

**BY-LAWS OF**  
**THE RADIOLOGIC TECHNOLOGY STUDENTS' ORGANIZATION**  
**OF BROOKDALE COMMUNITY COLLEGE**

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**BY-LAWS**  
**BROOKDALE COMMUNITY COLLEGE**  
**RADIOLOGIC TECHNOLOGY STUDENTS' ORGANIZATION**

**Article I: Name of Organization**

Section 1. The name of this organization shall be the Brookdale Community College Radiologic Technology Student Organization (RTSO).

**Article II: Purpose and Function**

Section 1. Purpose

- A. To assume responsibility for contributing to Radiologic Technology education In order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to radiologic technology students.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

- A. To have direct input into standards of radiologic technology education and influence the educational process.
- B. To influence health care, radiologic technology education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities toward improved health care and resolution of related social issues.
- D. To represent radiologic technology students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.

- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age or economic status.
- G. To promote and encourage collaborative relationships with radiologic technology and health related organizations.

### **Article III: Members**

#### Section 1. Membership

- A. The Radiologic Technology Students' Organization shall be composed of at least 15 members from Brookdale Community College or the total school enrollment if less than 15.
- B. There shall be only one chapter on this school campus.
- C. Members shall be students enrolled in state approved programs leading to licensure as a radiologic technologist.
- D. Membership shall be renewable annually.
- E. Membership list will be updated annually and submitted to Office of student Life.

#### Section 2. Privileges of membership

- A. Voting
- B. Access to scholarships
- C. Newsletter
- D. Affiliation with your professional organization
- E. Reduced rate on convention attendance
- F. Eligibility for Faculty Committee membership

### **Article IV: Executive Board**

#### Section 1. Make-up of Executive Board

- A. The Executive Board shall consist of the elected officers, class Representatives, and at least one Faculty Advisor.

- B. Student officers must be enrolled in at least 6 college credits (active status).

## Section 2. Officers

- A. The Executive Board shall be responsible for transacting business of the Association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
- B. President, Vice President, co-Vice President, Secretary, Treasurer, co-Treasurer, two Class Representatives and Faculty Advisor.
- C. All student officers must be in good academic standing.

## Section 3. Duties of elected officers:

### A. President

1. Shall be a second year Radiologic Technology student.
2. Preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the New Jersey Department of Environmental Protection Board of Radiological Examiners, American Society of Radiologic Technologists, American Registry of Radiologic Technologists and other professional organizations.
3. Be the chairperson for and be a member of the Executive Board.

### B. Vice President

1. Shall be a second year Radiologic Technology student.
2. Assume responsibility of the office of president in the event of a vacancy occurring in the office until the next regular election.
3. Preside at meetings in the absence of the President.
4. Assist the President as delegated and act as advisor to the President.
5. Serve as a member of the Executive Board.
6. Lead and coordinate all activities, projects and fundraisers.

C. Co-Vice-President

1. Shall be a first year Radiologic Technology student.
2. Share responsibility of the office of vice - president.
3. Preside at meetings in the absence of the President and Vice-President.
4. Assist the President as delegated and act as advisor to the President.
5. Serve as a member of the Executive Board.
6. Lead and coordinate all activities, projects and fundraisers.

D. Secretary

1. Record and distribute the minutes of all meetings of this association as directed by the President.
2. Keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
3. Act as historian by keeping record of ALL RTSO activities.
4. Refer to duly appointed committees the necessary records for the completion of business.
5. Serve as a member of the Executive Board.
6. Deliver to the newly elected Secretary all papers of the RTSO (in June).

E. Treasurer

1. Shall be a second year Radiologic Technology student.
2. Submit financial reports to the RTSO membership as directed by the President.
3. Prepare financial reports submitted at the monthly Executive Board Meeting.
4. Collect dues from members of the RTSO.

5. Keep a permanent record of all dues received from members and any other monies that may be paid to the RTSO.
  - a. Process and record requests for funds.
  - b. Collect receipts for reimbursement requests.
  - c. Remit payment for approved debits according to the following:
    1. No funds shall be disbursed without prior approval of the RTSO faculty advisor.
    2. Upon approval the Treasurer will issue checks for those requests approved.
6. Serve as member of Executive Board.
7. Deliver to the newly elected Treasurer all papers and ledgers of the RTSO (in June).

F. Co-Treasurer

1. Shall be a first year Radiologic Technology student.
2. Assist Treasurer in submitting financial reports to the RTSO membership as directed by the President.
3. Help prepare financial reports submitted at the monthly Executive Board Meeting.
4. Assist treasurer I collecting dues from members of the RTSO.
5. Help maintain a permanent record of all dues received from members and any other monies that may be paid to the RTSO.
6. Process and record requests for funds.
7. Collect receipts for reimbursement requests.
8. Serve as member of Executive Board.
9. Deliver to the newly elected Treasurer all papers and ledgers of the RTSO (in June).

G. Class Representatives

1. One representative will be elected from each class of Radiologic Technology students.

2. Act as liaison between class and Executive Board.
3. Distribute and collect election ballots.

#### Section 4. Vacancies

In the event of an Executive Board Member vacancy the following will occur:

1. The Vice President will fill the vacancy of President.
2. Other offices are filled by appointment of the Executive Committee until the next election.
3. The Executive Committee has the option to run a special election for a vacated office.

#### Section 5. Promotion

- A. Each May the co-Vice President will be promoted to President by majority vote of the Board in April each year.
- B. Each May the co-Treasurer will be promoted to Treasurer by majority vote of the Board in April each year.
- C. In the event, co-Vice President or co-Treasurer does not receive the majority vote, the position will be opened to a membership nomination and vote.

#### Section 6. Election of Officers

- A. The two (2) Class Representatives will be responsible for obtaining nominations and conducting elections each year.
- B. Nominations for open offices of Vice-President and Secretary will be solicited and ballot created by March each year.
- C. All nominations shall be submitted in writing to the Executive Board by March 15.
- D. Elections shall be held the in April at the regular monthly business meeting.

- E. All elective offices are effective May 1 and will end April 30.
- F. A simple majority of the votes of the members present and entitled to vote and voting shall constitute an official election.
- G. All elections shall be by secret ballot.
- H. In the event of a tie, a revote shall be held.

#### Section 7. Election of First Year Executive Board Officers

- A. The second year class representative will be responsible for soliciting nominations and creating ballot in September each year for the offices of co-Vice-President, co-Treasurer, and first year class representative.
- B. Ballot will be submitted to the Executive Board in September.
- C. Secret ballot election will be conducted during the first week of October each year.
- D. Newly elected officers will begin duties immediately.

#### Section 8. Terms of Office

- A. The length of term of all officers is one (1) year.
- B. The length of term of class representatives is from election date until graduation. If a class representative does not fulfill his / her duties for whatever reason, a special election will be held.

#### Section 9. Absence / Failure to Perform Duties of Officers

- A. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive Board and who offer no valid reason for such absences may be removed from office by majority vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of the Members of the Executive Board present at a meeting



called for that purpose if that officer is deemed negligent in the functions of that office as stated in these by-laws.

- C. Prior notification of two weeks shall be given to the officer in question and a special Executive Board meeting shall be held to review the circumstances.

#### **Article V: Meetings**

- A. RTSO Board meetings will be held monthly on the Lincroft campus.
- B. Board meetings are open to all interested members and the public.
- C. The Executive Board shall set meeting dates.
- D. Membership meetings will be held each month during the normal school calendar.
- E. The President shall have the authority to convene a special meeting at such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

#### **Article VI: Quorum and rules of Order**

- A. fifty-one (51%) of the Board members and faculty advisor must be present during any Board meeting in order to have a quorum. No vote will carry without a quorum.
- B. Rules of order shall be Robert's Rules of Order at all business meetings of the chapter.
- C.

#### **Article VII: Membership dues and Funding**

##### Section 1.

- A. The BCC-RTSO dues shall be \$40.00, for a two-year membership, due at time of application.
- B. Any member who fails to pay current dues shall forfeit all privileges of membership.
- C. Dues are non-refundable.

- D. If a student chooses to join after the membership drive in the Fall semester, he / she will pay the full student membership dues and benefits will be pro-rated for each semester following the first Fall semester.
- E. Pro-rates will be equal to 20 percent for every semester after the first Fall semester at time of the membership drive.

## Section 2. Annual Budget

- A. An annual budget for the organization will be created by the Board Members with input from membership and the Faculty Advisor each Spring semester (February/ March).
- B. The budget year will be from July 1 to June 30 each year.
- C. Each newly admitted class of members will create its own budget.
- D. Requests for funds from the Treasury/Student Life Board will be made at least 14 days prior to the scheduled activity when funds are needed.
- E. Requests will be made by completing a "Fund Request" form and submitted to the Treasurer or co-Treasurer/ Faculty Advisor.
- F. Requests will be decided upon by the Board Members and Faculty Advisor then submitted to Student Life Board.
- G. Requests for reimbursement (previously approved by Board) must be accompanied by corresponding receipts and submitted to Treasurer or co-Treasurer/ Faculty Advisor.

## **Article IX: Faculty Advisor**

- A. A full-time faculty will act as RTSO advisor.
- B. The faculty advisor will attend all RTSO Board meetings.
- C. The faculty advisor will countersign all purchases and use of RTSO funds.

## **Article X: Applicable College rules**

- A. The RTSO will abide by all applicable college rules outlined in the college catalog, student handbook and general regulations.

#### **Article XI: Amendments**

Section 1. Amendments to the By-Laws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted to the Executive Board in writing and carrying the proponent's signature will be considered.

Section 2. Without prior notice, these By-Laws may be amended by 99% vote of those present and voting.

#### **Article XII: Committees**

Section 1. Appointments

- A. Committee chair appointments shall be made by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.
- B. Committee members shall be appointed by the committee chairperson or selected by the Executive Board from a group of volunteers.

Section 2. Responsibility

- A. All committees shall be accountable to the Executive Board for reporting committee activities on a regular basis and shall, upon direction of the Executive Board, report it to the general membership.