvement as needed.
4. Educational Grants and Scholarship Awards
 - a. Overview
 - i. The WSRT will award the following educational grants and scholarships each year to deserving students and technologists. The Board of Directors will determine the number (no more than three) and amount of each award.
 - 1) Bruce E. Johnson Memorial Grant
 - a) Awarded to current radiography students and new graduates (those who have completed training within the last six (6) months) who are members of the WSRT. Graduate students must be employed in the profession or enrolled in an advanced program and proof must be provided.
 - b) Applicant must have a 3.0 or better cumulative GPA.
 - 2) Mickey Patch Scholarship
 - a) Awarded to a graduate student or RT who is pursuing their career in an advanced registry or working on any type of Continuing Education effort.
 - b. Application Process
 - i. Submit a completed application form, including essay questions.
 - ii. Submit one (1) professional letter of recommendation.
 - iii. If applying for Bruce E. Johnson Memorial Grant, submit a copy of a current radiology program grade transcripts.
 - 1) All items must be submitted to the Education for Students chairperson by July 1. Any submissions received after the deadline and/or incomplete applications will disqualify the candidate.
 - c. Grant Selection Process
 - i. The committee chairperson will form a committee of at least 3, but not more than 5 active WSRT members to review the applications.
 - ii. The committee will review all the applications for completeness.
 - iii. The committee will then rank the application based on:
 - 1) Representation of the profession
 - 2) Grade point average (only for Bruce E. Johnson Memorial Grant)
 - 3) Professional letter of recommendation
 - 4) Essay answers
 - iv. The committee will inform the Board at the Pre-Conference meeting with the recipients being announced at the Annual Banquet.
5. Sam Brooks Internship
 - a. Overview
 - i. The Sam Brooks Internship is awarded every year to a registered technologist or radiologic technology student who is interested in learning more about the WSRT Board of Director positions. Applicants may be previous Board Members so long as they are interning in a role where they have not previously served.
 - b. Qualifications
 - i. Applicants must be WSRT and ASRT members.
 - c. Application Process
 - i. Submit a completed application form.

- ii. Submit proof of ASRT membership.
 - iii. If the applicant is a registered technologist they must submit proof of good standing from the ARRT. If the applicant is a student or recent graduate they must submit proof of good standing from their program director.
 - iv. Submit at least one (1) letter of recommendation (Supervisor, Instructor, Technologist, etc.).
 - v. Submit responses to the following essay questions:
 - 1) “What board position or committee chair are you wishing to shadow and how do you feel this experience can help you reach your goals as a future leader in the profession?”
 - 2) “Discuss your current and prior involvement in the profession.”
 - 3) “What quote would you put on a coffee cup and why?”
 - vi. All required items must be submitted to the Education for Students chairperson by July 1. Incomplete applications and/or any items submitted after the deadline will disqualify the candidate.
- d. Selection Process
- i. The Education Committee Chairperson will form a committee of at least three (3), but not more than five (5), active WSRT members to review the applications.
 - 1) The committee will review all the applications for completeness.
 - 2) The committee will then rank the application based on:
 - a) Future goals
 - b) Representation of the profession
 - c) Professional letter of recommendation
 - d) Essay answers
 - 3) The committee will select a participant and report their selection to the Board by August 1st.
 - 4) The participant must be notified by August 15th to allow time to plan to attend the upcoming Annual Conference (not required, but highly recommended).
- e. Internship Requirements and Award
- i. The incoming intern will be announced at the banquet of the Annual Conference and is awarded a “Sam Brooks Internship” coffee mug with their chosen quote on the back.
 - ii. The internship will begin at the Post-Conference Board meeting and run through the third general session of the next Annual Conference.
 - iii. The intern will shadow their selected Board position or committee chair.
 - iv. The intern is required to attend all Board meetings and the Annual Conference. In the event that the intern is not able to attend one of these events they are required to follow up with the Board to receive their award in full.
 - v. The intern may be censured, reprimanded or removed from the position for dereliction of duty or conduct detrimental to the Society. Such action may be initiated when the Board of Directors receives formal and specific charges against them.
 - vi. The outgoing intern is recognized at the banquet of the Annual Conference and is awarded \$300 and a plaque.
6. WSRT Scientific Paper/Exhibit Presentation

- i. Overview – The WSRT may sponsor a scientific paper and exhibit competition each year. The exhibit competition will take place at the Annual Conference. There will be two divisions for consideration; one for technologists and one for students.
- ii. Application and Topics
 - 1) Scientific papers- pertinent to any medical topic relevant to the radiologic sciences, between eight (8) and fifteen (15) pages in length.
 - a) Applications must be forwarded to the chairperson of the Education for Students Committee along with an electronic copy of the paper and abstract by July 1.
 - b) The body/running head of the paper must contain **no** evidence of the author’s identity.
 - 2) Scientific Exhibits – pertinent to any medical topic relevant to the radiologic sciences with an accompanying written explanation of the exhibit between five (5) and ten (10) pages in length. The poster may be in the either the investigational or informational format.
 - a) The exhibit must be of sufficient size to place upon a standard six by two-foot conference table or similar area.
 - b) Applications for the exhibit must be submitted to the chairperson of the Education for Students Committee, as well as the Conference chairperson by July 1 so that proper arrangements may be made for presentation at the conference.
- iii. Procedure
 - 1) Scientific Papers
 - a) The chairperson of the Education for Students Committee will forward an electronic copy of each submitted paper to three predetermined judges. Using the provided grading form, each judge will select his or her top three choices in each division (technologist and student) and will send the completed grading forms back to the chairperson by August 1.
 - b) Each paper shall be judged according to the enclosed grading form included in Section 8 of this procedure manual.
 - c) Winners will be announced at the Annual Awards Banquet.
 - 2) Scientific Exhibits
 - a) Exhibits shall be set up no later than the evening of the second day of the conference (typically Friday) to allow judges time to view the display.
 - b) The chairperson of the Education for Students Committee will select three (3) judges for the exhibits. These may be the same three judges for the paper competitions, but are not limited to them.
 - c) The three judges will confer with each other about selecting a winner in each division (technologist and student) and the winners will be announced at the Annual Awards Banquet.
- iv. Awards
 - 1) Scientific Papers
 - a) Technologists
 - i) 1st Place \$100.00
 - ii) Two (2) Honorable Mentions 50.00
 - b) Students
 - i) 1st Place \$100.00
 - ii) Two (2) Honorable Mentions 50.00
 - 2) Exhibits
 - a) Technologists
 - i) 1st Place \$100.00

ii) Two (2) Honorable Mentions	50.00
b) Students	
i) 1 st Place	\$100.00
ii) Two (2) Honorable Mentions	50.00

7. Student Bowl – Guidelines and Rules

- i. Overview – The WSRT will conduct a student bowl competition at the Annual Conference to test and review student progress and as a way of promoting the importance of student involvement in the Society.
- ii. Organization
 - 1) The WSRT chairperson for the Education for Students Committee will be responsible for organizing and running the student bowl.
 - 2) The chairperson will designate the following officials:
 - a) One (1) Scorekeeper
 - b) One (1) Master of Ceremonies (to read questions)
 - c) Two (2) Judges
 - d) One (1) Timekeeper
- iii. Procedure
 - 1) The Education for Students Committee will obtain and update a question database on a regular basis.
 - 2) Questions will be from an approved list of designated references and will be divided into the following categories used by the ARRT in registry questions:
 - a) Radiation Biology and Protection
 - b) Equipment Operation and Quality Control
 - c) Image Production and Evaluation
 - d) Radiographic Procedures
 - e) Patient Care and Management
 - 3) Approved reference material shall be available at the competition in order to resolve disputes with a question or an answer.
 - 4) The committee will arrange for signaling devices and time keeping devices.
 - 5) The committee will arrange for awards for the winning team(s), which shall be given at the Annual Awards Banquet.
 - 6) Preliminary Competition Rules
 - a) Educators shall provide the names and year in program of the students participating in the Bowl to the chairperson for the Education for Students Committee prior to the competition.
 - b) Teams shall consist of 3 to 5 members, depending on how many students are participating and there shall be an equal number of 1st year, 2nd year, and graduate students on each team if possible.
 - c) The committee shall decide the team composition and post it at the registration desk the first day of the Annual Conference.
 - d) The teams will meet before the actual competition. Each team will select a team name and spokesperson. This information must be given to the chairperson prior to the competition.
 - 7) Competition Rules
 - a) Each team will be provided with a signaling device.
 - b) Any team member may signal in but only the team spokesperson may answer the question. Anyone else answering the question will result in the answer being counted as a miss.

- c) A game will consist of one toss up and two bonus questions from each of the categories.
- 8) Procedure
- a) The MC will read the first toss up question, either team can signal in if they have the answer. The teams have 15 seconds to signal in. If no one signals in, a new toss up question will be read.
 - b) The first team to signal will have the opportunity to answer. The spokesperson will give the answer when the team is called upon.
 - c) If the team called on does not give an answer within 15 seconds or gives an incorrect answer the opposing team will be given the opportunity to answer the question. The opposing team must accept or pass the question when called upon and then has 15 seconds to reply.
 - d) The team answering the toss up question correctly will receive 5 points. They will then be given the opportunity to answer two bonus questions in the same category. The team will have 20 seconds to answer each question. They will receive 2 points for each correct answer.
 - e) If neither team answers the toss up question correctly the MC will provide the correct answer then read a second toss up question for the category. If neither team answers the second question correctly, the MC will give the answer, close the category and move to the toss up question for the next category.
 - f) This continues until all five (5) categories have been completed.
 - g) The two teams with the highest scores will compete in the championship game
 - h) Questions may not be challenged during the match. All challenges must be made after the match. Challenges can only be made by educational program faculty.
 - i) Judges decisions are final

Finance Committee

1. Description - The Finance Committee is responsible for preparing the WSRT annual budget and conducting an audit of the WSRT finances every year.
2. Chairperson
 - a. Appointed by the President and is typically the Treasurer.
 - b. Is accountable to the President and the Board of Directors.
 - c. Even though the Treasurer serves a term of two (2) years as an officer and Board member of the WSRT, the chairperson of the Finance Committee shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting. Each incoming President of the WSRT shall appoint his or her own chairperson for this committee, whether or not it's the current Treasurer.
 - d. Shall appoint three (3) other persons to serve on the committee. The Secretary shall be included in matters pertaining to the Finance Committee.
 - e. Duties
 - i. Meet the objectives defined by the President for the year and communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting. The chairperson should attend all of the Board meetings.
 - iv. Prepare the budget for the coming year. A tentative budget should be prepared and ready for review at the Spring Board meeting so that the Board can approve the budget before it is sent out to the general membership.
 - v. Send out the budget to the general membership for review by August 1.
 - vi. Ensure that all committees are staying within their budgets.
 - vii. Anticipate WSRT spending requirements for the future.
 - viii. Conduct an informal financial audit every year with a subcommittee.
 - 1) The subcommittee shall consist of the Finance Committee Chair (usually the Treasurer), another Board member, and an impartial third party.
 - a) The impartial third party should be someone unassociated with the WSRT.
 - 2) The financial audit must be completed prior to the Post-Conference Board meeting to ensure the incoming Treasurer receives complete and accurate records.
3. Committee
 - a. Duties
 - i. Communicate with the chairperson on all issues.
 - ii. Work with the chairperson on any special projects.
 - iii. Anticipate the financial needs of the WSRT in the coming year and/or years.
 - iv. The committee is to work on a budget for the coming year, not the current year. It would be in the best interests of the WSRT if the President Elect could participate on this committee to ensure that any programs he or she wants to implement while President can be adequately budgeted.
 - v. Aid in getting the proposed yearly budget out to the membership for review on or before August 1. This will allow the membership ample opportunity to be prepared to vote on its acceptance at the Annual Business Meeting.

Legislative Committee

1. Description - The Legislative Committee is responsible for monitoring legislation presented in the Wyoming Legislature that may affect the field of radiologic imaging and therapy.
 - a. This committee shall also work with the Wyoming Board of Radiologic Technologist Examiners, the State Attorney General's Office and the Wyoming State Legislature in formulating bills to be considered for law that will benefit and protect the citizens of Wyoming, if needed.
2. Chairperson
 - a. Appointed by the President.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
 - d. Shall appoint three (3) other persons to serve on the committee.
 - e. Duties
 - i. Meet the objectives defined by the President for the year and communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting. The chairperson should attend all of the Board meetings.
 - iv. Notify the President and Board of any impending legislation that will impact the radiologic technology field.
 - v. Attend and/or direct committee members to attend possible hearings meetings and hearings relating to possible changes in legislation affecting the radiologic technology field.
 - vi. Prepare articles for the *Cowboy Cathode* regarding legislation updates and activities of the committee.
3. Committee
 - a. Duties
 - i. Communicate with the chairperson on all issues relating to legislation.
 - ii. Participate in legislative sessions as directed by the chairperson.
 - iii. Follow legislative efforts as they progress through hearings and attend if possible.

Nominating Committee

1. Description - The Nominating Committee is responsible for securing nominations for officers of the WSRT. This committee is also responsible for the preparation and emailing of the WSRT ballot, receiving those ballots back and tallying the results of the election.
2. Chairperson
 - a. Is the Vice President.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
 - d. Shall appoint three (3) other persons to serve on the committee.
 - e. Duties
 - i. Communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting.

- iv. Entertain nominations of candidates for office.
 - v. Prepare ballots, email them and tally the results.
3. Committee
 - a. Duties
 - i. Assist in acquiring competent nominees for office.
 - ii. Assist in the election process.
 4. Procedures
 - a. Nominations
 - i. The chairperson shall entertain nominations for officers during the Annual Business Meeting for the following year's election.
 - ii. The out-going chairperson shall give the names of those nominees to the in-coming chairperson at the Annual Post-Conference Board meeting.
 - iii. The incoming chairperson shall entertain additional nominations for officers until April 30.
 - iv. Any voting member of the WSRT may nominate another member. WSRT members may nominate themselves. Nominations may be given to any WSRT Board Member, which must be given to the chairperson.
 - b. Information
 - i. Information concerning nominees for office will be disseminated to the general membership through an article in the Summer Edition of the *Cowboy Cathode*. The chairperson is responsible for collecting the necessary information and sending it to the Editor.
 - ii. The Secretary will provide an updated and current membership list to chairperson of the Nominations Committee so ballots can be emailed to all active voting members in a timely fashion.
 - c. Timelines
 - i. Nominations shall conclude on April 30.
 - ii. Ballots will be emailed out by July 1.
 - iii. Ballots must be returned no later than August 15. Those received later than August 15 will be discarded.
 - iv. Ballots that appear to be altered will be considered invalid and discarded.

Public Relations

1. Description - The Public Relations Committee is responsible for handling publicity for the WSRT, including press releases, media interviews and activities for National Radiologic Technology Week® (Setting up the proclamation of NRTW with the Governor's office).
2. Chairperson
 - a. Appointed by the President.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
 - d. Shall appoint three (3) other persons to serve on the committee.
 - e. Duties
 - i. Meet the objectives defined by the President for the year and communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting. The chairperson should attend all of the Board meetings.

- iv. Prepare articles for the *Cowboy Cathode* regarding public relations activities of the committee.
- 3. Committee
 - a. Duties
 - i. Communicate with the chairperson on all issues relating to public relations.
 - ii. Participate in public relations activities as directed by the chairperson.

Ways and Means Committee

- 1. Description - The Ways and Means Committee is responsible for conducting moneymaking activities for the WSRT.
 - a. Obtain door prizes and raffle items for the WSRT Annual Conference, sponsors for the Conference, and at least one other activity to raise money during the year.
- 2. Chairperson
 - a. Appointed by the President.
 - b. Is accountable to the President and the Board of Directors.
 - c. Shall serve a term of one (1) year commencing at the conclusion of the WSRT Annual Business Meeting.
 - d. May appoint three (3) other persons to serve on the committee.
 - e. Duties
 - i. Communicate with the President on all activities of the committee throughout the year.
 - ii. Communicate to the committee members about what their duties are and the chairperson's expectations of them for the coming year.
 - iii. Prepare a written report of committee activities to the Board for every Board meeting.
 - iv. Generate revenue for the WSRT general fund.
 - v. Work closely with the Conference chairperson and the Treasurer to ensure a Ways and Means project is implemented for the year as well as the Annual Conference and that they stay in budget doing it.
 - vi. Organize the raffle for the Annual Conference including obtaining raffle prizes.
 - 1) Prizes should be donated to the WSRT and proper credit shall be given to those donating prizes by their name prominently displayed with the prize as well as a formal thank-you sent to them following the conference.
 - vii. Prepare an article for the *Cowboy Cathode* to promote any ways and means projects that are being done at the seminar or conference.
 - viii. Collect door prizes for the Annual Conference.
- 3. Committee
 - a. Duties
 - i. Communicate with chairperson on all issues addressing committee activities.
 - ii. Aid in ways and means project.
 - iii. Aid in door prize acquisition and prizes for raffle.
 - iv. Aid in the raffle at the banquet.

WSRT Publications

1. Description - The Publications Committee is responsible for preparing the WSRT newsletter - the *Cowboy Cathode* and for maintaining the WSRT web site on the Internet.
2. The *Cowboy Cathode* will be provided to every member in good standing whose dues are not in arrears.
3. Editor
 - a. Shall fulfill two responsibilities
 - 1) Editor of the *Cowboy Cathode*
 - 2) Administrator of the WSRT website.
 - 3) If the Editor does not have the resources to administer the WSRT web site, the Board of Directors may appoint another individual to fulfill this responsibility.
 - b. Appointed by the President and is a non-voting member of the WSRT Board of Directors.
 - c. Is accountable to the President and the Board of Directors.
 - d. Shall be allowed to serve an unlimited term until either resignation, a new appointment of another individual by the President with approval of the Board of Directors, or at the specific request of the WSRT Board of Directors
 - e. May appoint as many individuals as needed to serve on the committee.
 - f. Duties
 - i. Meet the objectives defined by the President for the year and communicate with the President on all activities of the committee throughout the year.
 - ii. Prepare a written report of committee activities to the Board for every Board meeting. The Editor is required to attend all Board meetings.
 - iii. Publish the *Cowboy Cathode* four (4) times per year.
 - iv. Communicate with all committee chairpersons for articles and news of interest to the WSRT membership.
 - v. Work closely with Annual Conference chairperson as well as the Public Relations chairperson for issues involving their committees that the publication can promote and inform the general membership.
 - vi. Maintain updated membership roster in conjunction with the WSRT Secretary.
 - vii. Maintain a current updated list of sales representatives and their addresses.
 - viii. Publish highlights and pertinent information of Board meetings.
 - ix. Solicit advertising for the publication.
 - x. Solicit information from outside articles from other organizations, technologists, companies, etc.
4. Committee
 - a. Duties
 - i. Communicate with the Editor on all issues.
 - ii. Work with the Editor on any special projects.
5. Procedures
 - a. Timelines
 - i. Fall Issue - November 1
 - ii. Winter Issue - February 1
 - iii. Spring Issue - May 1
 - iv. Summer Issue - August 1
 - b. Issues
 - i. Fall publication
 - 1) WSRT post conference update
 - 2) ASRT reports from the WSRT Affiliate Delegates if they weren't included in the previous summer issue.

- 3) National Radiologic Technologist Week information from the ASRT.
- 4) List of new nominees for office for next year.
- ii. Winter publication
 - 1) News around the state
 - 2) Spring Board meeting
 - 3) WSRT application form
 - 4) Update on nominees for office
 - 5) Advertising of the Annual Conference in September
- iii. Spring publication
 - 1) Information regarding members nominated and actively running for WSRT office
 - 2) Reports of the Spring Board meeting.
 - 3) Proposed resolutions to the WSRT Board of Directors, Bylaws revisions
 - 4) Advertising for the Annual Conference in September.
 - 5) ASRT news.
- iv. Summer publication
 - 1) WSRT re-conference updates
 - 2) ASRT updates and information
 - 3) Updated election information
 - 4) Conference registration forms
 - 5) ASRT Affiliate Delegate reports if possible.
- c. Suggested Materials for Publication - committee reports, job openings, President's letter, Vice President's letter, editorial, student section, advertising, important dates to remember, educational articles, ASRT news, meeting minutes, convention reports, photographs.

Section 4

Elections

Election of Officers

1. Eligibility
 - a. Officers and Board Members of the Society must be:
 - i. Voting members of the Society
 - ii. Members of the American Society of Radiologic Technologists
 - iii. Have a current license under Wyoming state statutes if required by law
 - b. Nominees for office must meet credentialing requirements prior to June 1.
 - c. Write-in candidates on the ballot must be voting members of the Society and must hold a current license under Wyoming state statutes if required by law.
 - i. If elected, they must become members of the American Society of Radiologic Technologists by October 1 or forfeit the office.
 - d. Candidates for President Elect must be either Active Members or Life Members of the Society and must also meet the credentialing requirements to be an affiliate delegate to the American Society of Radiologic Technologists.
 - e. Candidates for Vice President must be either Active Members or Life Members of the Society and preferably meet the credentialing requirements to be an affiliate delegate to the American Society of Radiologic Technologists. If the candidate for Vice President does not meet the credentialing requirements to be an affiliate delegate to the American Society Radiologic Technologists, the Board will appoint a qualified affiliate delegate nomination.
 - f. The R.T. member of the WBRTE shall not be permitted to sit as a voting Member of the Society. The R.T. member of the WBRTE may run for office of the Society, providing said member has concluded or resigned his/her term of office as the WBRTE member prior to assuming office in the Society.
 - g. The WSRT Editor shall be permitted to hold another position as a voting member of the Society Board as this should not be cause for a conflict of interest.
2. Election Procedures
 - a. Nominations
 - i. Nominations for the office of President Elect, Vice President, Secretary and Treasurer will be accepted from the second session of the Annual Business Meeting until April 30.
 - ii. The offices of Secretary and Treasurer are elected biannually on alternating years. Nominations for these offices are only accepted during the year prior to their election.
 - b. Credentialing
 - i. Following the close of nominations on April 30, the Credentialing Chairperson will verify each nominee's eligibility for office and return their credentials to the Nominations Chairperson.
 - c. Ballots
 - i. The Nominations Chairperson shall prepare the ballot and email it to the General Membership of the Society by July 1.
 - ii. Ballots must be returned to the WSRT by August 15.
 - iii. Altered ballots will be discarded.
 - d. Election
 - i. Officers are elected by plurality vote.
 - ii. Ballots shall be tabulated by any three of the following persons
 - 1) President Elect
 - 2) President
 - 3) WSRT Editor
 - 4) Secretary or Treasurer not currently running in the election

- 5) A society member at large not running for office or a disinterested third party.
- iii. Any person running in an election shall not be allowed to participate in the tabulation process. The Nominations Chairperson shall select the tabulators.
- iv. Results will be announced at the first session of the Annual Business Meeting.
- e. Ties
 - i. In cases of a tied ballot, a run-off election will be held during the Annual Conference, should the tie not be broken by a forfeiture of one or more candidates involved in the tie.
 - ii. The tie will be announced during the first General Session of the Annual Business Meeting.
 - 1) Additional nominations may be entertained from the floor at that time should the Board desire such, and then nominations will be closed immediately.
 - iii. Nominees must meet the qualifications for office under Article IV, Section 4 of the Society Bylaws, with the exception that they shall be given until October 1 to join the ASRT or forfeit the office.
 - iv. The run-off election will be conducted during the second General Session of the Annual Business Meeting by ballot. The winner shall be elected by plurality.
- f. Vacancies of Candidates
 - i. In cases of vacancies of viable or eligible candidates in the annual election for office, an election will be held during the Annual Conference.
 - 1) The election shall be announced during the first General Session of the Annual Business Meeting. Nominations shall be entertained from the floor at that time, and then nominations will be closed immediately.
 - 2) Nominees must meet the qualifications for office under Article IV, Section 4 of the Society Bylaws, with the exception that they shall be given until October 1 to join the ASRT or forfeit the office.
 - 3) The election will be conducted during the second General Session of the Annual Business Meeting by ballot. The winner shall be elected by plurality.
 - ii. In cases where there are no nominations, the Board shall meet the evening of the first session of General Business Meeting and discuss candidates for appointment.
 - 1) Those persons being considered for appointment by a Board member should be consulted and agree to a possible appointment prior to this meeting.
 - 2) Candidates must meet the qualifications for office under Article IV, Section 4 of the Society Bylaws, with the exception that they shall be given until October 1 to join the ASRT or forfeit the office.
 - 3) The Board shall agree to a candidate by the close of this meeting.
 - 4) The winning candidate shall be announced during the second session of the General Business meeting.

Section 5

Annual Conference

Description - The Annual Conference is a detailed and complex event and can be held in-person or virtual. This section is intended as a guide for the Annual Conference Committee, its chairperson and those other individuals who may be involved with the planning and conduction of the Annual Conference. It is strongly suggested that these guidelines be adhered to and the WSRT Board of Directors must approve any changes and/or deviations from this guide.

Conference Accommodations

1. Negotiations for accommodations for the Annual Conference should begin at least two years in advance. Therefore, it falls upon the President Elect to begin negotiating with various sites in Wyoming during his or her term and present obtained information to the incoming WSRT Board of Directors at the next Annual Conference. Generally, the conference should be held the Thursday, Friday, Saturday and Sunday during the third full week in September, if possible. Following that, pertinent considerations should include:
 - a. Accessibility
 - i. Must have adequate facilities for lodging and meeting rooms easily accessible for attendees.
 - ii. Site should be easily traveled to for attendees and speakers. Easy access from an airport may be critical.
 - b. Lodging
 - i. Room rates
 - ii. Package plans
 - iii. Sufficient number of rooms available
 - iv. Complimentary rooms
 - c. Meals and breaks
 - i. Available menu and cuisine
 - ii. Pricing
 - iii. Style - buffet or sit-down
 - iv. Sufficient area for large conference meeting/lunch as well as the Annual Banquet.
 - v. Not all meals will be sponsored or provided for during the Annual Conference so other food sources must be easily available for attendees.
 - d. Conference area
 - i. Traditionally, one large room and two smaller rooms are required. The larger room may be divided into two rooms if this can be done quickly and efficiently.
 - ii. Pre and post conference Board meeting room to include meal.
 - iii. Break out area for breaks between sessions.
 - iv. Secure area for registration and raffle/door prizes.
 - v. Area for vendor and exhibition tables/displays.
 - vi. Availability of audio/visual equipment.
 - e. Other considerations
 - i. What is the overall enthusiasm of the hotel/motel staff and caterer to host the conference?
 - ii. What is available to attendees for extracurricular and recreational activities (e.g. swimming, exercising, shopping, theaters, bars, etc.).
 - iii. The site should be willing to be visited and toured, preferably au gratis and overnight if needed by the conference chairperson.
 - iv. The site must be approved by the WSRT Board of Directors prior to the conclusion of the Annual Conference and should be announced at the Annual Banquet.
2. Upon approval of the WSRT Board, formal negotiations and discussions with host site should begin. Concluding negotiations, the host will offer a contract to the conference

chairperson for consideration and this should be signed and returned to the host at a minimum of six months before the conference. Some hosts may require that it be returned a year in advance of the conference. The host and WSRT should be willing to be somewhat flexible in demanding either side adhere to the contract and both must take care to adhere to the contract as much as possible. In the end, a contract IS a contract.

- a. Schedule - A schedule of the conference must be provided to the host for Board and general meeting sessions, educational sessions, meal and breaks times, etc. See the schedule included in this manual.
- b. Lodging
 - i. Room rates should be formalized including number of persons acceptable per room.
 - ii. Any package plans should be formalized.
 - iii. The host will need to know the anticipated number of attendees and number of rooms needed on which nights. The host will reserve a block of rooms for the conference and should hold that block until at least two weeks prior to the conference. The host will not be expected to provide rooms at conference prices after the block reservation expires.
 - iv. The host should provide complimentary rooms. This varies from site to site but generally about one (1) complimentary room per thirty (30) rented rooms.
 - v. Arrangements for no-shows. It's the policy of the WSRT that room reservations are between the attendee and the host hotel/motel and that the WSRT will not be liable for reservations of individuals who fail to register.
 - vi. The WSRT will provide a list of individuals to the hotel/motel of attendees whose lodging fees will be paid for by the WSRT. This will include selected speakers who are not sponsored by any other means. The WSRT will not be responsible for any other incurred costs of individuals such as room service, telephone calls, television and video charges, alcohol, etc.
- c. Meals and breaks
 - i. The WSRT traditionally provides the mid-day meal (lunch) for Friday and Saturday in conjunction with the WSRT business meetings. The cost is included in the conference registration. The WSRT also provides one ticket per member for the Annual Banquet on Saturday evening with additional tickets available for an additional fee. Other meals and breaks may be provided for depending upon price, budget and sponsorship.
 - ii. Suggested menu
 - 1) Lunches - Sandwich bar with chips, soft drinks OR salad bar with soup and crackers.
 - 2) Banquet - Sit-down dinner with beef and chicken, vegetable, potato or rice, salad, bread and dessert. Coffee and soft drinks, bar.
 - 3) Breaks - Water, soft drinks, donuts, fruit. If interested in saving money, ask for water to be available and provide hard candy and gum.
 - 4) Other dinners – If done, taco bar, potato bar, etc. Usually too expensive.
 - 5) Breakfast - If done, coffee, water, donuts or rolls, fruit.
 - iii. The caterer must know the following:
 - 1) Time frame for meals and breaks
 - 2) Type of function - luncheon, dinner, break, brunch, buffet
 - 3) Number of people expected
 - 4) The cuisine and/or menu selection desired
 - 5) Special menu or diet requirements of attendees
 - 6) How to distinguish who gets what dish at sit-down meals

- iv. Pertinent information to obtain from the caterer
 - 1) Minimum number of people required
 - 2) Deadline for canceling or adding people
 - 3) Are tickets necessary?
 - 4) Price per plate
 - 5) Handling of gratuities
 - 6) Full or limited bar
 - 7) Appetizers and decorations
 - v. All meals and breaks including the banquet should be negotiated for the lowest price possible with the host hotel/motel. Buffet meals are usually more expensive than meals served individually by the caterer.
- d. Meeting Rooms
- i. Traditionally, one large room for general sessions and two smaller rooms for modality sessions are required. The larger room may be divided into two rooms if this can be done quickly and efficiently. The host will need to know approximately how many people will be in each room for each session.
 - ii. The name of each room should be provided as soon as possible so that they may be included in the conference schedule. Signs should be prominent and the WSRT should also provide signs for each session as well.
 - iii. Room environment should be discussed including heat/air conditioning and décor. It should be determined how the rooms should be set up. Tables with chairs are generally preferable.
 - iv. There should be an area for breaks between sessions. Restrooms should be nearby, clean and easily accessible.
 - v. A secure area for conference registration is required, as well as an area for securing raffle and door prizes. This area should be near the meeting rooms and require minimal effort to utilize it. Another area for storage may be required as well.
 - vi. An area for vendor and exhibition tables/displays is required, customarily in close proximity to the meeting rooms. The WSRT needs to advise the host of how many tables are needed by vendors and exhibitors.
 - vii. Availability of audio/visual equipment – The WSRT must advise the host of any audio/visual equipment requirements.
 - viii. A pre and post conference Board meeting room is needed which should include easy access to dining during the meeting. The WSRT will pay for Board members and committee chairpersons.

Conference Announcements and Information

1. When the host site for the conference is confirmed, it should be announced at the prior Annual Conference.
2. The schedule for the conference should be finalized and a flyer announcing the conference, including a registration form, should be sent to the general membership, all clinical sites, vendors and anyone else that the Conference chairperson deems appropriate by August 1.
3. The conference committee should write an article for the August edition of the *Cowboy Cathode* detailing various aspects and highlights of the conference. If there is room, a conference registration form should be included.
4. The pre-registration form should include information about conference pricing for members and non-members, full conference, full day and half-day registration fees, hotel prices with deadline for registration, meal choices for the banquet and the phone number for hotel registration.

Registration

1. The conference chairperson should work very closely with the Secretary in coordinating registration activities for the Annual Conference. The Continuing Education Committee is responsible to assist the Secretary as required.
2. Members of the WSRT and members of affiliate societies will pay less to attend the Annual Conference than non-members.
3. WSRT dues can be paid at the time of registration and the member can then receive the discounted price of registration.
4. Refunds for pre-registration will not be given within one (1) week of the conference. For any other refunds requested prior to this time, the WSRT may deduct a \$25.00 processing fee.
5. The Secretary shall have nametags prepared for pre-registered attendees as well as blank nametags for those registering late or on-site. Those registering on-site must show their current membership card to receive the discounted member prices. All members will receive a member ribbon with their nametag.
6. Appropriate ribbons will be provided for members, speakers, Board members, ASRT delegates and other VIP's as needed and available.
 - a. Board Members - White
 - b. WSRT Members - Blue
 - c. Student Members - Orange
 - d. Life Members - Yellow
 - e. Speakers - Red
 - f. ASRT Delegates - Pink
 - g. Special Guests - Purple
7. Registration packets should be prepared in advance of the conference including appropriate Continuing Education forms, conference schedule, the WSRT budget, minutes of the previous business meeting, Bylaws revisions, paper and pens (if available) and any other information appropriate to the conference. The Continuing Education committee and/or Board should assist the Secretary in preparing the packets the evening prior to or the morning of the first day of the conference.

Vendors

1. The Annual Conference chairperson should work closely with the Ways and Means Committee to encourage sales vendors to come to and participate in the Annual Conference. These vendors will often times contribute a substantial amount of money, sponsor meals and/or provide speakers to assist with the conference. In return, the WSRT should provide a table or booth area for the vendor to display his company's products or services. Vendors not providing significant donations to the Annual Conference shall be required to pay the WSRT a fee to establish a table or booth, customarily \$150 but subject to negotiation by the Annual Conference chairperson with the vendor.

Scientific Papers and Exhibits (Students and Technologists), Student Bowl

1. Student members are an integral part of the WSRT and therefore, a significant part of the Annual Conference is dedicated to them. The WSRT sponsors annual student paper and exhibit competitions as well as the annual student bowl competition.
2. The WSRT also sponsors paper and exhibit competitions for technologists interested in participating.
3. Details concerning rules for the paper and exhibit competitions and well as the student bowl can be found under the section for Education for Students Committee.
4. The Student Bowl should be conducted on Saturday afternoon. Exhibits should be set up on Friday and dismantled prior to the Annual Banquet and Awards Presentation.

Speakers and Presentations

1. The Continuing Education Committee and the Annual Conference Committee should recruit speakers for the WSRT Annual Conference throughout the year. Preferably, a database of individuals willing to speak at conferences should be maintained by the Annual Conference Committee. Speakers should be recruited and confirmed at least six months prior to the Annual Conference.
2. Possible sources for speakers include local doctors, nurses, technologists and other medical personnel, the ASRT and ARRT. Many companies who sell medical equipment and products, as well as services in Wyoming are great sources for speakers. People who have been to previous conferences in other states as well as the ASRT national conference may know individuals who will be willing to speak.
3. Typically, a keynote speaker should be selected for the Annual Conference that reflects the general theme of the conference in his or her topic and this person should speak in a general session on either Friday or Saturday morning.
4. The Annual Conference chairperson should fill in the slots for speakers as they become available and as soon as possible. Organizing speaker times for the conference is often times the most difficult part of the conference. It's highly suggested to have at least two back-up speakers for the Annual Conference. (See Speaker Confirmation Letter and Speaker Information Form.)
5. **ASRT Request for Approval**– The Continuing Education chairperson must apply for CE approval through the ASRT Request for Approval portal which can be found at www.asrt.org/rfa. A username and password is required, this is an ASRT membership login of the Continuing Education chairperson or Past President in charge of the conference. Any questions regarding this process can be forwarded to rfa@asrt.org or calling 1-800-444-2778 ext. 1906. The portal contains all of the information necessary for accrediting the speakers for the Annual Conference. The ASRT requests six weeks to review a live lecture for CE approval. When considering ASRT CE approval, the following guidelines should be followed:

- a. Design your program to meet the ARRT's definition of a continuing education activity.
 - b. Get your program approved by the ASRT as soon as possible.
 - c. Provide full documentation to each technologist who participates in your educational activity.
 - d. Maintain records for at least five years following the educational activity.
 - e. Use reference numbers on documentation only; do not use them in advertisements or on any other material.
6. Audio/Visual – Each speaker must advise what audio/visual items will be necessary to present their topic.
7. Other Considerations
- a. Some speakers require an honorarium (fee) to speak. Be aware of this!
 - b. Make sure that all materials for handouts are prepared in advance.
 - c. Finalize speakers as soon as possible. This is essential!
 - d. Provide a complete list of AV needs to the hotel with plenty of notice.
 - e. Make sure that the transportation needs of each speaker are met.
 - f. Make sure that each speaker has lodging accommodations and provide a complimentary welcoming gift in their room.
 - g. Moderators for each presentation must be provided.
 - i. Introductions for each speaker prepared in advance.
 - ii. Monitor time - speaker must complete necessary time requirements, typically 50 minutes for each (1) CE.
 - iii. Close door. Attendees are expected to attend the entire presentation but a very short break may be permitted if absolutely necessary.
 - iv. Provide gift for speaker at the conclusion of the presentation.
 - v. Hand out and collect ASRT and other Continuing Education forms plus speaker evaluation forms.
 - vi. Make necessary conference announcements.
 - vii. Hand out door prizes before and after presentation as time allows.
 - viii. Assist speakers with any part of the presentation that may be required.

Ways and Means

1. Door Prizes
 - a. Typically given away before each speaker session by drawing conference ID numbers but by any means deemed appropriate by the Conference chairperson may be used.
 - b. Items usually include cups, hats, t-shirts, pens and other inexpensive knick-knacks. Many of the vendors will supply items if asked beforehand.
2. Raffle
 - a. The WSRT conducts a raffle during the Annual Conference to support its educational expenses.
 - b. It's prudent that the Ways and Means Committee approach vendors, doctors, local and regional businesses and any other potential source of donations throughout the year to collect prizes for the raffle.
 - c. Tickets will be sold during the Conference and the Secretary will be in charge of the collection of money and dispensing of tickets. Tickets are usually sold for \$1.00 apiece or 12 for \$10.00. Sales will conclude before the banquet meal is served on Saturday night.
3. Other activities
 - a. It is important for the Ways and Means Committee to find sources of funding for the WSRT Annual Conference. The more funding that is attained the less expensive it is for the members to attend.

- i. Most major companies (vendors) are willing to donate a great deal of money for educational purposes provided they are given the opportunity to budget for it. Therefore, they must be contacted well before the end of the year for these types of requests.
- ii. Area physicians are often amenable to donating money to educational conferences provided a formal written request is submitted to them well in advance of the conference. Local Radiologists are a great source of funding as well as speakers.

Annual Conference Board Meetings

1. WSRT Bylaws dictates that the WSRT Board of Directors meets at least three (3) times per year. Two of these sessions are conducted during the Annual Conference at the Pre-Conference and Post-Conference Board meetings.
2. Pre-Conference Board Meeting
 - a. Open to any member in good standing unless the President declares the meeting in executive session. There must be a very good reason for doing this, such as discussion of award winners or election results.
 - b. The Pre-Conference Board meeting is held the Thursday evening of the conference. The meal for Board and committee members will be paid for by the WSRT.
 - c. Unless there is an item of business that needs the immediate attention of the Board prior to the General Meeting, most officer and committee reports may be tabled until the General Meeting. However, each will be given the opportunity to speak at this Board meeting so there are no surprises later. All items of new business or changes should be brought to the Board at this meeting for review before being presented to the general membership.
 - d. Pre-Conference Agenda
 - i. Call to Order
 - ii. Minutes of the previous Board meeting - must be approved before moving on.
 - iii. Officer Reports
 - 1) President
 - 2) President Elect
 - 3) Vice President
 - 4) Secretary
 - 5) Treasurer
 - iv. Conference Report - Conference chairperson, Continuing Education chairperson.
 - 1) Registrations
 - 2) Speakers
 - 3) Finances
 - 4) Other
 - v. ASRT Delegate Reports
 - vi. Committee Reports – WSRT Committee Reports should be written and sent to each Board member prior to the conference. Board members should review these reports and compile any questions, which should be sent back to the President prior to the meeting so that their concerns may be placed on the agenda.
 - 1) Bylaws
 - 2) Continuing Education for Technologists
 - 3) Credentials
 - 4) Education for Students
 - 5) Finance

- a) Final review of proposed budget for upcoming fiscal year prior to providing to membership
 - 6) Legislative
 - 7) Nominations
 - 8) Public Relations
 - 9) Ways and Means
 - 10) WSRT Publications
 - vii. Membership Update - Secretary
 - viii. Wyoming Board of Radiologic Technologist Examiners Update
 - ix. Unfinished Business
 - x. New Business
 - 1) Election Results
 - 2) WSRT Mike Lewis Honorary Award for Outstanding Support
 - 3) Escobedo Award of Excellence
 - 4) Lifetime Membership Award
 - 5) ASRT Leadership Conference – nominees
 - 6) Any other new business
- 3. Post-Conference Board Meeting
 - a. Open to any member in good standing unless the President declares the meeting in executive session. There must be a very good reason for doing this.
 - b. The Post-Conference Board meeting is held the Sunday morning or early afternoon of the conference. The meal for Board and committee members will be paid for by the WSRT.
 - c. The purpose of the Post-Conference Board meeting is primarily for the new Board to get acquainted with each other and for the new President to present his or her agenda for the coming year.
 - d. Agenda
 - i. Call to Order
 - ii. Minutes of the previous Board meeting – must be approved before moving on.
 - iii. Post-Conference Report – Conference chairperson, Executive Secretary
 - 1) Registrations
 - 2) Speakers
 - 3) Finances
 - 4) Other
 - iv. Committee Assignments
 - 1) Annual Conference
 - 2) Bylaws/Policies & Procedures
 - 3) Continuing Education for Technologists
 - 4) Credentials
 - 5) Education for Students
 - 6) Finance
 - 7) Legislative
 - 8) Nominations
 - 9) Public Relations
 - 10) Ways and Means
 - 11) WSRT Publications
 - v. Unfinished Business
 - 1) Final approval of budget for upcoming fiscal year
 - vi. New Business
 - 1) President’s agenda for the coming year

- 2) Upcoming ASRT House of Delegate assignments
- 3) Removal and addition of outgoing and incoming Board members to bank account(s)
 - a) Identification of two (2) non-Board financial authorities (for emergency purposes)
- 4) Any other new business

Business Meetings

1. Overview

- a. The WSRT will conduct three sessions of the General Business Meeting during the Annual Conference. These will be conducted at lunch Friday, lunch Saturday and in conjunction with the Annual Banquet and Awards Presentations on Saturday night.
- b. Agendas for the meetings should be made available to the general membership well in advance of each meeting. Although printing each agenda immediately prior to each meeting may be impractical, a generalized agenda is always prudent before the Annual Conference begins, allowing each member the opportunity to have his or her concerns placed on the agenda in advance.
- c. The President must appoint at least one (1) Sergeant-at-arms and a Parliamentarian to be present at each session.
 - i. Sergeant-at-arms will count votes and keep order at the direction of the President. It is recommended that two other people assist the Sergeant-at-arms at the appointment of the President.
 - ii. The Parliamentarian shall ensure that the meeting proceeds according to Robert's Rules of Order, or in another order as prescribed by the President. The President is allowed to suspend Robert's Rules at his or her discretion.

First General Session – Friday Lunch

1. Call to Order -
 - a. Introduction of head table - President, President Elect, Vice President, Past President, Secretary, Treasurer, WBRTE Board Member, Editor, Special Guest.
 - b. Introduction of any other special guests.
 - c. Introduction of Sergeant-at-arms and Parliamentarian
2. Establish Quorum
3. Reading of the Minutes of the previous business meeting
4. Committee Reports
 - a. Bylaws (may be suspended to new business)
 - b. Continuing Education for Technologists
 - c. Credentials
 - d. Education for Students
 - e. Finance
 - i. Provide proposed budget for upcoming fiscal year to membership for review
 - f. Legislative
 - g. Nominations (actually suspended to the second session on Saturday)
 - h. Public Relations
 - i. Ways and Means
 - j. WSRT Publications
5. Membership Update - Secretary
6. ASRT Delegate Reports - Affiliate and Chapter Delegates
7. Conference Report and Updates
8. Wyoming Board of Radiologic Technologist Examiners Update
9. Unfinished Business
10. New Business
 - a. Bylaws – review proposed changes and answer questions
 - b. Any other new business
11. Recess until Saturday

Second General Session – Saturday Lunch

1. Call to Order – Introduction of head table
 - a. President, President Elect, Vice President, Past President, Secretary, Treasurer, WBRTE Board Member, Editor
2. Establish Quorum
3. Conference Update
4. Resume business of the previous session
 - a. Discussion of proposed budget for upcoming fiscal year (draft will be voted on by Board at Post-Conference Board meeting)
5. Bylaws changes – answer questions, discuss and vote. The vote should be taken for approval of the Bylaws as a whole if possible.
6. Election results
7. Announcement of new committee chairpersons
8. New Business
9. Nominations
10. Other
11. Recess

Third General Session – Annual Banquet

1. Call to Order (President)
2. Introduction of the head table (President)
 - a. President - right of podium facing audience, first seat
 - b. Incoming President - left of podium facing audience, first seat
 - c. Outgoing officers should be seated to the right of the podium facing audience in the following order after the President: Past President, Vice President, Secretary and Treasurer.
 - d. Incoming officers should be seated to the left of the podium facing the audience in the following order after the incoming President: President Elect, Vice President, Secretary, and Treasurer.
 - e. The WBRTE Board Member, Editor and other special guests such as the ASRT or ARRT representatives should be seated in equal numbers to the outside the incoming and outgoing officers.
 - f. The WSRT Editor may choose to sit in the audience during any or all meetings for reporting and photography purposes.
 - g. The President may choose to seat the parliamentarian at the head table in any seat.
3. Conference Update (Conference chairperson)
4. Conclude any unfinished business
5. Scientific papers and exhibits, grants, student bowl and scholarship winners (Education chairperson)
6. Outgoing President's address
7. President's Gifts
8. Awards
 - a. WSRT Mike Lewis Honorary Award for Outstanding Support (Vice President)
 - b. Escobedo Award of Excellence (Vice President)
 - c. Lifetime Membership Award (Vice President)
9. Special Guest's address
10. Installation of Officers
11. Presentation of Past President's Pin by New President
12. Incoming President's address
13. Anything further for the good of the Society
14. Announce location and date of next Annual Conference
15. Adjournment
16. Raffle

Raffle - Much of the information concerning the raffle can be found in other parts of this manual. Tickets are drawn one-by one and the winning numbers are announced until all prizes are gone. A master of ceremonies should be arranged for well in advance as well as one or two people to hand out prizes.

Entertainment - Entertainment for the WSRT Annual Conference should be chosen carefully considering appropriateness to the mission and vision of the Society and the cost of providing it for the membership.

1. Thursday night icebreakers are acceptable but due to costs, these are becoming rare.
2. Traditionally, a social function takes place on Friday night allowing members to network and have some fun. Some ideas to be considered: speaker, music - DJ or band, dance, magic show, comedian, soloist, fashion show, movie, casino night (legal, of course).
3. The Annual Banquet on Saturday usually has a full agenda requiring no further entertainment be considered. Costs must be kept to a minimum when considering various alternatives.
4. Games and contests are encouraged, especially as a means to raise money and inspire participation in the conference. Some ideas: Guess what items are included in a radiograph, number of pieces of candy in a BE bag, baby picture contests, radiology trivia, etc.
5. Remember to confer with the hotel/motel and caterer about whatever you are considering for entertainment. They will need to know what is required of them such as open bars, food, stages, dressing rooms and any special audio or visual requirements of the entertainer. They also need to know when the function will end and if they need to clean the room for any other function at the conference.

Printing for the Annual Conference

1. The WSRT Editor and/or Secretary will be in charge of printing and/or copying materials for the Annual Conference.
2. Items for printing may be the following:
 - a. Pre-Conference flyers announcing the Annual Conference
 - b. Conference Schedules
 - c. Three-part Continuing Education forms
 - d. Speaker Evaluation forms
 - e. Minutes and Committee Reports
 - f. Agendas
 - g. Grand Prize raffle tickets

Other Items to Consider

1. A photographer for the conference is a good idea. The Editor should be able to do this but alternatives should be provided for reporting and photographing the conference if the Editor is not available.
2. Can the hotel assist with the following if needed or required:
 - a. Message Service
 - b. Copy and Fax Machine
 - c. Exhibit Area
 - d. Special parking requirements
 - e. Baby-sitting
 - f. Handicap accommodations
 - g. Banners, balloons, flags, signs, handouts
 - h. Person available to handle any problems
3. Extra equipment available if needed for any reason including breakdowns.

Post-Conference

1. Remove all WSRT property.
2. Check for lost or forgotten property.
3. All expected clean up must be completed.
4. Settle bill with the conference host hotel/motel.
 - a. The host hotel/motel should have a final bill prepared and submitted to the WSRT Board of Directors before the conclusion of the Post-Conference Board meeting on Sunday, preferably before the meeting begins to allow the conference chairperson and Treasurer to review it.
 - b. Any discrepancies must be dealt with immediately with the hotel/motel.
 - c. Upon approval, the bill will be paid in full.
 - d. A second, separate bill for the Post-Conference Board meeting meal will be paid in full before leaving.

Section 6

Awards

The Wyoming Society shall award three distinctions for outstanding service to the Society. These shall be a WSRT Mike Lewis Honorary Award for Outstanding Support, the Escobedo Award for Exceptional Service, and the Lifetime Membership Award.

WSRT Mike Lewis Honorary Award for Outstanding Support

1. The WSRT Mike Lewis Honorary Award for Outstanding Support is given in recognition of an outstanding individual who may or may not be a member of the WSRT or an organizational contribution to the Society and the profession it represents. This may include student members. This contribution may represent any contribution including monetary, gifts, service or any other means of support towards the Society.
2. The WSRT Mike Lewis Honorary Award for Outstanding Support will be presented at the Annual Conference. The number of those eligible to receive the award is not limited and awardees may receive this award more than once, although not more than once within the same year.
3. Nominations shall be made by the WSRT Board of Directors. The nominating member must submit a statement along with the nomination outlining the reasons why the candidate should be considered. Additionally, the Board may elect to choose any additional prospective recipients at the Pre-Conference Board meeting.
4. Nominees for the WSRT Award for Outstanding Support must meet criteria outlined in this document and are approved by the Board. The final approval of the candidate to receive the award will be made by the Board in Executive Session at the Pre-Conference Board Meeting.
5. Criteria - This award is intended to recognize members or non-members of the WSRT or companies/organizations that contribute in an outstanding way for the good of the Society. As stated previously, this may represent contributions made monetarily or other donations benefiting the Society, personal commitments of time and energy helping on committees or in other ways, and in any other means of appreciable support of the WSRT. As stated here, this leaves the criteria subjective so it's important for the nominating Board member to clearly state why the nominee should be considered.
6. Procedure
 - a. The Secretary shall announce the names of those who have been nominated for the award.
 - b. The Board shall discuss each candidate's nomination and reasons cited for consideration of the award.
 - c. The Board may take the following actions:
 - i. Decline to accept any of the nominations for approval and therefore decline to make the award for that year.
 - ii. Accept one or more nominations for consideration of a vote. Each individual nomination will be voted on separately and the voting will be by secret ballot. If a unanimous vote for each candidate cannot be reached after two (2) votes, the award will not be granted to the nominee. Discussion between votes is permitted.
7. Award
 - a. Plaque donated by the WSRT.
 - b. Recognition at the WSRT Honors and Installation of Officers Banquet.
 - c. Free honorary membership in the WSRT for one (1) year. Those individuals honored who are otherwise ineligible as voting Members of this society shall remain as non-voting members, shall not be eligible to chair a committee nor hold office.
 - d. Recognition in the *Cowboy Cathode* following the Annual Conference.

Escobedo Award of Excellence

1. The Escobedo Award of Excellence recognizes a member's dedication of service and support to the Society.
2. The Escobedo Award of Excellence will be presented at the Annual Conference. The number of those eligible to receive the award is limited to two persons per year. A member may receive the award more than once in their lifetime, but may not receive it more than once in every two years, i.e. the member may receive it every other year.
3. Nominations shall be made by the general membership to the Nominations Committee prior to July 15 and candidates may be anyone who is a voting member of the WSRT, excluding student members. The nominating member must submit a statement along with the nomination outlining the reasons why the candidate should be considered. Nominees will be notified by the Nominations Chairman by August 1 and will be requested to submit verification of their qualifications for consideration.
4. Nominees for the Escobedo Award of Excellence must meet criteria outlined in this document and are approved by the Board. The final approval of candidates to receive the award will be made by the Board in Executive Session at the Pre-Conference Board meeting.
5. Criteria
 - a. Member of the WSRT in good standing for at least three years. Although student members are not eligible for this award, their accumulated time as a voting member while a student may be allowed for consideration of the award after becoming a General Member.
 - b. Guidelines for determining eligibility - the following items are offered as guidelines for nominating and selecting candidates. Candidates should meet as many of the following criteria as possible and proof of such activities should be verifiable by the Board if possible.
 - i. Active participation in a WSRT or district project
 - ii. Participation in the educational endeavors of the WSRT
 - iii. Providing WSRT leadership at the state or district level
 - iv. Participated on a WSRT or district committee
 - v. Chaired a committee or task force
 - vi. Active promotion of the WSRT at the state or local level
 - vii. Actively building and promoting membership in the WSRT
 - viii. Willing to aid the WSRT Officers and Board Members
 - ix. Attend Board meetings
 - x. Volunteering time, effort and/or money or material goods that directly impact the WSRT
 - xi. Serving as Sergeant-at-arms, at the registration desk, and other tasks necessary at conferences
 - xii. Assisting with locating and securing speakers for conferences
 - xiii. Assisting with Ways and Means projects, getting prizes and donations for the Annual Conference and other WSRT functions
 - xiv. Aid in the efforts of the American Society of Radiologic Technologists and serving Wyoming at a national level
 - xv. Writing articles for the *Cowboy Cathode*
 - xvi. Support of student efforts
 - xvii. Demonstration of a higher level of RT professionalism

6. Procedure
 - a. The Secretary shall announce the names of those nominated for the award and the qualifications/reasons cited for nominating the individual.
 - b. If a Board member is nominated, the President will excuse that member from the session before proceeding to discussion of the candidates. The member will be allowed back into the session after the final vote has been concluded.
 - c. If the President is nominated, the President should turn the chair over to the Vice President and excuse him/herself from the session until the discussion and final voting has concluded. The Vice President shall then return the chair back to the President. The President retains the right to decline the award by declining to turn the chair over to the Vice President.
 - d. The Board may take the following actions after brief discussion:
 - i. Decline to accept any of the nominations for approval and therefore decline to make the award for that year.
 - ii. Accept one or more nominations for further consideration, and then debate each candidate's qualifications. Ultimately, the Board must agree unanimously in order for one or two candidates to receive the award.
 - e. The President shall start with the first name on the ballot and call for any discussion concerning the candidate.
 - f. With no further discussion, the President shall proceed to the second name and follow the same process as with the first candidate, and so on until every candidate has been discussed. A candidate for consideration may be eliminated at any time by a consensus of the Board.
 - g. Following discussion of the candidates, voting shall occur by secret ballot. It is the expressed desire of this process that the Board comes to an informal consensus before the formal vote. If the vote is not unanimous, further discussion is allowed followed by a second vote. If the second vote is not unanimous, the candidate(s) are rejected for consideration
7. Award
 - a. Formal award donated by the WSRT with a \$100 cash prize.
 - b. Recognition at the WSRT Honors and Installation of Officers Banquet.
 - c. Free membership in the WSRT for one (1) year.
 - d. Recognition in the *Cowboy Cathode* following the Annual Conference.

Lifetime Membership Award

1. The Lifetime Membership Award is given in recognition of an RT member's long-term dedication and rendering of unusual service to the Wyoming Society of Radiologic Technology and the profession it represents. It is the highest award of distinction given by the WSRT.
2. The Lifetime Membership Award will be awarded at the Annual Conference. The number of those eligible to receive the award is limited to one person per year and a person may only receive the award once in their lifetime.
3. Nominations shall be made by the general membership on the official election ballot and candidates may be anyone who is a voting member of the WSRT, excluding student members. The nominating member must submit a statement along with the nomination outlining the reasons why the candidate should be considered.
4. Nominees for the Lifetime Membership Award must meet criteria outlined in this document and are approved by the Board. The final approval of the candidate to receive the award will be made by the Board in Executive Session at the Pre-Conference Board meeting.
5. Criteria
 - a. Member of the WSRT in good standing for at least 15 (fifteen) accumulated years. Although student members are not eligible for this award, their accumulated time as a voting member while a student may be allowed for consideration of the award after becoming a General Member.
 - b. Must have served as an officer of the WSRT and/or have served as Chairperson of at least one standing committee.
 - c. Other guidelines for determining eligibility – the following items are offered as additional guidelines for nominating and selecting candidates. Candidates should meet as many of the following criteria as possible and proof of such activities should be verifiable by the Board, if possible.
 - i. Active participation in a WSRT or district project.
 - ii. Participation in the educational endeavors of the WSRT.
 - iii. Providing WSRT leadership at the state or district level.
 - iv. Participated on a WSRT or district committee.
 - v. Chaired a committee or task force.
 - vi. Active promotion of the WSRT at the state or local level.
 - vii. Actively building and promoting membership in the WSRT.
 - viii. Willing to aid the WSRT Officers and Board Members.
 - ix. Attend Board meetings.
 - x. Volunteering time, effort and/or money or material goods that directly impact the WSRT.
 - xi. Serving as Sergeant-at-arms, at the registration desk, and other tasks necessary at conferences.
 - xii. Assisting with locating and securing speakers for conferences.
 - xiii. Assisting with Ways and Means projects, getting prizes and donations for the Annual Conference and other WSRT functions.
 - xiv. Aid in the efforts of the American Society of Radiologic Technologists and serving Wyoming at a national level.
 - xv. Writing articles for the *Cowboy Cathode*.
 - xvi. Support of student efforts.
 - xvii. Any other information that will show the member to exemplify the highest of standards of professionalism will be considered in determining eligibility.
6. Procedure

- a. The Secretary shall announce the names of those nominated for the award and the qualifications/reasons cited for nominating the individual.
 - b. If a Board member is nominated, the President will excuse that member from the session before proceeding to discussion of the candidates. The member will be allowed back into the session after the final vote has been concluded.
 - c. If the President is nominated, the President should turn the chair over to the Vice President and excuse him/herself from the session until the discussion and final voting has concluded. The Vice President shall then return the chair back to the President. The President retains the right to decline the award by declining to turn the chair over to the Vice President.
 - d. The Board may take the following actions after brief discussion:
 - i. Decline to accept any of the nominations for approval and therefore decline to make the award for that year.
 - ii. Accept one or more nominations for further consideration, then debate each candidate's qualifications. Ultimately, the Board must agree unanimously in order for one candidate to receive the award.
 - e. The President shall start with the first name on the ballot and call for any discussion concerning the candidate.
 - f. With no further discussion, the President shall proceed to the second name and follow the same process as with the first candidate, and so on until every candidate has been discussed. A candidate for consideration may be eliminated at any time by a consensus of the Board.
 - g. Following discussion of the candidates, voting shall occur by secret ballot. It is the expressed desire of this process that the Board comes to an informal consensus before the formal vote. If the vote is not unanimous, further discussion is allowed followed by a second vote. If the second vote is not unanimous, the candidate(s) are rejected for consideration
7. Award
- a. Formal award donated by the WSRT with a \$250 cash prize.
 - b. Recognition at the WSRT Honors and Installation of Officers Banquet.
 - c. Free membership in the WSRT for the remainder of the member's life.
 - d. Recognition in the *Cowboy Cathode* following the Annual Conference.

Section 7

Financial Manual

FINANCIAL MANUAL MAINTENANCE AND REVIEW

POLICY: It is the policy of the WSRT to maintain and annually review a financial manual. The financial manual must uphold the mission, goals and vision of the WSRT.

PROCEDURE: The manual will be maintained by the Finance Committee. A review will be conducted during the audit and any recommended policy or change to existing policy, and the rationale for the change will be submitted to the Board of Directors prior to the Annual Conference. After review and approval by the Board of Directors, the changes will be incorporated into the WSRT Policies and Procedure Manual.

FINANCIAL CONTROLS

POLICY: It is the policy of the WSRT that authorization is necessary for signatures on contracts, checks, payment and receipt, deposit or withdrawal of money. Financial authorities are designated by the Board to conduct financial transactions on behalf of the WSRT. The Board shall have oversight of any individual authorized to purchase, withdraw money or sign contracts for the WSRT. The Board shall approve any expense that exceeds the budget. Internal controls policies and procedures must be followed for consistency. The WSRT shall place all accounts in financial institutions that are federally insured. All funds received by WSRT shall be deposited within the designated timeframe.

IDENTIFIED FINANCIAL AUTHORITIES:

- Treasurer
- President
- President-Elect
- Immediate Past President
- Two (2) members as designated by the Board

INCOMING CHECK PROCEDURE: All incoming checks immediately must be sent to the Treasurer for processing. The checks must be deposited in the designated WSRT account within 10 business days. For the purpose of recording deposits, all deposit receipts will be attached to a check register. Authorization for signatures on checks, contracts, payment and receipt, deposit and withdrawal of money shall be given to the WSRT Board for consideration. Expenditures that exceed the budget shall be approved by the Board of Directors at a Board meeting.

WITHDRAWAL AND EXPENSE APPROVAL PROCEDURE: Direct withdrawals from accounts shall have the signature of at least two financial authorities. The financial authorities will review the funds disbursement request for accuracy and only upon review and approval of the transaction will funds be disbursed. This will include a review for the existence of proper supporting documentation, such as a voucher request, purchase order and evidence of the receipts of the goods and services.

All check disbursements will originate from the Treasurer. In the event the Treasurer is unable to distribute checks, one of the financial authorities will be responsible for check disbursement. In addition, any purchases for more than \$500 that have not been approved by the Board shall require approval from two financial authorities. Any funds payable to any one of the Board Members must be signed by someone other than the payee.

ACCOUNTING METHOD

POLICY: It is the policy of the WSRT to utilize the cash basis of accounting. Cash receipts are a liquid asset and strong internal controls have been created to protect this most important asset.

PROCEDURE:

- Upon receipt, all checks will be immediately endorsed to the WSRT and deposited within 10 business days.
- A signature from a designated financial authority who has account authorization is required on checks.
- A receipt will be generated for every transaction and the ledger will be updated immediately.
- Upon closure of the fiscal year and the filing of IRS Form 990, an informal audit will be conducted on a biannual basis by a subcommittee. The subcommittee shall consist of the Finance Committee Chair (usually the Treasurer), another Board Member, and an impartial third party. The impartial third party should be someone unassociated with the WSRT. The financial audit must be completed prior to the Pre-Conference Board meeting to ensure the incoming Treasurer receives complete and accurate records.
- A formal audit by a third party may be requested by the Board at any time for just cause.

BANK RECONCILIATIONS

POLICY: It is the policy of the WSRT to have all bank statements directly forwarded to the WSRT Treasurer, who will review the checks cleared during the prior month.

PROCEDURE: The WSRT bank statements are mailed to the WSRT PO Box. The bank statement should be forwarded to the Treasurer and reviewed within 10 days. The Treasurer will be responsible for reconciling the bank statements. The reconciled voucher/checks will be forwarded to the President, President-Elect, and the Secretary for review no less than biannually. It is recommended that this be done prior to the Spring Board meeting and the Annual Conference in order for the review to be completed for reporting at the aforementioned meetings. Discrepancies will be noted and discussed by the Board of Directors. The WSRT Board of Directors, at its discretion, will determine if any further action is warranted, such as a full investigation or audit.

BUDGET

POLICY: It is the policy of the WSRT that the Board shall guide the affiliate in accordance with the approved annual operating budget. The Finance Committee will prepare a balanced budget and present it to the Board of Directors. The Board shall review any budget changes that will have a significant impact as part of its fiduciary responsibility to the affiliate. The budget must uphold the mission, goals and vision of the WSRT.

It is the policy of the WSRT that the proposed budget for the upcoming fiscal year be approved by the Board of Directors prior to September 30 of the current fiscal year. A budget informational session will be incorporated into one of the business sessions during the Annual Conference.

PROCEDURE: The WSRT Board shall approve an annual operating budget for each fiscal year that will project income and expenses and will provide for member benefits and support services.

TIMELINE:

- Budget preparation for the upcoming fiscal year completed by Finance Committee prior to Spring Board meeting.
- Review of proposed budget for the upcoming fiscal year done at Spring Board meeting.
- Prior fiscal year's financials and upcoming fiscal year's proposed budget will be provided for the membership at the Annual Conference.
- Approval of proposed budget at the Post-Conference Board meeting. Meeting minutes must reflect approval.
- Approved annual budget will be implemented prior to the start of the fiscal year on October 1.

EXPENDITURES

POLICY: It is the policy of the WSRT that no expenditures are allowed to exceed the budget without prior approval from the Board of Directors.

PROCEDURE:

If it is determined that expenditure will exceed the budget for a particular item, it is the responsibility of the person submitting the expenditure to contact the Board of Directors prior to committing to the expense. The request for expenditure must be forwarded to the Board of Directors and approved by majority vote of the Board of Directors. The vote of the Board of Directors will be included in the minutes of the next meeting of the Board of Directors. A copy of the approval will be attached to the voucher when requesting payment.

REIMBURSEMENT

POLICY: It is the policy of the WSRT to reimburse Board and committee members for expenses incurred for eligible society business.

PROCEDURE:

1. The following expenses of Board and committee members are eligible for reimbursement if they meet the criteria outlined:
 - a. Travel to WSRT Board and committee meetings when deemed mandatory by President or any Board approved meeting or function that is deemed beneficial to the WSRT.
 - b. Mileage shall be paid at the current federal rate per mile round trip per vehicle. Members shall carpool whenever possible.
 - c. Lodging for Board Members and or committee members when approved by the Board and deemed necessary to the benefit of the WSRT. Requires approval of the entire Board.
 - d. Supplies and material necessary to conduct the duties of an office or committee.
 - e. Copy or printing expenses which have prior approval, are budgeted for standing committee or are necessary to conduct the duties of an office or committee.
 - f. Expenses for postage, which is required and necessary for the business of the society.
 - g. Reimbursement for anything done in the business of the society, approved by the President and a receipt accompanies the voucher.

- h. Registration expenses for the WSRT alternate affiliate delegate attendance at the ASRT Annual Conference and House of Delegates up to \$1200.00 per delegate. Receipts must accompany all vouchers.
 - i. A WSRT Reimbursement Voucher must be completed for reimbursement. See Section 8.
2. Items not covered:
- a. Alcohol
 - b. Laundry, dry cleaning
 - c. Oil, tires, towing, general or emergency maintenance
 - d. Family member expense
 - e. Personal care items
 - f. Travel to function less than 50 miles round trip
 - g. Recreational activities

INSURANCE

POLICY: The WSRT is to be, at a minimum, covered by General Liability and Directors and Officer’s Liability insurance.

PROCEDURE: The insurance coverage may be provided as a benefit of the ASRT to compliant affiliate societies. In the event the WSRT is not covered by the ASRT, the insurance coverage will be established and reviewed and renewed annually by the Board of Directors.

RECORDS RETENTION AND DESTRUCTION

POLICY: It is the policy of the WSRT to retain records as per the provided Record Retention Schedule.

PROCEDURE: The Board of Directors must approve the destruction of records not on the retention schedule.

RECORD RETENTION SCHEDULE:

Document	Retention Period
Bank Statements	7 years
Canceled Checks	7 years
Deposit Slips	7 years
Independent Contractor Contracts	7 years
Vouchers for payment to vendors and members	7 years
Audit Reports	Permanent
Board Meeting Minutes	Permanent
Check Registers	Permanent
End of Year Financial statements	Permanent
Insurance Policies	Permanent
IRS 990 Tax Forms	Permanent

LOANS

POLICY: It is the policy of the WSRT that a loan may not be made to any Board member, officer or employee of the organization.

BAD DEBT WRITE-OFF

POLICY: It is the policy of the WSRT to ensure that all available means of collecting bad debts have been exhausted before write-off procedures are initiated.

PROCEDURE: If a debt is deemed uncollectible, approval by the Treasurer and the President are required before write-off implementation. Once a write-off has been initiated, the Board of Directors will be advised of the actions deemed necessary by the President.

ASRT GUIDANCE FOR AFFILIATE IRS COMPLIANCE

Per the [ASRT Bylaws](#), each affiliate must file taxes with the Internal Revenue Service. As part of the compliance process, evidence of IRS recognition of tax-exempt status and verification that the affiliate filed the appropriate tax returns with the IRS the prior year are required.

The Internal Revenue Service made changes to the filing requirements of small, tax-exempt organizations. Small organizations are those with receipts of \$50,000 or less each fiscal year. In the past, these organizations did not need to file a return with the IRS, but those days are gone. The IRS has instituted an [e-Postcard, Form 990-N](#) *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ*. The purpose of the filing is for the affiliate to attest to the IRS that it is an active organization.

Form 990 - The type of 990 forms to be filed depends on the affiliate's gross receipts. Please refer to the information on the [IRS website](#) to determine the correct form to file.

Affiliates should receive a letter from the IRS, [Annual Electronic Notice Filing Requirements](#), which will direct you to file the 990-N or other 990 by the 15th day of the fifth month after the close of your fiscal year. This e-Postcard can only be filed electronically. The other versions of the 990 may be filed depending on the affiliate's gross income.

Each ASRT affiliate is recognized as a **501(c)(6)**.

IRS 501(c)(6) Organizations include trade associations (those with companies or institutions as members) and individual membership organizations that provide benefits and services to their members and are permitted to engage in lobbying activities.

Taxes must be filed yearly:

Penalties - An affiliate that does not timely file a correct and complete Form 990 or 990-EZ is subject to a penalty of \$20 per day, up to the lesser of \$10,000 or 10 percent of the affiliate's gross receipts, per return. This penalty may be abated if the delay was due to good cause and was not willful. There is no penalty for failing to timely file Form 990-N. **However, failure to file Form 990, Form 990-EZ or Form 990-N for three years in a row results in an automatic revocation of exempt status.** Due to changes in the Pension Protection Act of 2006, the IRS is required to revoke the tax-exempt status of any organization that fails to meet its annual filing requirements for three consecutive years.

Disclosure - Each Form 990, 990-EZ or 990-N filed by an affiliate must be available for public inspection at its principal office (this could be the president's office), and at any other office

having at least three employees, for three years after the date it is required to be filed. Any list of donors that may be part of the return need not be disclosed.

Each Form 990, 990-EZ or 990-N filed by an affiliate must be provided to anyone who requests a copy in person or by mail, for three years after the date it is filed. If the request is made in person, the copy must be provided immediately. If the request is made by mail, the copy must be provided within 30 days.

WSRT IRS FORMS

IRS FORM 990

POLICY: It is the policy of the WSRT to allow public access to IRS Form 990.

PROCEDURE: This access will be provided with prior notification to the Treasurer. The Treasurer or other officer of the WSRT will remain in the presence of the individual requesting access to this information. Requests for copies of Form 990 must be made in writing and will not be mailed without the approval of the Board of Directors.

IRS FORM 1099

POLICY: It is the policy of the WSRT to complete IRS Form 1099 for all individuals and IRS Form W-9 for all vendors receiving \$600 or more during the calendar year from the WSRT.

UNRELATED BUSINESS INCOME TAX (UBIT)

Affiliates establish programs and services that fit within their mission and purpose. From time to time, there may be an opportunity to bring in additional income from activities that are not substantially related to the purpose of the affiliate. This is legal as long as IRS guidelines are adhered to. If the UBIT exceeds \$1,000, IRS Form 990-T must be filed and your affiliate may be required to pay income tax. The usual UBIT is the standard commercial income rate.

Determining UBIT:

Does it meet the following criteria?

- Regularly carried on. It is constant or frequent. An affiliate that chooses to sell T-shirts or key chains or sells advertisement space to vendors on the web or in publications meets the definition of business that is regularly carried on.
- Constitutes a recognized trade or business. Revenue generated from a trade or business that generally includes any activity that generates income from the selling of goods to the performance of services.
- Substantially unrelated to the organization's tax-exempt purpose. Example: if your affiliate decides to sell ice cream, that would not fit under the tax-exempt purpose.

Special Note: Be careful when using Unrelated Business Income. There is a risk of losing a tax-exempt status if the IRS determines that the income from these activities is 20 to 25 percent of the total revenue. Consult an attorney for advice.

POLICY: The WSRT must identify and report unrelated business income on its annual tax return, and remit any tax due in compliance with federal, state, and local tax laws and

regulations. The activity of the trade or business typically is carried on regularly and is unrelated to the mission and purpose of the organization.

PROCEDURE: The Treasurer shall report any unrelated business income to the Board of Directors on the IRS Form 990-T document at a Board meeting. The Board will review the activity and information for compliance. An attorney shall be consulted, at the discretion of the Board.

Section 8

Additional Forms and Documents

**Wyoming Society of Radiologic Technologists
Educational Awards Ceremony
Annual Conference**

(read by Education Chair)

Mickey Patch was a long time mammographer who worked at the Veterans Affairs Hospital in Cheyenne. She would travel around the State of Wyoming testing equipment for safety. Mickey served on the Ways and Means committee and would sell tickets year-round for big prizes at the conference. The Mickey Patch scholarship is awarded to graduate students or RTs who are pursuing their career in an advanced registry or working on any type of continuing education effort. This year the Board is awarding _____ (number of scholarships) to _____ . (Pause while they accept their awards.)

Bruce Johnson was a technologist who loved students and teaching our profession. The Bruce E. Johnson Memorial Grant is open to radiologic technology students or recent graduates employed in the profession or enrolled in an advanced program. This year the Board is awarding _____ (number of scholarships) to _____ . (Pause while they accept their awards.)

Sam Brooks was a mentor to all technologists and students. He loved the profession and everything about the WSRT. He had a great sense of humor, always had a twinkle in his eyes, and his love for coffee was evident. He was a friend to all. Each year the education committee selects a WSRT member who has completed an application to serve in a one-year internship role to gain additional board experience. The intern dedicates time and energy to attend board meetings and serve on committees. After the successful completion of their internship they are awarded at the annual conference. This year we would like to introduce our incoming Sam Brooks Intern, _____. (Pause while they accept their award.) Additionally, we would like to recognize our outgoing intern, _____. Thank you for your service and we hope you gained great knowledge from this experience. (Pause while they accept their award.)

The WSRT would also like to present the winners of our annual student bowl, scientific papers, and scientific exhibits. Our student bowl winners are _____ (team name) made up of the members _____ (student names). (Pause while they receive awards)

Our scientific paper winner is _____ and our two honorable mentions are _____ and _____. (Pause while they receive awards)

Our scientific exhibit winner is _____ and our two honorable mentions are _____ and _____.

Wyoming Society of Radiologic Technologists
Awards Ceremony
Annual Conference

(read by Vice President)

Mike Lewis is a former two-time President of the WSRT. He was instrumental in the starting of the website and was a long-time editor for the Cowboy Cathode. Mike was devoted to the WSRT and students. He was also a mentor to many technologists. The Mike Lewis Honorary Award for Outstanding Support is given in recognition of an outstanding individual who may or may not be a member of the WSRT or an organizational contribution to the WSRT and the profession it represents. This year the board is pleased to present the award to _____.

Liz Escobedo was a program director at Laramie County Community College. She was the champion of our licensure bill in the State of Wyoming. She went all over the state taking on the opposition and succeeding. The Escobedo Award of Excellence recognizes a member's dedication of service and support to the Society. This year the board is pleased to present the award to _____.

The Lifetime Member Award is the highest award of distinction given by the WSRT. The award is given to only one member each year and that person is nominated to receive the award in the general election. The recipient must have been a member for at least 15 years and have served as an officer of the Board or Chairperson of a committee. This year the board is pleased to present the award to _____.

**Wyoming Society of Radiologic Technologists
Installation of Officers Ceremony
Annual Conference**

My name is _____ and it is my honor to conduct the Installation of Officers Ceremony of the Wyoming Society of Radiologic Technologists for the ensuing year.

Before I begin the installation of these newly elected officers, I wish to express to those of you retiring as officers and Board Members of this organization the great appreciation of your membership for the services you have dedicated to this Society. You have helped to direct the destiny of this Society for the past year and our best wishes go with you as with your retirement. I hope that you will remain an active and vital part of the WSRT. Please join with me in applauding them.

I would now like to address (Outgoing President) before we begin the installation of officers. You are now stepping down as an officer of the WSRT but remain as the most senior member of the Board as the Immediate Past President. In your position as such, these new officers will need your guidance and direction and it is your duty to continue your journey on the Board until your retirement at next year's Annual Conference. You are bound by our Bylaws as well as the policies and procedures of the WSRT. Do you pledge to honor your continued commitment to the membership? _____.

To those of you continuing your journey as officers of the WSRT, we welcome your continued commitment to this Society. To those of you newly elected as an officer, the membership welcomes you as a leader of this Society and pledges its support of you in the coming year.

To be elected as an officer is indeed an honor, but more than that it is a privilege, a duty and a great responsibility. Most of the progress and success of an organization is determined by the interest, activity and unselfish devotion of its leaders. I encourage you to fully read and become familiar with the Bylaws, as well as the policies and procedures of the WSRT. These documents are a direct reflection of the wishes of your members and the dedication of those before you. Your complete understanding of these documents will guide you through the coming year.

Treasurer - (Name), you (are continuing your term) (have been elected) as Treasurer. You are charged with the financial record keeping of this organization and as such, will keep a complete and accurate accounting of the same. You are also directed to pay out funds under the direction of the Board of Directors. You are bound by the Bylaws as well as the policies and procedures of the WSRT. Do you pledge to honor your commitment to the membership? _____. Please join with me in welcoming _____ as Treasurer for the coming year.

Secretary - (Name), you (are continuing your term) (have been elected) as Secretary. It is your duty to keep an accurate and complete record of the activities of this organization including the minutes of the business meetings as well as Board meetings and make these records available to the general membership. You are bound by the Bylaws as well as the policies and procedures of the WSRT. Do you pledge to honor your commitment to the membership? _____. Please join with me in welcoming _____ as Secretary for the coming year.

Vice President - (Name) _____, you have been elected as Vice President. As such, you will acquaint yourself with the duties and responsibilities of the President of the WSRT and be prepared to preside over this organization in the event of an absence of the President. You as well are bound by the Bylaws and the policies and procedures of the WSRT. Do you pledge to honor your commitment to the membership? _____. Please join with me in welcoming _____ as Vice President for the coming year.

President-Elect - (Name) _____, you have been elected as President Elect. You must also acquaint yourself with the duties and responsibilities of the President of the WSRT in the coming year in preparation to assume the duties of President at the next Annual Conference. You are also bound by the Bylaws as well as the policies and procedures of the WSRT. Do you pledge to honor your commitment to the membership? _____. Please join with me in welcoming _____ as President Elect for the coming year.

President - (Name) _____, you have been elected as President of the WSRT. In your hands lies the destiny of this Society for the coming year. As President, you will contribute something entirely different from what any other President before you has given to this organization. Faith is the foundation of all life and these members of the WSRT signified their faith in you in electing you to this high office of leadership. You are also bound by the Bylaws as well as the policies and procedures of the WSRT. Do you pledge to honor your commitment to the membership? _____. It's a pleasure to present to you this gavel as a symbol of your authority. We have confidence that you will use it with justice, sound judgment and dignity. Please join with me in welcoming _____ as President of the WSRT for the coming year.

By the authority vested in me by the Annual Conference Chairperson _____, I now declare the officers of the Wyoming Society of Radiologic Technologists duly installed.

Members of the WSRT, these are the officers that you've elected to administer your organization. A great deal of the effectiveness of their work will depend on your cooperation, your dedication to this society and the manner in which you work with them. I ask you to signify your support of them this coming year by rising. Please join with me in applauding them in their new positions!

Sample Conference Schedule

**Wyoming Society of Radiologic Technologists
Annual Conference and Business Meeting
City, WY – Location**

Thursday - Month Day, Year

Management Seminar

11:00 am - 12:30 pm	Registration
1:00 pm - 1:50 pm	Speaker Name, From (City or Business) Topic
2:00 pm - 2:50 pm	Speaker Name, From (City or Business) Topic
2:50 pm - 3:10 pm	BREAK - Sponsor
3:10 pm - 4:00 pm	Speaker Name, From (City or Business) Topic
4:10 pm - 5:00 pm	Speaker Name, From (City or Business) Topic
5:00 pm - 6:00 pm	Dinner (on your own?)
6:00 pm - 8:00 pm	WSRT Pre-Conference Board Meeting

Friday - Month Day, Year

7:00 am - 11:00 am	Registration
7:30 am - 8:20 am	Continental Breakfast
8:30 am - 9:50 am	Keynote Speaker - Speaker Name, From (City or Business) Topic
10:00 am - 10:30 am	Student Papers
10:30 am - 11:20 am	Speaker 1 Name, From (City or Business) Topic Speaker 2 Name, From (City or Business) Topic
11:30 am - 1:00 pm	LUNCH and 1st WSRT Business Session Lunch provided
1:00 pm - 1:50 pm	Speaker 1 Name, From (City or Business) Topic Speaker 2 Name, From (City or Business) Topic
2:00 pm - 2:50 pm	Speaker 1 Name, From (City or Business) Topic Speaker 2 Name, From (City or Business) Topic
2:50 pm - 3:10 pm	BREAK
3:10 pm - 4:00 pm	Speaker 1 Name, From (City or Business) Topic Speaker 2 Name, From (City or Business) Topic
4:10 pm - 5:00 pm	Speaker 1 Name, From (City or Business) Topic Speaker 2 Name, From (City or Business) Topic
5:10 pm - 6:00 pm	Speaker 1 Name, From (City or Business) Topic Speaker 1 Name, From (City or Business) Topic
6:00 pm - 8:00 pm	Dinner on your own
8:00 pm - 12:00 am	Social Function

Saturday - Month Day, Year

7:00 am - 11:00 am **Registration**
7:30 am - 8:20 am **Continental Breakfast**
8:30 am - 9:20 am **Keynote Speaker - Speaker Name, From (City or Business)**
Topic
9:30 am - 10:20 am **Speaker 1 Name, From (City or Business)**
Topic
Speaker 2 Name, From (City or Business)
Topic
10:30 am - 11:20 am **Speaker 1 Name, From (City or Business)**
Topic
Speaker 2 Name, From (City or Business)
Topic
11:30 pm - 1:10 pm **LUNCH and 2nd WSRT Business Session**
Lunch provided
1:10 pm - 2:00 pm **Speaker 1 Name, From (City or Business)**
Topic
Speaker 2 Name, From (City or Business)
Topic
2:10 pm - 3:00 pm **Speaker 1 Name, From (City or Business)**
Topic
Speaker 2 Name, From (City or Business)
Topic
3:10 pm - 4:00 pm **Speaker 1 Name, From (City or Business)**
Topic
Speaker 2 Name, From (City or Business)
Topic
4:00 pm - 5:30 pm **Student Bowl**
4:10 pm - 5:00 pm **Speaker 1 Name, From (City or Business)**
Topic
5:00 pm - 6:00 pm **Personal Break Time**
6:00 pm - 7:00 pm **Happy Hour**
7:00 pm - 11:00 pm **WSRT Honors Banquet, Raffle &
Installation of Officers**

Sunday - Month Day, Year

WSRT Post-Conference Board Meeting - Time to be Announced

Special Notes:

In cases of two sessions being held concurrently, the first session listed is scheduled for the TBA Room, the second session listed is scheduled for the TBA Room. General sessions are held in the TBA Room. Lunches on Friday and Saturday, as well as the banquet on Saturday night will be in the TBA Room. The Pre-Conference Board meeting on Thursday night will be held in the TBA Room, the Post-Conference Board meeting will be in the TBA Room.

We wish to sincerely and gratefully thank the following sponsors:

(List of Businesses and Individual Sponsors)

We deeply regret and apologize for any omissions of our sponsors. If your name and/or company was not included in this program, please drop us a note and we will publish your information in the next issue of the *Cowboy Cathode*.

Notice: All Speakers and Times are Subject to Change Without Notice.

**Wyoming Society of Radiologic Technologists
Sample Speaker Confirmation Letter**

Dear (Speaker),

On behalf of the WSRT, we would like to thank-you for agreeing to speak at our annual educational conference. The following will be your speaking itinerary.

Conference Site: _____

Date: _____

Time: _____

Topic: _____

Please complete the enclosed speaker information form and return it with a copy of your resume or CV and an outline of the objectives of your presentation.

The WSRT will reimburse you for your costs in attending the conference such as lodging and travel expenses.

The speaker information is required to apply for Continuing Education credit through the American Society of Radiologic Technologists (ASRT) Continuing Education program. It is vital to a successful program that this information be received early to assure that the deadlines to apply for credits can be met.

Please feel free to contact either of us if you have any questions. The speaker information sheet included with this cover letter will assist us with planning and development of our program and will allow us to provide you with all your audio/visual needs.

We look forward to seeing you and having you participate in our conference! It is your participation that will make our conference a success!

Sincerely,

Conference Chairman

Continuing Education Chairman

**Wyoming Society of Radiologic Technologists
Speaker Information Form**

Name (including all credentials) _____

How you would like your nametag to read _____

Current Position _____

Street Address _____

City _____ State _____ Zip _____

Phone (Work) _____ Cell _____

Email _____

Title of Presentation _____

Date of Presentation _____ Honorarium required? _____ Amount \$ _____

Audio/Visual Needs

The Society will provide a digital screen and laptop running Windows with USB port capability. Please let us know if you need different accommodations and/or additional equipment (such as speakers, laser pointer, etc.).

Please return this form with your resume/CV and course outline/objectives as soon as possible.

**Wyoming Society of Radiologic Technologists
Bruce E. Johnson Memorial Grant Application**

Are you a WSRT Member*? Yes/No

*You must be a WSRT member to apply.

Date: _____

Name: _____

First

Last

Address: _____

City: _____

State: _____

Zip: _____

Country: _____

Email: _____

Radiography Program Name: _____

RT Status:

Student: _____

Anticipated/Date of Graduation: _____

Technologist: _____

ARRT Number: _____

Essay Questions:

Describe something that you have achieved in the field or in your studies thus far which you are especially proud of. Explain why you are proud of this achievement.

What professional goals do you have for the next five (5) years? How do you feel the WSRT can help its members achieve their goals?

Comments: (Anything you feel is relevant to your application.)

File Uploads:

_____ Letter of Recommendation (Applicants must submit one (1) letter of recommendation from an individual in the profession [supervisor, instructor, technologist, etc.])

_____ Transcripts (Unofficial or Official)

_____ Proof of Employment or Program Enrollment

Acknowledgement:

_____ I understand that I MUST be a WSRT member for my application to be considered for award.

_____ I also understand that all required materials must be received by the application deadline to be considered for award.

**Wyoming Society of Radiologic Technologists
Mickey Patch Scholarship Application**

Are you a WSRT Member*? Yes/No

*You must be a WSRT member to apply.

Date: _____

Name: _____

First

Last

Address: _____

City: _____

State: _____

Zip: _____

Country: _____

Email: _____

RT Status:

Full-time: _____

PRN: _____

Part-time: _____

Currently unemployed: _____

Continuing Education Program: _____

Essay Questions:

Describe something that you have achieved in the field or in your studies thus far which you are especially proud of. Explain why you are proud of this achievement.

What professional goals do you have for the next five (5) years? How do you feel the WSRT can help its members achieve their goals?

Comments: (Anything you feel is relevant to your application.)

File Uploads:

_____ Letter of Recommendation (Applicants must submit one (1) letter of recommendation from an individual in the profession [supervisor, instructor, technologist, etc.])

Acknowledgement:

_____ I understand that I MUST be a WSRT member for my application to be considered for award.

_____ I also understand that all required materials must be received by the application deadline to be considered for award.

**Wyoming Society of Radiologic Technologists
Sam Brooks Internship Application**

Are you a WSRT Member*? Yes/No

*You must be a WSRT member to apply.

Date: _____

Name: _____

First

Last

Address: _____

City: _____

State: _____

Zip: _____

Country: _____

Email: _____

Radiography Program Name: _____

RT Status:

Student: _____

Anticipated/Date of Graduation: _____

Technologist: _____

ARRT Number: _____

Essay Questions:

What board position or committee chair are you wishing to shadow and how do you feel this experience can help you reach your goals as a future leader in the profession?

Discuss your current and prior involvement in the profession.

What quote would you put on a coffee cup and why?

File Uploads:

_____ Letter of Recommendation (Applicants must submit one (1) letter of recommendation from an individual in the profession [supervisor, instructor, technologist, etc.])

_____ Proof of ASRT membership

_____ Proof of Good standing (Students: Please attach proof of good standing from program director. RTs: Please attach proof of good standing from the ARRT.)

Acknowledgement:

_____ I understand that I MUST be a WSRT member for my application to be considered for award.

_____ I also understand that all required materials must be received by the application deadline to be considered for award.

**Wyoming Society of Radiologic Technologists
Grant/Scholarship/Internship Scoring Rubric**

Please reference the Policies and Procedures Manual to confirm all submissions met the requirements for the specified award and included all additional attachments by the deadline of July 1.

Use the rubric below to grade the quality of the essay questions.

	10 points- Exceptional	5 points- Good	1 point- Average	0 points- Does not meet expectations
Intent	Answers the question with a strong central focus	Clear focus	Inconsistent or meandering focus	Does not answer the question
Character	Exhibits personal passion	Reveals character	Underdeveloped character	There is little development of topic
Understanding	Establishes a definite point	A sense of audience is clear	Point is unclear	Point of view is confusing
Sentence structure	Sentences are clear and varied, uses appropriate vocabulary	Uses appropriate sentence structure	Frequent shifts in tense and person	Writer appears to not care to communicate their message
Mechanics	Minimal mechanical errors, excellent content	Few mechanical errors, relevant content	Mechanical errors interfere with understanding: incomplete sentences, using slang, incorrect punctuation, little proofreading	Mechanical errors are abundant and interfere with understanding, incomplete sentences, using slang, no punctuation, no proofreading
Total Points from essay 1:	Total points from essay 2:	Total points from essay 3: (Sam Brooks only)	Total Points of all essays:	

Ensure that a technologist that has applied for the Sam Brooks Internship is in good standing with the ARRT and that a student or new graduate applying for the internship is in good standing with their program. No candidate shall be considered if they are not in good standing.

Rank all the letters of recommendation in each award from most recommended to least. Give the first ranking five points, second ranking three points, and third ranking one point. If there are more than three submissions those that are not in the top three will not receive points in this category.

Rank the submissions in each award based on future goals, from most clear and defined to least. Give the first ranking five points, second ranking three points, and third ranking one point. If there are more than three submissions those that are not in the top three will not receive points in this category.

Rank the submissions in each award based on representation of the profession, from best representation to worst. Give the first ranking five points, second ranking three points, and third ranking one point. If there are more than three submissions those that are not in the top three will not receive points in this category.

Finally, for the Bruce E. Johnson Memorial Grant rank the submissions GPA from highest to lowest. If any are the same, they can share the ranking but only rank the top three unless there are four or more the same. Give the first ranking five points, second ranking three points, and third ranking one point. If there are more than three submissions those that are not in the top three will not receive points in this category. (This is not part of the selection process for the Sam Brooks Internship or the Mickey Patch Scholarship).

Determine the total points for each submission and select the top three for each award to present to the board.

***The above can also be used as a guideline to select ASRT Student Leadership Development Program participants.**

**Wyoming Society of Radiologic Technologists
Scientific Paper Competition
Rules and Regulations**

Eligibility:

- There are two divisions for consideration, one for radiologic technologists and one for radiologic technology students.
- Current member of the WSRT.

Application:

- Applications are available on the WSRT website and in the Cowboy Cathode.
- Applications must be submitted to the WSRT Education for Students Committee Chair, along with an electronic copy of the paper and abstract, postmarked by July 1.

Paper:

- The subject matter of the paper must be related to the radiologic sciences.
- All papers must be original. (In the recipient's own words).
- The paper must include a title page, abstract and references and follow either APA, MLA or AMA style guides.
- The body of all papers will be a minimum of eight (8) pages with a maximum of fifteen (15) pages. (Not including title page, abstract, reference page, or appendices).
- An abstract must be submitted
- The paper must contain **no** evidence of the author's identity, i.e., name, name of educational institution, name of medical institutions associated with, photographs, or reference to instructors and/or physicians.
- Manuscript rights will remain with the author. WSRT may publish any and all paper entries in the WSRT Cowboy Cathode and/or on the WSRT website.

Judging:

- A minimum of three (3) judges will rate each submission.
- Judges may not rate papers from students of their own programs.
- The judges shall meet all the following criteria:
 - Current member of the WSRT.
 - Current or retired ARRT registered radiologic technologist.
 - Familiar with the subject matter to be judged. (It is acceptable for a judge to use resource persons to comment on the validity of the technical content.)
- Rating will be done using the WSRT Paper Competition Grading Sheet provided.
- The judges' decisions are final.

Awards:

- Awards consist of:
 - First
 - Two (2) Honorable Mentions
- Awards will be announced and given to the recipients at the WSRT Annual Awards Banquet.

**Wyoming Society of Radiologic Technologists
Scientific Paper Competition Application**

DUE DATE: *Must be submitted by July 1.*

I understand to be eligible for an award, I must be a radiologic technologist or a student currently enrolled in a radiography program, and a current member of the WSRT. I also understand I must comply with the paper rules and regulations.

APPLICANT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____

TITLE OF PAPER: _____

ABSTRACT: (Attach additional paper if needed)

RADIOGRAPHY PROGRAM AFFILIATED WITH (if applicable):

Applications must be sent ***electronically*** to:

Chair of the Education for Students Committee.

Wyoming Society of Radiologic Technologists Scientific Exhibit Competition

Eligibility:

- There are two divisions for consideration, one for radiologic technologists and one for radiologic technology students.
- A current member of the WSRT.

Application:

- Applications are available on the WSRT website and in the Cowboy Cathode.
- All applications for the Scientific Exhibits must be submitted to the WSRT Education for Students Committee Chair, postmarked by July 1.

Scientific Exhibit Guidelines:

- If submitting a posterboard, the exhibit must be of sufficient size to place on a standard six by two-foot conference table or similar area. If submitting digitally, participant must provide their own laptop to display the exhibit.
- Scientific exhibits may be investigational or informational pertinent to any medical topic relevant to the radiologic sciences and will be judged equally. A five (5) to ten (10) page length written explanation of the exhibit must also accompany the poster.
 - The following must be included on an investigational display:
 - Research question or purpose of the exhibit
 - Data collection/procedures
 - Findings
 - Conclusion
 - References (excluding any institution-specific)
 - The following must be included on an informational display:
 - Title
 - Purpose
 - Findings
 - Suggestion/Conclusions
- The name of the school/program must not be identified on the exhibit.
- An example of the original data and brief descriptions of the method of collection, reference list (including any excluded from the display), and purpose of the exhibit must be included in a paper attached to the back of the poster
- The exhibit must be the original design and creation of the entrant(s).
- Prizes will be awarded per scientific exhibit.

Judging:

- The Chairperson of the education for Students Committee will select three (3) judges for the exhibits. These may be the same three judges for the paper competitions, but are not limited to them.
- Judges may not rate exhibits from students of their own programs.

- The judges shall meet all the following criteria:
 - Current member of the WSRT
 - Current or retired ARRT registered radiologic technologists
 - Familiar with the subject matter to be judged. (It is acceptable for a judge to use resource persons to comment on the validity of the technical content.)
- Rating will be done using the WSRT Paper Competition Grading Sheet provided.
- The three judges will confer with each other about selecting a winner in each division (technologist and student) and the winners will be announced at the Annual Awards Banquet.
- The judges' decisions are final.

General Guidelines

Participants should check-in with the registration desk and shall be responsible for set-up of their own displays by Friday evening to allow judges time to view the display.

At check-in, exhibitors must provide a 3x5 card with the following information: Participant name, student status, institution, and city. This card will be displayed with the exhibit after the judging is completed.

1. The exhibitors will choose subject matter of the display; however, it must be related to the radiologic sciences; charts, graphs, pictures, etc. may be used to enhance text. Some examples are:
 - a. Any diagnostic modality, including ultrasound and radiation therapy;
 - b. Radiation protection;
 - c. Radiobiology;
 - d. Universal precautions;
 - e. Pathophysiology;
 - f. Case studies.
2. Proper credit must be given of all copies and/or referenced material in any acceptable writing style (APA, AMA, MLA).
3. All means of identification of the participant, patient(s), school, or imaging facility must be removed before setup. If any identifier information remains on the exhibit, the entry will automatically be disqualified.
4. Participants are responsible for dismantling and removing exhibits from the judging area (a representative may accomplish this) by 5:00 p.m., Saturday evening. Any posters left after this time will be discarded - no exceptions!

**Wyoming Society of Radiologic Technologists
Scientific Exhibit Competition Application**

I wish to submit a display and request a reservation for space in the WSRT Scientific Exhibit Competition. Check for format of exhibit: Poster-board Digital Submission

Applicant's Name: _____

Program Name and School Address (if applicable): _____

City: _____ State: _____ Zip code: _____

Program Telephone: _____

Home Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____

Title of Display: _____

Brief Description: _____

Note: Applications for the Scientific Exhibit Competition **must be complete and submitted electronically to WSRT Education For Students Committee Chair by July 1.**

A 3x5 typewritten note card must accompany each scientific exhibit accepted for display at the conference. This must contain the applicant's name, student status (if applicable), institution, and city. This card will be attached after judging is completed.

I have read, understand, and agree to abide by the rules and regulations governing the WSRT Scientific Exhibit Competition. I agree to assume full responsibility for my display, including on-time arrival and Post-conference disposal, and understand that WSRT is not responsible for loss or damage.

Signature

Date

**Wyoming Society of Radiologic Technologists
Scientific Paper and Exhibit Competition - Grading Sheet**

Originality 20 Points:

- Evidence of original work
- Evidence of novel, unique or unprecedented approach to topic **Points** _____

Educational or Technical Value 20 Points:

- Updates, expands or enhances existing knowledge
- Topic thoroughly covered **Points** _____

Scholarship 20 Points:

- Concise and comprehensive detailed review of content; appropriate use of quotes and citations; sections expertly tied together
- Makes significant and relevant connections to experience and things learned; excellent presentation of ideas; insightful; well organized **Points** _____

Organization of Material 20 Points:

- Development: Material is orderly and presented in a logical sequence
- Visual Materials: Drawings and/or illustrations support or promote an understanding of the text. (A paper will not be penalized for lack of illustrations, if the text is self-explanatory.) **Points** _____

Mechanics 20 Points:

- Free of mechanical errors with appropriate grammar, spelling and punctuation
- Topic is from the medical field
- Paper follows APA, MLA or AMA formatting guidelines
 - __ Title page
 - __ Abstract (for paper only)
 - __ Appropriate headings
 - __ References
 - __ **Paper:** 8-15 content pages
 - __ **Exhibit:** 5-10 page written explanation **Points** _____

Total Points from All Sections _____/100

Comments:

Signature

Date

**Wyoming Society of Radiologic Technologists
Reimbursement Voucher**

Should you have to use your own money in doing the business of the WSRT you will be reimbursed if you fill out this voucher and be sure to have all of your receipts.

Please Print

Request for payment by (Member name) _____

Purpose for expenditure: _____

Date of expenses: _____

Amount: \$ _____

Mileage: Starting: _____ Ending: _____ Total: _____

*Voucher must be accompanied by a receipt, sales slip or copy of bill. Money will not be reimbursed if there is no receipt.

Signature of Payee: _____ Office/Committee: _____

Expenditure approved by: _____

Board Member Signature: _____ Date: _____

Board Member Signature: _____ Date: _____

*(Minimum of two Board Member signatures are required for amounts over \$500.00)

For WSRT records:

Date Paid: _____

Check Number and amount: _____

Electronic payment: _____

Treasurer Signature: _____

Wyoming Society of Radiologic Technologists



Official Ballot for Election of Officers and Award Nominees

Please circle your choice for the following offices. The ballot must be returned by August 15th in order to be counted.

President Elect: _____

Secretary: _____

Vice President: _____

Write-In Candidates:

I would like to elect _____ as _____
(Name) (Office)

WSRT Awards: I would like to nominate _____ for (check one of the following):

_____ Escobedo Award of Excellence

_____ Lifetime Membership Award

_____ Mike Lewis Honorary Award for Outstanding Support

Candidates for the Escobedo Award of Excellence must be a member for at least 3 years and demonstrate a positive service record to the WSRT for the preceding year.

Candidates for the Lifetime Membership Award must be a member for at least 15 years and demonstrate a positive service record to the WSRT over the course of their membership.

Candidates for the Mike Lewis Honorary Award for Outstanding Support must demonstrate a positive service record to the WSRT for the preceding year. They do not need to be a member of the WSRT.

Please provide any information that will support your nomination of a WSRT Awardee. This information is required for the Board to consider the eligibility and qualifications of the candidate:

