“GUIDELINES”
for
The Kentucky Society of Radiologic Technologists (KSRT), Inc.
Revised 2003 Revised 2005 2012
GUIDELINES
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**BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

The Executive Committee of the Board is composed of the President, President-Elect, and the immediate past President. The Chairperson of the Executive Committee shall be the Chairperson of the Board of Directors and will be responsible for the development of a Strategic Plan. The Executive Committee shall transact EMERGENCY business that arises between meeting of the Board of Directors.

**BOARD OF DIRECTORS**

The Board of Directors is the governing body of the Society. The Board is composed of the elected officers, presidents of affiliated district societies, and immediate past-president, who will be the Chairperson.

**MEETINGS**

1. The Board shall hold four meetings each year.

2. The Chairperson shall set the time, date, and location of each meeting and send notification and an agenda to all board members 15 days before the meeting.

3. The Chairman shall preside at all Board Meetings.

**GENERAL DUTIES**

1. Supervise the affairs of the Society;

2. Supervise disbursement of funds and care of properties of the Society;

3. Determine the number and boundaries of the districts societies;

4. Employ such personnel as may be necessary to conduct the business of the Society;

5. Approve the date and place location of the Educational Seminars;

6. Cancel the Annual Meeting in case of State or National emergency;

7. Select a possible Olive Bell Memorial Lecturer two years in advance and direct the Board chairperson to send a written invitation to the proposed lecturer;

8. Fill vacancies according to Article VII; section 5.
Review all plans for sponsored educational meetings before the activity.

Shall decide who is to be given complimentary registration at all Society functions where fees are charged and advise appropriate Chairman of their decision.

Shall be available for appointments with any members of the group Society who might wish to meet with them during the Annual Meeting.

Board Members should attend all activities of sponsored meetings, i.e., scientific/educational sessions, business sessions and social functions.

Review and act upon all executive board actions.

Determine American Society of Radiologic Technologists (ASRT), American Registry of Radiologic Technologists (ARRT), and/or Joint Review Committee on Education in Radiologic Technology (JRCERT) representatives at post Board meeting for the next annual meeting and direct the president to secure their commitments in writing.

BOARD CHAIRPERSON

The Board Chairman:

1. Will preside over the Executive Board of Directors Meetings.

2. Shall set the date, time, and place of each meeting and send notification and agenda to all board members 15 days prior to meeting date.

3. Shall appoint person or persons to Ad Hoc committees when needed.

4. Shall invite the Olive Bell Memorial Lecturer to speak.

5. Shall write proposed budget for following year to present to Board of Directors at pre-annual board meeting and to the membership during regular business sessions at the annual meeting.

6. Shall select three (3) out-of-state educators (known only to him/her) to review and score student essays entered in competition, judge student/technologist exhibits or essays.
7. Shall submit a written report at each meeting of the Board of Directors
8. Shall review and maintain proper performance of officers and standing committees
9. Shall assume any duty that may be required to express the views of the Board of Directors of the KSRT, Inc.
10. Summarize board minutes for publication on the Web site
11. Convene Executive Committee or Board of Directors as needed
12. Shall plan and direct an orientation meeting for new officers and Board Members following their induction into office. This meeting should be held prior to the Post-Annual Meeting Board Meeting
13. Arrange for the installation of officers at the Annual Meeting
14. Shall notify all nominees for office of election results in writing prior to Annual Meeting and request newly elected officers to attend Pre-Annual Board Meeting.
15. shall notify finalists in essay competition for oral presentation at the Annual Meeting to be considered for awards.
16. shall contact previous Olive Bell Lecturers requesting suggestions for possible future lecturers.

PRESIDENT

The office of President carries with it a solemn responsibility to uphold the bylaws and policies of the Society and the parent organization. The President must, in good conscience, carry out the wishes and requests of the membership and instill confidence and respect for the democratic processes of the Society. One shall conduct himself/herself in such a manner that will enhance the image perception of the profession and the Society in the eyes of the membership as well as our colleagues in the medical field. The President must rise above petty prejudices and personalities. Putting aside his/her own views he/she must afford every member equal rights to pursue any issue and to present these views to the membership.

The President shall:

a. Preside at all meetings of the Society
b. Appoint all committees consistent with the Bylaws;
c. Be ex-officio member of all committees except the Nominating Committee;
d. Appoint a Historian to prepare a narrative account of the Society’s activities during his/her term of office;

e. Perform such other duties as are consistent with this office.

PRIOR TO ELEVATION TO THE OFFICE OF PRESIDENT:


2. Along with the President-Elect, appoint Chairmen for educational activities, i.e., Annual Meeting, Spring Seminar, Region VI Conference, for the following year at the June Board Meeting. Advise these individuals that it will be necessary for them to attend the Post-Annual Meeting Board Meeting and present initial plans for their respective activity.

3. Develop objectives and goals for his/her tenure in office and distribute copies to all members of the Board of Directors.

4. Shall be prepared to sit in the House of Delegates at the Annual ASRT Meeting.

IMMEDIATELY FOLLOWING THE POST- BOARD MEETING

1. Contact the ASRT, ARRT, and/or JRCERT Executive Directors requesting official representation for the next Annual Meeting if desired. This letter should include the site and date of the Meeting and specify, by name, the Society’s preferred representative.

2. Prepare a report for the website and provide a photographs for publication, if needed.

DUTIES PRIOR TO ANNUAL MEETING:

1. Prepare an agenda for each business session of the Annual Meeting and send to the Annual Meeting Chairperson for printing in the Annual Meeting Program.

2. Prepare a President's Address to be delivered at the first business session, i.e., during opening session of the Annual Meeting.

3. Collaborate with the Annual Meeting Chairperson on the selection of a parliamentarian for the Annual Meeting, consistent with the Bylaws.

4. In conjunction with the Annual Meeting Chairperson, specify preferred dress code for the installation luncheon and advise the
individuals who will be seated at the head table.

5. Appoint a ballot counting committee (3 members) at the June-Summer Board Meeting.

6. Direct Secretary to purchase necessary plaques.

DUTIES AT THE ANNUAL MEETING

1. Preside at all business sessions.

2. Appoint Sergeant-at-Arms to serve during meeting.

3. Have available the gavel, agenda, KSRT, Inc. Bylaws, ASRT Affiliate Society Bylaws and Roberts' Rules of Order at all business sessions.

4. Shall select three (3) out-of-state educators (known only to him/her) to judge student/technologist exhibits or essays. Shall appoint three people to judge oral presentations at meeting.

GENERAL DUTIES

1. Answer all correspondence. Copies of all correspondence shall be sent to all Board Members on Society stationery.

2. Attend all Board Meetings and submit written reports of activities.

3. Shall maintain constant contact with all committees to insure a proper level of performance is maintained.

4. Respond to the request of District Societies, to ensure continuity and continued growth between the membership of the Visit District Societies and respond to their requests for assistance, i.e., install officers, speak to membership State and District Societies.

5. Attend all educational activities supported by the Society in addition to providing welcoming comments to the memberships at the Annual Meeting and the Spring Seminar.

6. Serve as the Society's official representative on the Region VI Conference Executive Board.

7. Serve as the Society's official representative to the ASRT Annual Meeting.
8. Maintain a complete and accurate file. This file is to be transferred to your successor at the Post-Annual Meeting Board Meeting.
President Travel/President Elect (Annual ASRT Meeting)

__________________________
MEETING ATTENDED

Date Departed __________________ Date Returned______________

Travel:

Plane Fare ________________

Private Auto: From _______________ To ______________

___ Total Miles @ .20 ______________

Taxi, Bus, Airport Limo ______________

Lodging:

Date In ____________ Date Out ______________

Meals: ______________

Tips: ______________

Parking, Tolls: ______________

___ Grand Total ______________

Signature __________________ Date ______________

Attach To Approved Expense Voucher for Reimbursement
VICE-PRESIDENT

The Vice-President shall familiarize himself/herself with the duties of the President and be prepared to assume these duties in the absence of the President. The Vice-President shall:

1. Become familiar with the duties of the President and in the absence of the President assume those duties;
2. Serve as liaison with district societies in Kentucky;
3. Serve as a delegate from the Society to the House of Delegates of the American Society of Radiologic Technologists in the absence of the President-Elect or the elected delegate.

GENERAL DUTIES:

1. Orient District Presidents to his or her responsibilities as members of the Board. Serve as liaison with all affiliate District Societies, maintain constant communication with the District officers and provide pertinent information from the society, i.e., orient District Presidents to their responsibility as members of the Board.

2. Write "thank you" letters to all persons who contribute to Annual Meeting, i.e., guest speakers, technical representatives, and guests, essay and exhibit participants. A list of these shall be provided by the Annual Meeting Chairman.

3. Shall attend all Board Meetings and submit written reports of activities.

4. Maintain complete and accurate files. The files will be transferred to your successor at the Post-Annual Meeting Board Meeting.

5. Serve as delegate to the Annual ASRT meeting, in the event the President or President-Elect can not attend.

6. Maintain communication with the President and accept additional duties as assigned.

PRESIDENT-ELECT

The President-Elect assumes the office of President following the next Annual Meeting. This year shall be used as a time of self-education in all matters related to the Society. He/she should acquaint themselves to know the membership,
including their professional desires and aspirations.

The President-Elect shall:

- Become familiar with all the activities of the Society and prepare for succession to the office of President;
- Serve as chairperson of the Membership Committee;
- Appoint a chairperson for the following year’s Annual Meeting;
- Appoint a chairperson for the spring Educational Seminar;
- Serve as a delegate to the House of Delegates of the American Society of Radiologic Technologists.

GENERAL DUTIES:

1. Shall serve as Chairman of the Membership Committee and collaborate with the President to appoint members of the committee from a representative geographic location throughout the state.

2. Set membership goals and develop an effective method for recruitment and retention of new members, and reinstatement of delinquent members.

3. Attend all educational activities of the Society.

4. Attend all Board Meetings and submit written reports of activities.

5. Prepare a welcome letter for new members to be given to the Treasurer at the Post-Annual Meeting Board Meeting and to be included in the new member packet sent to each new member.

6. Appoint spring seminar chairman at June Summer Board meeting.

7. Answer all correspondence promptly with copies, providing copies to all Board Members on Society stationery.

8. Maintain a complete and accurate file. The file will be transferred to your successor at the Post-Annual Meeting Board Meeting.

9. When coming into the office, submit expenses for attending Annual ASRT Meeting and Region VI. (representative #2)

10. Shall attend Annual ASRT Meeting and sit in the House of Delegates.
11. When leaving office at the end of elected term of office, should submit proposed expenditures for activities during term as President at pre-annual board meeting.

12. Send a letter of congratulations and new membership form to all Kentucky Radiology Program Directors to be given to graduating students.

SECRETARY

The Secretary shall:

a. Attend all board meetings, Annual Meetings, and other meetings as requested by the Chairperson of the Board of Directors and/or the President;

b. Keep and maintain copies of the minutes of the Society, Board of Directors and of the Executive Committee;

c. Keep a current roster of members with correct addresses and other pertinent information;

d. Serve as the Chairperson for the Guidelines Committee;

e. Submit reports of activities of the Society and the affiliate societies to the American Society of Radiologic Technologists for publication consideration.

GENERAL DUTIES:

1. Serve as Chairman of the Guidelines Committee.

2. Send dates and location of Annual Meeting to the Editor of RADIOLOGIC TECHNOLOGY for publication as soon as you receive such information.

3. Send letter of invitation for the Annual Meeting along with outline of program to neighboring state societies.

4. Contact local newspapers, T.V., and radio stations and major newspapers in state media publications and or sources, one month before prior to Annual Meeting and to request and arrange publicity prior to opening date and coverage during the Annual Meeting of the event.

5. Ascertain a Photographer for the Annual Meeting should be available to make photos of the Officers for the State Historian and for publication in RADIOLOGIC TECHNOLOGY and in The Journal. If a photographer cannot be obtained free of charge, obtain approval from the Annual General Meeting Chairperson before engaging one.

6. Shall attend all Board Meetings and submit written reports of activities.
7. Shall collaborate with the Board Chairman-Chairperson to prepare an agenda for all Board Meetings.

8. Shall advise the ASRT of any change of officers which might occur during the year.

9. Shall answer all correspondence promptly and send copies to each Board Member.

10. Shall maintain an accurate file to be transferred to your successor at the Post-Annual Meeting Board Meeting.

ANNUAL MEETING DUTIES:

1. Collaborate with the President and the Annual Meeting Chairperson to prepare the business agenda for the Annual Meeting.

2. Arrange schedule for Board members to assist with registration at the Annual Meeting.

TREASURER

The Treasurer shall:

- Be bonded at the expense of the Society for an amount to be determined by the Board of Directors;
- Maintain the central office of the Society;
- Receive funds of the Society and deposit them in a federally insured depository;
- Disburse funds only upon order of the Executive Committee and Finance and Planning Committee;
- Maintain copies of all financial reports;
- Submit financial records at the close of the fiscal year for examination by a certified public accountant engaged by the Board Chairperson;
- Assist Finance and Planning Committee in preparation of a full financial report to be submitted to the membership at the Annual Meeting;
- Perform such other duties as usually pertain to the office of Treasurer.

GENERAL DUTIES:

1. Submit a full financial report to the Society at the Annual Meeting.

2. Submit financial records at the close of the fiscal year for examination by a
certified public accountant engaged by the Executive Committee. A copy of the examiner's report must be presented to all Board Members. To prepare the books for examination:

a. Acquire all receipts, canceled checks, etc.

b. Submit the checkbook and ledger to the certified public accountant.

3. Perform such other duties as deemed necessary by the office of Treasurer

MEMBER-AT-LARGE

- The Member-at-Large shall:
  a. Serve on the Board of Directors as a representative of the membership;
  b. Participate on related committees as required.

MEMBERSHIP DUTIES:

1. All prospective members shall mail the new application to the Treasurer with the proper membership fee.

2. The membership fee must be deposited in the Checking Account.

3. Membership cards expire one year from the date issued.

4. A list of new members is sent to the President-Elect, quarterly.

5. Any address changes of members of the Society must be noted on the Official Membership Roster.

6. Renewal forms must be sent four weeks to six weeks prior to expiration date.

7. All membership fees shall be in accordance with the Bylaws.

8. Membership packets:
   a. New members receive a membership certificate, "Welcome" letter from the President-Elect, and a membership card.
b. Send members an updated membership card each year upon receipt of membership fee renewal form and fee.

GENERAL INFORMATION:

1. The Corporation: The Kentucky Society of Radiologic Technologists, Inc. is a domestic corporation in the State of Kentucky; therefore, must pay an incorporation fee every year. The Process Agent on the Incorporation Certificate is:

   Jacklyn Darling  
   K.S.R.T., Inc  
   PO Box 213  
   Morehead, KY 40351

2. Income taxes: K.S.R.T., Inc., is considered a non-profit organization and is not required to pay taxes unless the profit for the year exceeds $7,000.00. Our certified public accountant prepares Form 990 for the fiscal year, October 1 through September 30.

3. Bonding: KSRT Inc., shall have Commercial Blanket Bond in the amount of $10,000.00. The Commercial Blanket Bond covers any officer in the Society who handles funds.

4. Expense Vouchers: Any member of the society who is seeking reimbursement for expenses incurred must fill out an expense voucher in triplicate. Evidence of the expenses submitted – receipt, copy of phone bill, etc. is required. The Board Chairman or Treasurer must sign the expense voucher and forward to the Treasurer before an individual can be reimbursed. The Board Chairman or Treasurer receives a copy of the voucher for his/her files, the individual seeking reimbursement receives a copy of the voucher along with a check; and the remaining copy is retained in the Central Office files.

AFFILIATE DELEGATES

Shall be elected in accordance with the voting procedure of each Affiliate. If alternate delegates are desired, they shall also be elected.

A. Must practice at least half time in the profession of radiologic technology sciences or full time in health care.

B. Must be a voting member of the Society (ASRT) and of an affiliate for the
immediate preceding three (3) years.

C. Shall not serve concurrently on the Board of Trustees of the American Registry of Radiologic Technologists, the Board of Trustees of the American Registry of Diagnostic Medical Sonography, the Nuclear Medicine Technologist Certifying Board, any Joint Review committee, nor any other national radiologic technology certifying or national accrediting agency.

D. Show proof of continuing education. This does not mean that you must be a member of the ECE program, but that you must be enrolled in some area of Radiological Sciences continuing education.

E. Shall have served as an officer or as a committee chairman-chairperson in the affiliate being represented.

DISTRICT PRESIDENTS

The District President shall be elected by the district affiliates.

GENERAL DUTIES:

1. Shall be an active member in good standing with affiliate, KSRT, Inc., ASRT, and ARRT.

2. Shall serve on the Board of Directors of the KSRT, Inc.

3. Shall choose a representative to serve in their capacity if unable to attend board meetings.

4. Shall attend all board meetings and submit written reports.

5. Shall attend orientation meeting held at the Annual Educational Meeting held in the fall.

6. Shall serve on any committee on request of President, Chairman of the Board, the Board of Directors.

7. Shall remain in contact with Vice-President.

8. Keep all Board material to be passed on to successor.

PRIOR TO ELEVATION TO BOARD OF DIRECTORS:

1. Shall attend pre-annual board meeting, and should attend all board meeting as
president-elect, when possible.

NOMINATING COMMITTEE

Shall be a standing committee appointed by the president. The Chairman Chairperson shall be selected appointed with Board approval. Two committee members from varied geographical locations in the state shall be chosen by the Chairman Chairperson of the committee.

GENERAL DUTIES:

1. Notify KSRT, Inc. officers and board members of their commitment to committee.
2. Obtain updated-current membership list for possible candidates and send copies to committee members.
3. Submit regular progress reports to Board of Directors.
5. Submit "candidate statement" to be included with ballots and for printing on KSRT website.
6. Prepare profile statement for each candidate accepting nomination and forward to Secretary.
7. Shall submit report to the Secretary for reading at the first business session of the Annual Meeting (Election Report and/or Nominations) if mail balloting is continued.
8. Shall keep complete and accurate files to be turned forwarded to the over to next chairman-chairperson.
9. Secure proof of membership in KSRT, ASRT, and ARRT. (Copy of membership card).
10. Prepare appropriate ballots for elections.

QUALIFICATIONS FOR CANDIDATES FOR KSRT, INC. OFFICES:

President-Elect
1. An active member of the Society or another ASRT affiliate for a period of no less than two (2) years prior to the election.
2. Previous service on the Society Board of Directors for a period of not less than one year within the past five (5) years.

**Vice President and Treasurer:**

3. An active member of the Society or another ASRT affiliate for a period of no less than one (1) year prior to election.
4. Previous service on the Society Board of Directors for a period of not less than one year within the past five (5) years.

**Secretary and Member-At-Large:**

5. An active member of the Society or another ASRT affiliate Previous service on a Society standing committee within the past five (5) years.

**President Elect and Vice President:**

1. An active member of KSRT, Inc. or another ASRT affiliate for a period of no less than two years prior to election.
2. Previous service on KSRT, Inc. Board of Directors for a period of not less than one year within the past three years.

**Secretary/Treasurer:**

1. An active member of the KSRT, Inc. or another ASRT affiliate for a period of no less than two years prior to election.
2. Previous service on a KSRT, Inc. standing committee within the past three years.

**Member-At-Large:**

1. An active member of KSRT, Inc. or another ASRT affiliate for a period of no less than two years prior to election.
2. Previous service on a KSRT, Inc., standing committee within the past three years.

Criteria for candidates nominated for all KSRT, Inc. offices include:

1. Support of employer and willingness to serve if elected to office.
2. Satisfactory completion of designated projects and committees.

3. Effective communication skills.

4. Knowledge of the KSRT, Inc., guidelines for the office to which they are nominated.

See Appendix B and C for candidate forms.
DIRECTIONS FOR OFFICER VOTING: Select one candidate for each office. Place an X in the space provided beside each nominee's name. (Write-in candidates may be substituted for official nominees, but the write-in candidate must meet candidate criteria as outlined by the KSRT, Inc., Guidelines, and that person must be contacted by the voter to determine candidate's willingness to serve before name is written on ballot.) The ballot must be postmarked by (date) in order to be counted.

OFFICE OF PRESIDENT-ELECT: When elected this person will serve a one-year term automatically serving as KSRT, Inc., President the following year and the Board Chair of the Executive Committee the following year. (This is a three-year commitment.)

NAME, R.T. (R) _______
NAME, R.T. (R) _______
Write-in Candidate: __________________________

OFFICE OF VICE-PRESIDENT: When elected will serve a one-year term.

NAME, R.T. (R) _______
NAME, R.T. (R) _______
Write-in Candidate: __________________________

OFFICE OF TREASURER: When elected this person will serve a two-year term. (This is a two-year commitment)

NAME, R.T. (R) _______
NAME, R.T. (R) _______
Write-in Candidate: __________________________

OFFICE OF SECRETARY: When elected this person will serve a two-year term. (This is a two-year commitment)

NAME, R.T. (R) _______
NAME, R.T. (R)          
Write-in Candidate: ____________________________

OFFICE OF MEMBER-AT-LARGE: When elected this person will serve a one-year term.

NAME, R.T. (R)          
NAME, R.T. (R)          
NAME, R.T. (R)          
Write-in Candidate: ____________________________
THE KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS INC.
CANDIDATE INFORMATION FORM

PERSONAL DATA

Name____________________________________________________________
_____(first)___________(middle)___________(last)

_____________________________________________________________
Street

City________________________State_________________________Zipcode

_____________________________________________________________
Home Phone_________________e-mail address

Employer Name

_____________________________________________________________
Employer Address

City________________________State_________________________Zipcode

Employer Phone Number

I PREFER TO RECEIVE ALL KSRT, INC. CORRESPONDENCE/COMMUNICATION AT:
(check one)______
HOME ________ BUSINESS ________

ASRT IDENTIFICATION #:______________

ARRT REGISTRATION DATE:_______ ARRT REGISTRATION #: __________

ARRT REGISTRY IN (place an X next to the discipline(s) you are certified in):
Radiography (R)_____________ Nuclear Medicine (N)_____
Sonography (S)_____________ Mammography (M)_____
Quality Management (QM)_________ Magnetic Resonance (MR)_____
Cardiovascular Tech. (CVT)_________ Bone Densitometry (BD)_____
Cardiac-Interventional (CI)_________ Vascular Interventional (VI)_____


**ACADEMIC INFORMATION** (list all college, university, and hospital programs attended)

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***Please enclose photo, preferably black and white***
PROFESSIONAL SOCIETY HISTORY (Detail all office, appointment, and committee history—including date(s) of service. Also list any awards received.)

ASRT

________________________________________________________________

KSRT, Inc.

________________________________________________________________

LOCAL/DISTRICT

________________________________________________________________

I am a candidate for the office of:______________________________
POSITION STATEMENT: (Why you are a candidate for this office?, in 100 words or less.) Statement must be typed or word processed. Statement will be published as printed in its entirety.

Text

I, ____________________________________, do hereby certify that the information provided by me in this document is true and accurate.

DATE_________________________________,
The Voting Procedure Committee has developed these guidelines for the purpose of establishing continuity and organization in our mail-balloting procedure. In order for this procedure to be successful, the designated committees should work together so that all procedures are completed on their deadline dates.

I. The nominees for office will be published in the summer on the KSRT, Inc. Website.

II. Presidential Appointments:

A. A Balloting Counting Committee and a designated Chairman of this Committee shall be appointed during the June Summer Board Meeting.

B. All voting members (with exception of Board Members and Officers) shall be eligible to serve on this Committee.

C. The Chairman of the Ballot Counting Committee shall prepare a report for presentation at the Annual Meeting.

III. Voting Packets shall include the following information:

A. Profile Statement
   1. The Nominating Committee shall prepare a profile statement for each candidate.
   2. This profile statement shall be forwarded to the Secretary 30 days prior to the date for mailing the ballots to the membership.

B. Cover Letter--should include the following information:
   1. Our organization:
      a. Opening statement expressing purpose and function of the KSRT, Inc. (See Bylaws, Article III, Section 1.)
      b. Statement expressing the privilege of voting for state representative.
      c. Closing statement expressing the need for each member's vote.
   2. Correct procedure for mailing ballot:
      a. Enclosed are appropriate voting ballots for each elective office. Please vote for one person in each category by checking the appropriate box.
      b. You may write in the name of a member not shown on the ballot as long as he/she is an Active member of the KSRT, Inc. and ASRT.

3. Statement about the ballot counting procedure:
   a. Ballots Counting Committee is appointed by the President prior to the election.
   b. This Committee is composed of three voting members of the KSRT, Inc.
c. Board Members and Officers of the KSRT, Inc. cannot serve on the Ballot Counting Committee.

d. A plurality vote shall elect.

e. In case of a tie, the election shall be decided by lot.

f. Elected officers will be announced at the Annual Meeting. (Date), (Hotel), (City).

C. Enclosed Return Envelope

1. Enclosed return envelopes must be pre-addressed to the KSRT, Inc. Central Office.

   K.S.R.T., Inc.
   P.O. Box 213
   Morehead, KY 40351

2. No return postage is provided.

3. Ballots must be placed in the enclosed return envelope. Improper envelopes containing your ballots will result in your votes not being counted.

4. Ballots must be postmarked by date indicated on the ballot, which should be 10 days prior to the Annual Meeting.

IV. Mailing procedure for the Committee preparing voting packets:

A. All information prepared and enclosed in the voting packets must be forwarded to the Secretary 30 days prior to the date for mailing the ballots to the membership.

B. The Nominating Committee shall assist the preparation of the voting packets for mail shipment.

C. Voting packets shall be mailed 40 days prior to the Annual Meeting.

D. Return postmarked date deadline: 10 days prior to Annual Meeting.

V. Ballot Counting Committee Procedure:

A. Ballots will be counted 2 days after the postmarked deadline date.

B. A plurality vote shall elect.

C. In case of a tie, the election shall be decided by lot.

D. Clarification on behalf of the Ballot Counting Committee shall be directed by the Board Chairman.

E. Elected candidates will be advised by the Board Chairman and invited to the Pre-Annual Board Meeting as an observer.
SAMPLE

Fellow Radiographers: 

Each year the membership of the Kentucky Society of Radiologic Technologists, Inc., elects officers for the purpose of state representation in the field of Radiologic Technology. Elected officers, who represent us, work to "establish and maintain high standards of education and training, to elevate the quality of patient care, and to improve the welfare and socioeconomic status of the Radiologic Technologists. To assure our future progress and growth of the Kentucky Society, YOUR VOTE is needed to elect qualified candidates that will take pride in preserving the virtues of our profession.

Sincerely yours,

Chairman, Nominating Committee

The following materials will assist you in the election of officers:

1. CANDIDATE PROFILE STATEMENT This statement provides information about each candidate and the office to which they seek.

2. BALLOT
   a. Please vote for one person in each category by checking the appropriate box.
   b. You may write in the name of a member not shown on the ballot as long as he/she is an Active member of the KSRT, Inc., and the ASRT.

3. RETURN ENVELOPE
   a. Ballots must be placed in the enclosed return envelope. Ballots returned in improper envelopes will not be counted.
   b. Ballots must be postmarked by the date indicated on the ballot to be counted.

FOR YOUR INFORMATION:

Who counts the ballots? A Ballot Counting Committee is appointed by the President prior to the election. This Committee is composed of voting members of the Kentucky Society. Board Members and Officers of our Society cannot serve on the
Ballot Counting Committee. A plurality vote shall elect. In case of a tie, the election shall be decided by lot at a business session at the Annual Meeting. Elected candidates will be announced at the Annual Meeting.

HISTORIAN

GENERAL DUTIES:

1. After each Annual Meeting, educational seminar, or other special meeting involving KSRT, Inc., obtain at least 2 copies of all programs, menus, tickets, etc. for the Society Scrapbook. These articles shall be placed in the scrapbook along with any newspaper clippings and pictures from members of the Society.

2. Keep a list of honorary and life members, Olive Bell Lecturers, officers for each year, and meeting sites.

3. Report to KSRT, Inc. Board of Directors twice a year – at the Annual Meeting and at a mid-year meeting. This is adequate since the nature of the work does not require continuous activity during the year, as do many of the other committee projects.

4. Obtain copies of the Olive Bell Lecture, when available to be placed in historical files.

BYLAWS COMMITTEE

1. The Bylaws Committee and its Chairman shall be appointed by the President. (The President is an ex-officio member of this standing committee.)

2. The Bylaws Committee shall meet to:
   a. Write proposed amendments requested by the membership and or Board of Directors.
   b. Evaluate existing bylaws.
      (1) Do they conflict with the proposed ASRT Bylaws for Affiliate Societies?
      (2) Are the bylaws relevant to the needs of the Society now?

3 Before acted upon by the membership, proposed amendments shall be in this order;
a. Have the approval of the society's parliamentarian as to the proper use of parliamentary language.
b. Be approved by the Board of Directors.
c. Be published prior to the meeting in which the membership will vote to reject, accept and amend the proposed bylaw changes.

4. It shall be the responsibility of the Committee Chairperson to:
   a. Submit for each meeting of the Board of Directors, a written report of the committee's work.
   b. Present the proposed amendments to the assembly at the Annual Meeting.
   c. Immediately upon the adoption of any amendments to the bylaws, prepare for filing in the Central Office, a copy of the bylaws as amended. (To include the date of the last amendment).
   d. Reviews the Board of Directors' minutes for verification of charges to the Committee.

5. The Secretary shall be responsible for the printing and distribution of the KSRT, Inc. Bylaws.

SCHOLARSHIP FUND COMMITTEE

To be appointed by the President-elect with approval from the Board of Directors.

PURPOSE: To solicit funds for the scholarship fund for Continuing Education for graduate technologists.

GENERAL DUTIES:

1. To contact corporate sponsors for money or prizes to be used for scholarship funds.

2. To cooperate with Entertainment Committee and Annual Meeting Chairman for fund raising activities at Annual Meeting.

3. Provide written report for Pre-annual board meeting of funds dispersed and received.

4. To ensure monies are given to Treasurer to put in Scholarship Fund Account.

5. Keep accurate account of activities, contacts, and funds to be passed on to the next Chairman.
KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.
GUIDELINES FOR THE
JO ANN GORHAM SCHOLARSHIP AWARD COMMITTEE

PURPOSE: To review the Kentucky Society of Radiologic Technologists, Inc. Continuing Education Award applicants and to award scholarships to selected recipients.

MEMBERS: A. Three (3) KSRT, Inc., members at large (staggered terms).
B. Current KSRT, Inc., President.
C. One (1) member of the KSRT, Inc., Scholarship Fund Committee.
D. The Chairman-Chairperson of this committee shall be appointed by the President of the KSRT, Inc.

AMOUNT: Amount awarded shall depend upon the number of applicants applying for award consideration.

NUMBER OF APPLICANTS: Variable
(see appendix D for application process)

THE JO ANN GORHAM SCHOLARSHIP AWARD GRANT
FOR THE CONTINUING EDUCATION OF GRADUATE RADIOLOGIC
TECHNOLOGISTS

GENERAL INFORMATION


PURPOSE: To assist in making available the benefits of Continuing Education activities to qualified graduate technologists.

AMOUNT: $500/semester; $300/quarter; amount per educational meeting to be determined by Jo Ann Gorham Scholarship Award Committee

USE OF GRANT FUNDS

Funds awarded by the Jo Ann Gorham Scholarship Award Committee must be applied to
the following uses:

A. Local, State, Regional, or National Educational Activities
   — Including but not limited to seminars, institutes, workshops, both professionally
   and commercially sponsored.
   — Registration fees, books, and related materials.
   — Transportation, food, and lodging, if applicable.
B. Continuing Education at the Undergraduate and Graduate Levels
   — Will be subject to approval by the Jo Ann Gorham, Scholarship Award
     Committee.

Eligibility Requirements

1. Must be a graduate technologist certified by and registered with the American
   Registry of Radiologic Technologists currently employed in Radiologic
   Technology or a related field.
2. Must be a resident of or employed in the Commonwealth of Kentucky.
3. Must be a member in good standing of the KSRT, Inc., for a period of two (2)
   years prior to application.
4. Must submit proof of credentials required by existing federal and state law
   agencies governing Operators of Radiologic Equipment.
5. Current members of the Jo Ann Gorham, Scholarship Award Committee will not
   be eligible for continuing Education Award consideration.

To Make Application

Applicants must submit the following:

1. Jo Ann Gorham Scholarship Award Application.
2. Statement of Intent for Continuing Education Award.
3. Recommendation of Employer or a non-related person.
4. An interview may be requested at the discretion of the KSRT, Inc., Jo Ann
   Gorham Scholarship Award Committee.
5. Proof of course completion with a passing grade (if applicable) and a description
   of objectives met must be submitted to the Jo Ann Gorham Scholarship Award
   Committee upon course completion. If a course is not completed with a minimum
   grade of C (if applicable), the grant will not be awarded.
6. Request for applications or any questions concerning the Jo Ann Gorham Scholarship Award Committee shall be sent to the Chairman of the said committee or the Executive Secretary.

Process of Awarding Grants

1. Application will be reviewed by the Jo Ann Gorham Scholarship Award Committee, KSRT, Inc., which shall be composed of:
   A. Three (3) KSRT, Inc., members at large (staggered terms)
   B. Current KSRT, Inc., President.
   C. Chairman of the KSRT, Inc., Jo Ann Gorham Scholarship Fund Committee. Total: Five (5) members.

2. Applications for grants will be submitted to the Jo Ann Gorham Scholarship award Committee Chairman and will be reviewed by each member of the above stated Committee.

3. Selection of recipients will be a majority approval of all members of the selection committee.

4. Recipients will be notified within ninety (90) days after all required data has been received by the Scholarship Award Committee. The amount of the award shall be based upon the needs analysis and the number of applicants. Methods of selection for recipients as stated previously.

5. If selected as a recipient, the grant will not be awarded until proof of course completion and description of objectives met have been forwarded to the Scholarship Award Committee.

6. Recognition of the KSRT, Inc., Jo Ann Gorham Scholarship Award recipients will be published in the Journal of the Kentucky Society of Radiologic Technologists, Inc.
KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.

Graduate Technologist Application
For the Jo Ann Gorham Scholarship Award

Application must be submitted 90 days prior to proposed activity to be eligible for financial consideration.

INSTRUCTIONS

Please print or type all information below. A statement of intent for the use of funds must be included. A recommendation by the applicant's immediate employment supervisor or non-relative must be submitted to the Scholarship Award Committee before processing may begin. Send to:

KSRT, Inc.
P.O. Box 213
Morehead, KY 40351

I. General Information

Last Name __________________________ First, ______ Middle Initial __________________________

Address: ________________________________________________________________

Number ______ Street ______ City ______ State ______ Zip Code ______

Birthdate: __________________________

Social Security: __________________________

Home Phone: __________________________ Alternate Phone: __________________________

Are you an Active or Associate member of KSRT, Inc.? __________

Number of years of membership in above organization: __________

ARRT Registry #: __________________________ In good standing? __________

Kentucky Certification #: __________________________

Current Employer: __________________________ Years Employed: _______

Address: __________________________________ City: ______ State: ______ Zip Code: ______

Job Title: __________________________

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II. Application of Grant Funds

Use the spaces below to explain your intention for grant consideration. Please answer all questions.

Activity: _________________________________________________________

________________________________________________________________

Location of Activity: _____________________________________________

Dates of Activity:
Beginning: ___________________ Ending: _______________________

Estimated expenses—must be itemized:

A. Tuition, registration, and application fees $ __________________
B. Books and related materials _________________________________
C. Food and Lodging (if applicable) _______________________________

Please use additional sheets for above information if needed.

Statement of Intent for Award Funds

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Technologist’s Certification

I hereby declare that all information listed above is true to the best of my knowledge. I am willing to show proof of any of the enclosed information if requested by the Jo Ann Gorham Scholarship Award Committee. I also understand that should I be unable to fulfill my educational commitments, I will refund to the KSRT, Inc., Scholarship Committee any monies which have been awarded me.

__________________________________________ _____________________
Signature     Date

Note: All information submitted by the applicant will be kept confidential.

revised 2003
SPECIAL AWARDS

The Richard Smith "Award of Excellence"

This award is to be given yearly to that technologist, nominated by their peers, who has demonstrated excellence in service to the profession of Radiologic Technology and service to the community.

The award will consist of an engraved plaque and a cash award of one hundred dollars.

Criteria for judging the winners of this award would include service to the profession such as chairing committees in the KSRT, Inc., and/or ASRT, writing technical papers, chairing annual meetings or having been a past officer of the society, service to the community could include serving in political office, being a Scout leader, PTA involvement or service to one's religion and other such activities.

Any KSRT member may nominate another KSRT member, but nominations must be received at least 60 days before the KSRT, Inc. annual meeting. Nominations must include a cover letter and a current resume of the person being nominated.

The winner will be announced at the KSRT Annual Meeting.

Distinguished Technologist Award

CRITERIA

1. Active in the State Society for 7 to 10 years.
2. Served as a member of the KSRT, Inc. Board for 2 years.
3. Served on a KSRT, Inc. Committee a minimum of 5 years.
4. Membership in the ASRT for 5 years.
5. Have been active in the District Society, if possible.
SPECIAL AWARD

Life Membership

This award is presented to that technologist, nominated by their peers, and voted on by the KSRT, Inc. Board of Directors, who has demonstrated excellence in service to the profession of radiologic technology and to the community.

This award will consist of a lifetime membership to the KSRT, Inc. and will include all privileges as an active member.

The following criteria shall be used when submitting an individuals name for this honor:

1. Active KSRT, Inc. member for a minimum of ten years.
2. Served on the KSRT, Inc. Board of Directors for a minimum of five years.
3. Served on a KSRT, Inc. committee a minimum of 5 years.
4. Member of the ASRT for a minimum of ten years.
5. Notation of specific activities which warrant a life membership.
6. Currently active member in the KSRT, Inc.

Nominations will be accepted by a current member of the KSRT, Inc. and must be submitted to the Board of Directors no later than 60 days prior to the KSRT, Inc. Annual Meeting.

Nominations must include a cover letter and a current resume of the nominee. Life membership awards will not exceed two (2) per year.

This award will be presented at the KSRT, Inc. Annual Meeting.
GUIDELINES FOR SERGEANT-AT-ARMS

1. See that there are three sergeant-at-arms appointed for each of the business sessions held at the KSRT, Inc. Annual Meeting. These individuals must be active voting members of the Society.
   a. Sergeant-at-arms must be an Active Voting Member of the Society.
   b. A quorum shall consist of all KSRT, Inc. members in good standing present at the business sessions.

2. See that the sergeant-at-arms understands his/her Sergeant-at-arms responsibilities:
   a. Deliver motions, messages, etc., to and from the podium.
   b. Position themselves by the entrance/exit door of the meeting room.
   c. Make a head count of members voting on an issue when requested, and generally to follow the orders of the president (so that the business of the society may be carried out in an orderly and dignified manner).

3. Establish areas in which voting members will sit and nonvoting participants may sit.

4. Find out from Annual Meeting Chairman how to distinguish voting members from nonvoting members (it may be indicated on their name tag) and inform your sergeant-at-arms.

EDUCATIONAL ACTIVITIES - SEMINARS

The Chairman of an educational activity will prepare and present a budget for Board approval at the post-Annual Meeting Board Meeting prior to the scheduled activity. Additionally, preliminary plans for the activity shall be prepared and presented for review of the Board at this meeting.

Expenses usually incurred include:

1. Printing - brochures, advertisements, educational material, etc.
2. Mailing to members, schools.
3. Honorarium, as required for speakers, gifts for speakers not requiring an honorarium.
4. Charge for use of meeting room for the educational activity.
5. Food charges, if provided.


All expenses for the activity shall be presented to the Executive Secretary for reimbursement. An advance may be requested for any funds approved in the proposed budget.

GENERAL INFORMATION:

1. All registration fees will be received by the Executive Secretary and a list of registrants sent to the Chairman weekly.

2. Refund requests must be written and received by the Executive Secretary no later than 14 days prior to first day of a meeting. A 10% service charge will be deducted for mailing costs. No other refunds will be given. This needs to be printed on all program mail-outs.

3. The Executive Secretary will provide cash for registration at the meeting - the amount needed to be determined by Executive Secretary and Chairman of the activity.

4. All profits from the activity shall be deposited in the general checking account.

5. Notice of the activity shall be sent to the Kentucky Radiation Operator's Certification Program, Kentucky Hospital Association, Kentucky Nurses Association, and other organizations concerned with health care and request publication in newsletters published by these groups.

6. Activities shall be submitted to the Kentucky Radiation Operator's Certification Program and the ASRT Evidence of Continuing Education (if applicable) for approval of continuing education credit. See sample forms.

SPRING EDUCATIONAL SEMINAR

I. Preliminary Organization

A. Find meeting sites.
   1. Determine if facilities are available for meeting rooms and lodging of expected number of participants.
   2. Determine cost of various facilities.
B. Determine choice of meeting dates.
   1. Facilities should be available for any of the suggested meeting dates.
   2. Meeting date should not conflict with any other state or district society or required school functions.

C. Formulate tentative list of subjects and suggested speaker for each.

D. Contact each tentative speaker and determine if he is available for any of the meeting dates.

E. Formulate tentative program outline.
   1. Determine order of subjects presented.
   2. Determine starting time and length of each subject presented.

F. Estimate expenses.
   1. Facilities
   2. Luncheon and breaks
   3. Printer
   4. Chairman's expense

G. Compose letters, forms, and final program.
   1. Letter of information for schools.
   2. Letter of information for students.
   3. Registration forms.
   4. Post-seminar questionnaire on participants.
   5. Final program form (for printer).
   6. Student Bowl rules included in first mailing to students.

H. Post-Annual Meeting Board Meeting
   1. Present final forms, letters, program, speakers, and budget
   2. Obtain approval from the Board.

II. Intermediate Preparations

A. Write to each school of Radiologic Technology.
   1. Send letter of basic information.
   2. Request list of currently enrolled students, their addresses, and classifications.

B. Acquire mailing list from Operators Board of Certification.

C. Send final forms to printer.

D. Formulate mailing list.
E. Make arrangements with facility chosen.
   1. Notify facility of date chosen.
   2. Notify facility of approximate number of persons expected.
   3. Notify facility of times of breaks and type of refreshments desired
   4. Notify facility of type and number of meeting rooms desired.

F. Send student information letter registration forms, membership application and Student Bowl applications.

G. Notify speakers of date chosen and request brief resume for introductions at the Seminar.

H. Solicit sponsors for the breaks and refreshments.

I. Formulate speaker introductions.

J. Make reservations for overnight lodging for speakers requesting rooms.

K. Select moderator and judges for the Student Bowl.

**Day of Seminar**

A. Set up registration table. Have available: sign-in book, typewriter/word processor and printer, name tags, programs, questionnaire forms, cash box, petty cash.

B. Make sure meeting room has been set up with necessary equipment (slide projector, screen, etc.)

C. Take final head count
   1. Notify facility of number in attendance for breaks, refreshments, and luncheon.
   2. Determine schools with students in attendance.
   3. Determine school with most students in attendance.

D. Introduce speakers for the Seminar.

E. Present gifts to speakers.

F. A plaque will be presented to winning school.

G. Request stamped, self-addressed envelope from students needing exam results.

**Final Report for Board**
A. Formulate outline of organization for Seminar.

B. Write final report for Board. Include final budget, list of speakers and subjects, place and time of seminar, number of students present, and results of student questionnaire, and number of certified operators

C. Include all files, correspondence, forms, and copies of receipts in official report.

V. Post-Seminar

A. Send receipts and/or bills to KSRT, Inc. Executive Secretary as directed.

B. Send letters of appreciation to speakers.

C. Send two (2) copies of program to KSRT, Inc. Historian.

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**STUDENT BOWL**

**TOURNAMENT GOALS**

1. To promote the educational function of the KSRT, Inc.

2. To promote student participation in the KSRT, Inc.

**ELIGIBILITY**

1. Students must be enrolled in an accredited program.

2. Team members participating in the Student Bowl must be current KSRT, Inc. student members.

3. Teams will consist of no more than 4 participants. One of the four must be identified as Team Captain.

4. Each program must submit team member names no later than three weeks prior to the meeting. Designate the team captain. Submit a copy of each team member's current KSRT, Inc., membership card. Mail this information to the Student Seminar Chairman.

**Composition:**

The competing teams will be assigned a starting order by lot before the competition. The winner of each round will advance to play off rounds according to the number of teams participating, until there are two teams in competition, at that time a Championship Round will determine the winner.
RULES AND REGULATIONS

1. Should duplication of a question occur, the question will NOT be eliminated.

2. Points are scored by correct answers to questions asked by the Moderator.

3. There are two types of questions: Toss-Ups, worth 10 points each and Bonuses, each worth a pre-stated number of points from 20 to 35, depending on the complexity and degree of difficulty.

4. The competition is played in halves. Each half begins with a Toss-Up question. The first player to signal, answers, and must do so without consultation.

5. Players should be given 3 seconds from the time the Moderator stops reading to signal, and then must answer as soon as recognized. The Moderator should allow for a natural pause, but no stalling.

6. If a Toss-Up answer comes after time has been called, it doesn't count.

7. If a player confers with a team-mate, the answer does not count.

8. If a player answers without being recognized the answer does not count. It's the same as a wrong answer.

This rule is in effect to prevent players from answering because they "think" they signaled first, and the right of the player who really have signaled must be protected.

9. On a Toss-Up, the first response given is the one that counts. Sometimes a player will attempt to give more than one piece of information in his answer.

10. If a player answers a Toss-Up question correctly, his or her team scores 10 points and is given the chance to answer the Bonus Question.

11. If a player answers a Toss-Up wrong, the question is turned over to the other team for 10 points. On the turn-over, a player still must signal and be recognized before answering.
12. The only time a Toss-Up is not turned over is if the half or competition ends before a player signals.

13. If a player believes he or she knows the answer to a Toss-Up question before it has been completed, he or she may interrupt the moderator by signaling. If the answer is correct, the team scores 10 points. If the answer is wrong the team is penalized and the entire question is repeated for the other team.

14. If the Moderator inadvertently gives an answer to a Toss-Up, without giving either team a chance to respond, or without turning the questions over, he or she takes the next Toss-Up question in the stack and plays it according to the rules of the competition as set forth.

15. If someone in the audience shouts out an answer, the moderator throws out the question and goes to the next question in the stack, with all other rules of the competition as set forth in effect.

16. Every time a player answers a Toss-Up question correctly, his or her team, and that team only, gets a chance at a Bonus.

17. Team members may confer on Bonus answers. All team members are encouraged to participate as much as possible. However, if there are conflicting answers, the Moderator will ask the team captain for the team’s official answer.

18. The team should be given 5 seconds to confer on its answer. Again, the moderator should allow for natural pauses, but no stalling.

19. If a Bonus answer comes after time has been called, it does not count.

20. If a Bonus question has several parts that are to be asked separately, the Moderator will allow 5 seconds per part for the team to begin its answer.

21. If a Bonus question calls for two or more answers within a one part question, the Moderator will allow only the initial 5 seconds for the team to begin its answer.

22. On all Bonuses you can anticipate some delay in response because of conferences or the pressure of giving multiple answers. Allow the answers to come naturally, but remember, no stalling.

23. If a half or the game ends after the Moderator has finished reading the Bonus, the team may give its answer. If it is a Bonus with multiple parts,
the teams gets to answer only the part that the Moderator has finished

24. If a half or the game ends while the Moderator is reading a Bonus, he or she stops right there, without giving the team the opportunity to answer.

25. The Student Bowl is played in halves. A whistle starts and ends each half. The team that is ahead when the final whistle blows, wins.

26. If the score is tied at the end of the regulation time, the tie is broken by a sudden-death play-off of Toss-Up questions. First correct answer scores ten points and wins the competition. An incorrect interruption to a tie-breaker loses 5 points, and the competition.

ANNUAL MEETING CHAIRMAN

The Annual Meeting Chairperson will appoint program, entertainment, exhibit, properties, publicity and registration chairs, annual meeting committee, submitting names to the Board at the first Board Meeting following his/her appointment. Other committees may also be appointed.

The Annual Meeting chairperson will study the duties of all committees and advise all committees. He/she will study the duties of all officers and the Board of Directors. This is to ascertain that all major tasks are being done.

The Annual Meeting Chairperson must obtain approval from the Board for all expenses not otherwise budgeted.

The Annual Meeting Chairperson may request an advance from the Society to cover expenses.

DUTIES:

1. The Annual Meeting Chairperson must attend all Board Meetings and report progress to the Board.

2. Check with local hotels for available dates and services.

3. Check with neighboring states for the dates of their annual meeting. If at all possible, the annual meeting date is not to conflict with those of neighboring states within Region VI.

4. Sleeping Rooms
   a. At least 150 rooms of various types
   b. Suite for President
5. Ascertain if the hotel furnishes additional room registration, and check out services during peak hours.

6. Contact commercial concerns for support for the meeting.

7. Prepare a letter of invitation for publication on the KSRT, Inc website.

8. Six months prior to the annual meeting, meet with all committees for finalizing plans.

9. Submit annual meeting program for approval at June Summer Board meeting.

10. Have all applications and money sent to Central Office the Treasurer for membership confirmation. These will be forwarded to you.

11. Four months before the meeting, obtain bids for printing programs, etc.

12. Follow up commercial contacts, if necessary.

13. Four months before the meeting, meet with the manager of hotel or motel to discuss costs and menus, coffee breaks, etc.

14. Secure blanket insurance for the meeting. (notify Secretary)

15. In the summer publish more meeting information, including essay and exhibition rules and applications, noting deadlines for each.

16. Two months prior to the meeting, mail complete meeting information to all Kentucky Certified radiation operators. Include hotel reservation card, outline of program, and pre-registration forms. Include deadline for pre-registration forms and KSRT refund policy.

17. One month prior to the meeting, have formal program, banquet program, luncheon and if needed, luncheon and banquet tickets printed.

18. Two weeks prior to the meeting, contact all speakers, head table, luncheon and/or banquet participants and advise them of time and place to meet prior to being seated.

19. Follow-up after annual meeting:

Write a summary report of the meeting events and give a copy to each
member of the Board of Directors. (This report should include final reports from each committee chairman, and any suggestions for revisions and/or corrections to job descriptions and procedure manual.) Financial report is to be presented to the board of Directors for their acceptance. Have financial book and receipts available if an audit is requested.

20. Present all bills to the Treasurer for payment.

21. Keep copies of all correspondence.

22. Forward all files to the next Annual meeting Chairman.

COMPLIMENTARY MEALS AND REGISTRATION:

All Board Members

COMPLIMENTARY REGISTRATION:

Life and Honorary Members
National Representatives
Guest Speakers
Annual Meeting Chairman
Annual Meeting Sub-Committee Chairmen
Parliamentarian
Presidents of State Affiliate Societies

COMPLIMENTARY ROOMS:

President
Board Chairman
ASRT and ARRT Representatives
Annual Meeting Chairperson
Guest Speakers (out of town)
Parliamentarian (when needed)
Treasurer
Registration Chairperson

PROGRAM COMMITTEE

The Program Committee must work closely with the Annual Meeting Chairperson.
1. Using the information obtain from the Annual Meeting Chairperson regarding the Board of Directors' ruling on program participation and awards, submit application plus a letter to stimulate participation for publication on the KSRT, Inc. website. State the application deadline date.

2. Prepare a letter soliciting essays, participation to be included in the general mailing.

3. Notify speakers of dates of presentation and request the following:
   a. Biographical sketch (2 copies).
   b. List of properties needed (projectors, pointers, blackboards, etc.)

4. Obtain moderators for scientific session. Secure a brief biographical sketch from each. Time limit to introduce moderators should not exceed one minute. When obtaining a moderator for a session it would be beneficial to obtain his/her telephone number.
   a. Furnish each moderator with a biographical sketch of each essayist he will introduce. Introductory time limit--one minute.

5. Compile program for printing with help of Annual Meeting Chairperson four (4) months prior to the meeting.
   a. In planning the schedule of activities, time should be allowed for business session only after or prior to continuing education sessions except opening session which may include business
   b. Consult Meeting Chairperson for Olive Bell Memorial Lecturer and Installation Luncheon. (Time allotment minimum 2.0 hours)
   c. Obtain schedule of business meetings and registration hours from Annual Meeting Chairperson and President.

6. Inform Properties Chairperson of properties needed for all scientific and business functions.

7. Notify all scientific program participants of time and place to meet prior to presenting their program.

8. Meet briefly with speakers, moderators and projectionists at the annual meeting to iron out last minute details and be assured there is no misunderstanding.
9. Before each scientific and business meeting, make certain the room is properly set up and that necessary properties are there. Know how to control lights and public address system.

10. Write report of committee activities with suggestions for improvement of this committee's function.

11. Turn files over to Annual Meeting Chairperson.

**SPEAKER REIMBURSEMENT**

**In State:**
- Mileage 26 cents
- Complimentary registration equal to the number of hours of lecture; e.g.
  - 1 hour lecture = 1 day registration with meal function of that day
  - 2 hours of lecture = 2 days registration with meal functions
- One night lodging
- Speaker's gift
- **OR**
- $100 an hour honorarium
- One night lodging
- Board approval for over three hours
- No speaker's gift

**Out-of-State**
- Within 200 mile radius of meeting site, requested to drive
- Mileage 26 cents
- Outside 200 mile radius of meeting site: Fly economy class with ticket purchased 30 days prior to the annual meeting
- Minimum of two hour lecture
- Registration and meal functions
- Two nights' lodging
- Speaker's gift
- **OR**
- $150 an hour--2 hour minimum
- One night lodging
- Board approval for over two hours
- No speaker's gift
REGISTRATION COMMITTEE

The Registration Committee must work closely with the Annual Meeting Chairperson, and the Treasurer of the Society.

The following information will be supplied to the Registration committee in order for them to proceed with their duties:

1. Dates of Meeting.

2. Registration Fee - includes installation luncheon (meals) only to paid 2-day registrants
   a. Pre-registration
   b. On-site registration
   c. Multiple-day registration
   d. Single-day registration

3. Purchase of Meal Tickets (if not included in registration)
   a. Deadline of purchase
   b. Fee

4. This list of names receiving complimentary registration. (meal tickets if needed).

5. Times Registration Desk should be open.

6. Pre-Registration payments to Treasurer.

Two to six months prior to the Meeting, call the Chamber of Commerce or Convention Bureau to schedule someone to help during registration hours. This may require a written form requesting their assistance. They usually supply their own typewriter and will type name badges for on-site registration. If they are given a list of pre-registrant names, they will type these badges in advance of the meeting. They will provide literature and maps of the area. (I am not sure this is still done)

Check with the Annual Chairperson about securing badges and any member category ID
stickers. (past-president, officers, vendors)

Design a Pre-Registration form to be sent with information packets and modify this form to be used for on-site registration.

Refund request must be written and received by the Treasurer no later than 14 days prior to first day of a meeting. A 10% service charge will be deducted for mailing costs. No other refunds will be given. This needs to be printed on all program mail-outs.

If feasible, obtain small mementos or favors from local concerns. Usually it is advisable to insert them along with a program in an envelope for distribution to registrants.

Contact the Chairman to make an appointment for the two or more of you to see the Registration Area that will be used.

Make a list of the properties needed and give to Properties Chairman.

When Pre-registration mail comes in, log in a book in separate columns:

1. Person's Name and Address
2. Amount of money received:
3. Type of Registration:
   Complimentary Registration
   a. All board members
   b. Life members
   c. Annual meeting committee chairperson
   d. Registration chairperson
4. Category of Member (check against the latest list).
5. Give each pre-registrant a numerical number.
6. Send Pre-registrant a card acknowledging what they have checked on their Pre-registration form and request that they bring it with them to the Registration desk.
7. Make name tags for pre-registrant.
8. Schedule workers for Registration hours and meet or contact the Secretary for instructions. Be sure you have scheduled enough to work peak hours and to keep desk running smoothly at all times.
9. Assemble Registration packets and list name on packet, keep registration
forms at hand for cross reference.

10. Have $50.00 in change on hand (small bills, coins). This is supplied by Treasurer.

11. Separate Registration and Pre-registration. Have an up-to-date list of members to check member category and all students must have a letter from their school stating such.

12. Balance the book and turn over all money to the Treasurer at the end of the day.

13. Have all registrants sign guest book.

14. Submit a final written report within 60 days which should include the number in each category (member, non-member, student, complimentary, guest…etc.)

**ENTERTAINMENT COMMITTEE**

Any social event that is sanctioned by the Board and Annual Meeting Chairperson shall be planned and carried out by the Entertainment Committee. The extent of financial participation by the Society shall depend on Board approval.

The Entertainment Committee is responsible for procuring all types of entertainment and decoration for duration of the Annual Meeting. The Chairperson will choose all committee members as needed or desired.

**SPECIFIC JOB DUTIES**:

1. Arrange for a person to be present to give the invocations at the open forum, Olive Bell Memorial Luncheon and installation of Officers Luncheon.

2. In working with decorations, a specific theme is recommended for evening festivities.

3. Arrange for entertainment for theme night.

4. Arrange and supervise all assembling and dismantling of all decorations.

5. Arrange for ticket and money collectors to cover the doors at all functions that will require monetary transactions.

6. Make sure that all monies are paid to the proper representative of the
bands or other entertainment.

**SPECIAL ENTERTAINMENT COMMITTEE FUNCTIONS:**

- **First Evening:** The committee is responsible for planning the President's Reception which is a cocktail party given by the President in honor of all his committee members who have worked to make this year a success. There may be solicitation for sponsorship of this function.

- **Second Evening:** The Committee will be responsible for planning a social activity for all meeting registrants. Sponsorship from commercial companies may be solicited to help defray expenses. Suggestion: Theme night with cash bar.

- **Friday:** Olive Bell Memorial Luncheon – The Committee is responsible for setting up the Olive Bell Memorial Luncheon and Lecture. This luncheon traditionally is very dignified and filled with decorum.

- **Saturday:** Installation of Officers Luncheon - to be included in 3 day registration fees.

**DECORATIONS COMMITTEE**

This Committee is responsible for all decoration and flowers to be used throughout the Annual Meeting.

1. Decide, with the General Chairman, the theme for the evening activities.

2. After theme has been selected, choose appropriate decorations to carry out the theme.

   - **a.** Buy, rent, or make equipment – choose which would be cheaper.
   - **b.** Obtain prices from various companies and compare before buying.

3. Flowers for the meeting:

   - **a.** Plan and arrange centerpieces for table at luncheon.
   - **b.** Obtain corsages and boutonnieres for elected officers. (Check with President for his/her particular request).
   - **c.** Obtain centerpieces for head tables at the Olive Bell Memorial Luncheon, and Installation Luncheon. (Depending on size of head tables, usually one (1) large and three (3) small will be needed.
   - **d.** Your Committee is responsible for pinning the flowers on all guests prior to the Banquet.
   - **e.** Installation Luncheon – set up special table for past presidents.
4. Seating

   a. Make place cards for the Olive Bell Memorial and Installation Luncheons and place names according to the General Chairman's seating chart of the head table.
   b. It is the Committee's responsibility to make sure those guests designated for reserved seating are notified, and to line-up according to their seating prior to the time they walk in.

5. Menus, Printing Programs and Meal Tickets

   a. Menus
   (1) It is very important to work closely with the catering department of the hotel and have complete understanding with the hotel management of the guarantee requirements of each meal function.
   (2) Breaks—usually it is good to set up coffee breaks in the exhibit area. This way the registrants can browse through the exhibits. Also, the breaks usually consist of coffee and hot tea in the morning and soft drinks and ice tea in the afternoon.

   b. Printing Program
   (1) Give a list to the General Chairman of the time of functions and breaks.

   c. Meal Tickets
   (1) Have meal tickets printed for the Olive Bell Memorial Luncheon, Installation Luncheon, and any other function needed.

6. Posters

   a. Make posters (all) for the Annual Meeting site.
   b. Posters directing participants to registration area (these are needed if the area is away from the lobby of the hotel and difficult to find).
   c. Posters for each class referring to name of subject, speaker and time (to be posted on entrance of each class room).
   d. Posters to be hung at registration desk for all meal functions indicating date, time and price of ticket:

   EXAMPLE: Olive Bell Memorial Luncheon
   Friday, October 26, 1980
   12:00 p.m.
   $15.00
7. **Bands**

   a. Do not tell an agent how much money you can spend.
   b. Go listen to the band.
   c. Make sure to get a contract at least four (4) months in advance.
      Call bands and remind them of dates and times (Sample B-1 and B-2).

8. Make sure you keep all receipts of money spent prior to and during Annual Meeting.

9. **Suggestions:**

   a. Make sure you have reliable Committee members who can work together.
   b. All people serving on a Committee must be members of KSRT, Inc.
   c. Make sure all Committee members will attend all functions.

10. Be ready to be driven crazy in October; it's a lot of hard work but most of all it's just plain fun.

**GUIDE FOR OLIVE BELL MEMORIAL LUNCHEON**

The Olive Bell Memorial Luncheon lecture is a memorial to all deceased technologists. It should be so stated in the opening statement to those in attendance at the Memorial lecture Luncheon by the KSRT President.

Olive Bell was a charter member of the Society and pioneer of Radiographic Technology in Kentucky.

In 1981, the Board of Directors made the recommendation to the Kentucky Society of Radiologic Technologists, Inc. that the Society rename the memorial lecture to the KSRT, Inc., Memorial Lecture. Their rationale being "Time has passed and few members of the Society recognize the significance of the person for whom the Memorial Lecture was named."

The KSRT membership voted not to change the name and several younger technologists made the statement "We want to Hold on to our Heritage."

**Selection of Lecturer:**

The invitation is made by written invitation to the proposed lecturer two years in advance. The invitation comes from the KSRT Board of Directors and the Executive
Committee.

The letter of invitation is written and sent from the Chairperson of the Executive Committee.

**Setting:**

The Olive Bell Memorial Lecture Luncheon is traditionally very dignified and filled with decorum.

1. Luncheon tables are set with white table cloths and cloth napkins. A small centerpiece is used on each table. (Centerpieces can be interchanged with other functions that need flowers). A center piece is used at the head table.

2. Place cards are used at the head table only.

3. A printed program is placed at each place setting. "See program outline".

*Printed Program

**Example:**

**Outside Cover**

Picture of Olive Bell

Sixteenth Annual KSRT, Inc.

Olive Bell

Memorial Luncheon

October 13, 1984

Hyatt Regency Hotel

Louisville, Kentucky

**Inside page 1**

Tribute to Olive Bell
Order of Luncheon:

1. After the dining room is filled, the entertainment chairman should instruct those in attendance to stand while the KSRT President escorts the lecturer to the head table and to remain standing until the invocation is given. The other people who are to be seated at the head table follow after the president. People seated at the head table:
   1. President (KSRT)
   2. The Olive Bell Lecturer for the day
   3. Prior year Olive Bell Lecturer
   4. Person for invocation

   The KSRT President should ask for a moment of silent prayer for deceased technologists. The K.S.R.T., Inc., President then introduces the individual who will give the invocation.

2. Luncheon is served (not a buffet).

3. KSRT President introduces the lecturer. Note: The entertainment chairman should appoint an individual to be: 1-in charge of lights; 2-where speaker wants podium (table top or free standing); 3-type of microphone, and 4-any other materials needed. This should be done in
advance of annual meeting so hotel personnel will know how to set up room.

4. Allow 1 hour for luncheon.

Closing:

1. After completion of lecturer, the KSRT President presents the lecturer with a framed Olive Bell Memorial Certificate.

2. KSRT President introduces previous year Olive Bell Lecture.

3. Previous year lecturer presents the rotating cup to the guest lecturer.

4. KSRT President dismisses the luncheon group.

EXHIBIT COMMITTEE

I. General Information:

A. The Exhibit Chairman should appoint Committee members to help in the preparation for the Annual Meeting.

B. The Exhibit Chairman should keep all receipts for mailing, copying, etc., for the purpose of reimbursements by the KSRT, Inc.

II. A commercial mailing list should be formulated in soliciting participation from various companies. This mailing list should be forwarded to the succeeding Chairman with each Chairman revising the following information:

A. Change of representative's address (if needed).

B. Adding new commercial prospects.

C. Deleting past commercial representative who are no longer employed by their company.

III. The first commercial mailing shall be sent in accordance to the revised commercial mailing list. This first mailing should include the following items: (SAMPLE A)
A. A soliciting letter including the following statements:

1. Date of Annual Meeting
2. City and state where Annual Meeting is to be held
3. Annual Meeting hotel
4. Estimated attendance
5. Brief statement or strategy that would help expose their products. (Example: Setting up coffee breaks in the exhibit areas).
6. Deadline date for application submitted. (Usually October 1).

B. A copy of Commercial Display Rules which include the following:

1. There will be no judging or award given for any commercial display.
2. All commercial representatives should be registered at the meeting. Pre-registration for the Annual Meeting is $200 with 2 representatives.
3. The total area allowed for one display space shall not exceed the dimensions of 72 inches in length and 30 inches in width.
4. If the total area or space of your exhibit exceeds the above dimensions, an additional space must be purchased.
5. All displays must be installed under the direction of the Commercial Display Chairman (NAME).
6. The display area will be available for installation after 8:00am, (the first day of the meeting).
7. Displays must be dismantled no later than 4:00pm, (the last day of the meeting).
8. Break times for the annual meeting event: Example:
   Ten minutes each hour during the meeting breaks, before the lectures start in the am, during lunch, and after the last speaker has finished for 1–2 hours.
9. Commercial companies who wish to display at the 20__ Annual Meeting must return to the Treasurer the following:
   a. Application for display space.
   b. Appropriate fees for space requested (payable to KSRT, Inc.)
10. Mail display application and checks for full amount to Treasurer, KSRT, Inc.

C. The application form should include the following information:
1. Name of company.
2. Name and address of representatives.
4. Number of spaces needed.
5. Number of electrical outlets needed.

D. A hotel registration form should be included if prepared in time for the first mailing.

1. Checks for the hotel pre-registration shall be made out to the hosting hotel.

IV. Application, checks, declining letter received:

A. Obtain a photocopy for your personal file from the Executive Secretary.

B. The Exhibit Chairman should keep all copies of checks and applications in their personal file for reference.

C. Have all commercial checks mailed to the KSRT, Inc. Treasurer for deposit.

D. Declining letters should be kept to avoid sending a second mailing to these individuals.

E. Prepare a list of commercial exhibitors who have submitted their applications.

V. Second Mailing:

A. A second soliciting letter should be sent to those commercial companies who have not responded to the first mailing

B. This letter should be sent one month prior to the deadline date.

C. The second mailing should include the same information as the first mailing with revisions made in the soliciting letter.

VI. Confirmation Letters:

A. Confirmation letters shall be sent to those individuals who have chosen to participate in the Annual Meeting.

B. Confirmation letters should include the following:
1. Statement expressing "thanks" for participation.
2. Statement expressing that the commercial application and fees were received.

VII. Preparing Exhibit Area:

A. Exhibit Chairman and Committee members should report to the exhibit area around 8:00am on the opening day of the Annual Meeting.

B. Study floor plans of exhibit area and assign spaces for commercial exhibits.

1. For better organization, place 5 x 7 files cards on each space which signifies the ownership of that space.

2. Separate commercial competitors as much as possible.

C. Have incidental necessities available for use (tape, thumbtacks, scissors, black and white cardboard, etc.).

D. Have a member of the committee available to assist exhibitors and check to see that they are in their assigned spaces.

1. Committee members should assist in unloading exhibit materials for setting-up.

2. Committee members should assist in loading exhibit materials after the close of the Annual Meeting.

E. Exhibit Chairman should individually thank each commercial participant, technologist, and student exhibiting.

VIII. Post-Annual Meeting Activities

A. Chairman must send a report to the Annual Meeting Chairman within thirty days, summarizing the work done by the Exhibit Committee. Recommendations are made in this report which can help to upgrade these guidelines.

B. Obtain expense vouchers from the KSRT, Inc. Treasurer and turn in all expenses for reimbursement.
COMMERCIAL DISPLAY RULES

Kentucky Society of Radiologic Technologist, Inc.
# Annual Meeting
TOWN, Kentucky
DATE

Commercial Display Rules

1. There will be no judging or award for any commercial display.

2. All commercial representatives should be registered at the meeting. Pre-registration for the 2 day Annual Meeting is $200 with no more than 2 representatives.

3. The total area allowed for one display space shall not exceed the dimensions of 72 inches in length and 30 inches in width.

4. If the total area or space of your exhibit exceeds the above dimensions, an additional space must be purchased.

5. All displays must be installed under the direction of the ____ Commercial Display Chairman, _________________.

6. The display area will be available for installation after 7:00am, (the first day of the meeting).

7. Displays must be dismantled no later than 5:00pm, (the last day of the meeting).

8. Break times for the # day event:
   a. Friday from
   b. Saturday

9. Commercial companies who wish to display at the _____ Annual Meeting must return to the Treasurer the following:
a. Application for display space.
b. Appropriate fees for space requested (payable to the KSRT, Inc.)

10. Mail display application and checks for full amount to the Treasurer, KSRT, Inc.

APPLICATION FORM FOR COMMERCIAL COMPANY DISPLAY

Kentucky Society of Radiologic Technologist, Inc.
# Annual Meeting
TOWN, Kentucky
DATE

Name of Company ____________________________________________

Name and Address of Representatives

Name ____________________________________________
Address ____________________________________________
City __________________ State ______ zip code ________
Phone __________________ e-mail ______________________

Name ____________________________________________
Address ____________________________________________
City __________________ State ______ zip code ________
Phone __________________ e-mail ______________________

Brief Description of Exhibit

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Number of Spaces Requested

__________

Number of Electrical Outlets Requested

__________ 

Mail To:

EXHIBITS AND ESSAYS—TECHNOLOGISTS

I. Refer to Technologist application and rules.
II. Confirmation letters should be sent to these individuals participating.
III. A list of those participating should be made for each category.
IV. Since these are competing exhibits, no identification should be placed on these exhibits; however, the Exhibit Chairman should make the names available to the KSRT, Inc. President after judging has taken place.

EXHIBIT RULES
(Technologist/Student)

1. ELIGIBILITY
   a. All members in good standing are eligible for awards.
   b. The following members may not participate in competition:
      President or persons employed by commercial firms engaged in the sale of Radiology products or their manufacture.
   c. Any technologist or student who wishes to participate in presenting an exhibit must be a current K.S.R.T., Inc., member and be registered for the K.S.R.T., Inc., Annual Meeting.

2. JUDGING
   a. There will be three (3) judges selected by and responsible to the President. Judging will be based upon the ratings listed on the Judges Exhibit Evaluation Sheets.

3. AWARDS
   a. There will be 1st and 2nd place awards in the Technologist and Student category provided two or more are entered, for each.
   b. Awards will be presented at the Annual Meeting Installation Luncheon. Participants do not have to be present to receive.
4. APPLICATIONS

a. All applicants for space shall be postmarked by the deadline date stated on the application.

b. The total space allowed for any one exhibit shall not exceed outside dimensions of sixty-four (64) inches wide, forty-eight (48) inches long and thirty (30) inches deep.

c. All exhibits must be installed under the directions of the Exhibits Chairman.

d. Exhibits must be taken down no later than 4:00pm on the last day of the Annual Meeting.

5. SUBJECT MATTER

a. Exhibits must be the work of the individual member(s). The exhibitor's name and the name of the hospital or office must be concealed until after the judging.

b. The exhibit should be of a subject pertaining to radiologic technology, supplemented by such charts, photographs, technical factors, etc., as deemed necessary.

c. The exhibitor must remove or block out markings on the film in such a manner that no identification of the patient is possible.

d. Exhibits will not be considered for award if they have received awards at any radiological meeting (ACR, RSNA, AMA, etc.). However, they may be displayed on a non-competitive basis.
Sample

20__ EXHIBIT APPLICATION

DATE

Name:____________________________________________

Address:_________________________________________

City:______________________  State:______________

Zip:________________

YOU ARE RESPONSIBLE FOR PROVIDING YOUR OWN ILLUMINATORS

I understand that to be eligible for an award, I must be a member of the Society in good standing, comply with the exhibition rules, and that four or more exhibits must be entered to have a first, second, and third place winners.

TITLE OF DISPLAY:___________________________________________

Brief Description:__________________________________________

Overall dimensions not to exceed 64"W x 48"L x 30"D

Professional Status: check one please.

_____ Manager_____ Technologist_____

_____ Student______ Educator______

MAIL APPLICATIONS TO: K.S.R.T., Inc

______________________ P.O. Box 213

______________________ Morehead, KY 40351

Application Deadline:—— Postmarked September 1, 20____
**EXHIBIT POINT SHEET**

**EXHIBIT TITLE:** ______________________________________________________

**CATEGORY:** Radiographer ___________ Student ____________

**CHECK THE APPLICABLE BOX**

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<th>Excellent (3pts)</th>
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**GRAND TOTAL _______________**
ESSAY RULES

1. ELIGIBILITY

a. All active and associate members, in good standing with KSRT, Inc., are eligible to submit an essay.

b. Three students from each school, who are in good standing with KSRT, Inc., are eligible to submit an essay. Student should be in 2nd year of study at the time of presentation.

c. The following members may not participate in competition: President, Annual Meeting Chairman, Co-Chairman, Program Chairman, Essay Judges or persons employed by commercial firms engaged in the sale of or manufacture of radiographic products.

d. Any technologist or student who wishes to present an essay paper must be registered for the K.S.R.T., Inc., Annual Meeting.

2. JUDGING

a. Technologist Papers:

   (1) Will be pre-judged by out of state educators appointed by the Board Chairperson

   (a) The committee will be known only to the Board Chairperson and the Secretary.

   (2) First place essay from each category will be presented at the Annual Meeting.

   (a) In the event there is no entry from one of the groups, the second place award from another category may be asked by the committee to present their paper.

b. Student Papers:

   (1) Will be pre-judged by out of state educators with no student participation selected by the names and keep them confidential.

   (2) Papers receiving the three highest scores will be required to present their work for final judging.

3. MANUSCRIPTS

a. Each essay shall be the original work of the author.

b. All essays must be prepared on 8 1/2 x 11 inch bond paper, typewritten, double spaced, with side margins, using one side of the paper only.
c. All contestants must submit four (4) copies— one (1) original and three (3) copies of the manuscript, including all visuals. The author's name must appear on the original copy only. The copies must contain no clues as to the author's identity.

4. PRESENTATION

a. The (1st place for technologists) and 1st, 2nd, and 3rd place for students) award winning essays must be presented in person (orally) to be eligible for the award. All participants who are to give an oral presentation at the KSRT, Inc. Annual Meeting will be notified in time to permit them to make arrangements to be present at the Annual Meeting.

b. Time of presentation, including audio-visuals, shall not exceed 45 minutes for technologists and 20 minutes for students.

5. AWARDS

a. Technologists:

There may be 1st and 2nd place awards for each category of participants: (1) Management, (2) Educator, (3) Staff Technologist.

b. In the event only one essay is entered, 1st place award will be given that individual for the category entered.

c. Students:

1st, 2nd, and 3rd place awards shall be presented.

d. Participants do not have to be present at the awards luncheon to receive the award.

e. The awards:

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<th>Technologist</th>
<th>Student</th>
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ANNUAL MEETING ESSAY COMPETITION FORM

Sample

Registration Form for Radiologic Technologists

Name: ___________________ Credentials: ________________

Address: _______________________________________________

City, State, & Zip: _________________________________________

Bus. ph. # (_____) __________ Home ph. # (_____) ___________

**ELIGIBILITY** only active associate members in good standing not employed by
firms in the sale of or manufacturing of radiographic products.

COMPETITION CATEGORY: SELECT ONE BY ENCIRCLING:
Managerial          Clinical            Education

ESSAY TITLE: ______________________________________________

COMPETITION RULES/GUIDELINES

1. Only this form is valid for competition registration.

2. Selected finalists will present their papers at the Annual Meeting in the fall
   of application.

3. Postmark deadline for essays is August 1.

4. Point system: 75% written criteria; 20% oral criteria.

5. Use of visual aids will earn 1 point; no visual aids will lose 1 point
   (under oral criteria "THE MESSAGE").

6. Oral presentation time limit — 45 minutes.

A. Each essay shall be the original work of the author with proper
   footnoting and bibliography use.

B. The paper must be typed double space on one side of 8 1/2 x 11
   inch bond, with 1 1/2 – 2” Rt and Lt side margins.

C. Contestants must submit 4 copies to the addressee below:
   one—original copy with full identification cover sheet;
   three—copies with only a title cover sheet.

D. Send no slides for the judging—retain a master manuscript for your
   files!!

E. Mail this registration form along with your entries to:

K.S.R.T., Inc.
P.O. Box 213
Morehead, KY 40351

F. Selected finalists will use the PRE-REGISTRATION FEE
   category when registering for attendance at the Annual Meeting for
   their oral presentation regardless of their registering date.
SPRING SEMINAR STUDENT ESSAY COMPETITION FORM

DATE
Sample

Registration Form for Students (second year)

Student's Name:_____________________________________________

Address:___________________________________________________

City, State, & Zip: ___________________________________________

Institution Enrolled:___________________________________________

Address:___________________________________________________

City, State, & Zip: _______________________________________

Director's Name:________________________ Phone # ________________

ESSAY TITLE:___________________________________________________

COMPETITION RULES/GUIDELINES

1. Only this form is valid for competition.
2. Selected finalists will present their papers at the Annual Meeting of the year of application.
3. Postmark deadline for essays is August 1.
4. Point system: 75% written criteria; 25% oral criteria.
5. Use of visual aids will earn 1 point; no visual aids will lose 1 point (under oral criteria “THE MESSAGE”).
6. Oral presentation time limit -- 20 minutes.
7. Each essay shall be the original work of the author with proper footnoting and bibliography use.
8. The paper must be typed double space on one side of 8 1/2 x 11 inch bond, with 1 1/2 - 2" right and left side margins.
9. Contestants must submit 4 copies to the addressee below:
   one--original copy with full identification cover sheet;
   three--copies with only a title cover sheet.
10. Send no slides for the judging. Retain a master manuscript for your files!!
11. Mail this registration form along with your entries to:
    Jewel Howard, Executive Secretary
    P.O. Box 113 Palomar Center Suite 150
    Lexington, KY 40513
12. Selected finalists will use the PRE-REGISTRATION FEE category when registering for attendance at the Annual Meeting for their oral presentation regardless of their registering date.
ORAL PRESENTATION EVALUATION

Valid for 20____
Speech Evaluation Form_________ EACH CHECKMARK = 1 pt. TOTAL = 25 pts.

THE SPEAKER ___________ THE AUDIENCE

___ poised _______________________ all listeners addressed

___ positive self image ____________ their presence recognized complimented

___ sincere _______________ TRANSMISSION

___ apparently concerned __________ voice varied for emphasis

___ about the topic __________________________ voice conversational

___ apparent concern ____________ delivery speed controlled

___ apparently well prepared _______ body alert and non-distracting

THE MESSAGE __________

___ gestures used effectively

___ clear general purpose ________ face expressive

___ sharply focused specific _______ language clear (unambiguous, concrete)

___ purpose

___ well phrased central idea _______ language forcible (vivid, intense)

___ or proposition—

___ adequately supported (enough, ______ introduced adequately

___ varied, trustworthy sources)

___ supporting materials tailored ______ concluded effectively

___ to the audience

___ major subdivisions clear, balanced

___ use of notes and podium unobtrusive
ANNUAL MEETING ESSAY PRESENTATION COMPETITION FORM
(CIRCLE ONE)

RADIOGRAPHER STUDENT

ESSAY POINT RECORD SHEET

WRITTEN CRITERIA

ESSAY TITLE________________________________________________

CATEGORY
MANAGERIAL CLINICAL EDUCATIONAL STUDENT

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POOR (1 pt)</th>
<th>AVERAGE (2 pts)</th>
<th>EXCELLENT (3 pts)</th>
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<tbody>
<tr>
<td>CONTENT</td>
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<td></td>
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</tr>
<tr>
<td>Original work performed by the author</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sound reasoning</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Premise is proven</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRUCTURE/ORGANIZATION</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Development is logical in sequence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECHANICS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grammar, spelling, neatness</td>
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<td></td>
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</tr>
<tr>
<td>EDUCATIONAL VALUE</td>
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<tr>
<td>Research Level</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Professional</td>
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<tr>
<td>Terminology utilized</td>
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</tr>
<tr>
<td>Extensive Bibliography (# of references cited)</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________ GRAND TOTAL _______________________

__________________________
Sample

Program Director:

Once again this Society will be sponsoring an essay competition for eligible (second year) R.T. students.

Please make copies of the registration forms as needed. Enclosed also are the revised written/oral criteria that will be used to judge the entries.

We hope you will encourage your students to be participants; all awards are contingent upon the finalists of the written scoring presenting orally their entries at the Annual Meeting.

Best of luck to your students!

Sincerely,

Chairerson
Essay Competition Committee

PROPERTIES COMMITTEE

The duties of this Committee are concerned with the physical details of the business and scientific sessions, graduate courses and exhibit area.

1. Make arrangements with the hotel for a storage room that can be locked and is centrally located to all activities. Due to your wide range of responsibility it is very important to have knowledge of the properties the hotel has available and the facilities in each area (lights, PA system, etc.). Audio Visual and Properties Committee must be comprised of two or more people.

2. Obtain time schedule and a listing of the room set up and the properties needed for all functions:

   a. Program
   b. Entertainment
   c. Registration
   d. Exhibit (except illuminators)

3. Work with General Chairperson in assembling this information and
present your needs to the hotel. If it is necessary to rent equipment, check with General Chairman before doing so.

4. During the Annual Meeting:

a. Take care of all supplies and storage
b. Work with hotel and each Committee to see that each function area is properly set up, and provide all the properties not supplied by the hotel.
c. Have a check list for room and head tables for each session and social function.
d. Check set up at least 30 minutes prior to time each session is scheduled to begin.

5. After Annual Meeting:

a. Return all properties and supplies to original source.
b. Prepare a final report of your activities and turn all files over to General Chairperson.
FINANCIAL REPORT

HOTEL STATISTICS
EDUCATIONAL MEETING FINANCES AND ACTIVITIES

Hotel Guest Rooms Occupancy (obtain information from hotel)

Twin & Double Occupancy    _____ Rooms
Single Occupancy            _____ Rooms
Suite (1 room)              _____ Suites
Suite (2 room)              _____ Suites
Number of Guest TOTAL       _____ Persons
Total Advance Room Reservations  _____ Room/Suites
% No Shows                  _____ %

Meal Tickets Sold Separately | Number | Cost | Total
------------------------------|--------|------|------
Olive Bell Luncheon           | _____ | _____ | _____
Installation of Officers      | _____ | _____ | _____
Scholarship Function          | _____ | _____ | _____

List All Persons Receiving Complimentary Registration and Their Assignment/Duty

_____________________________________ Assignment ________________________
_____________________________________ Assignment ________________________
_____________________________________ Assignment ________________________
_____________________________________ Assignment ________________________
_____________________________________ Assignment ________________________
_____________________________________ Assignment ________________________
### ANNUAL MEETING REGISTRATION

<table>
<thead>
<tr>
<th>Pre-Registration</th>
<th>Number</th>
<th>Each</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Member Radiographers</td>
<td>______</td>
<td>______</td>
<td>______</td>
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<tr>
<td>Non-Member Radiographers</td>
<td>______</td>
<td>______</td>
<td>______</td>
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<tr>
<td>Student Members</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Students Non-Members</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Commercial Persons</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Commercial Companies</td>
<td>______</td>
<td>______</td>
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**GRAND TOTAL**  
$ ______

### BADGES ISSUED

<table>
<thead>
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<tr>
<td>Companies</td>
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<tr>
<td>Group Rate Badges</td>
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<td>Guest of Registrants</td>
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### Pre-Registered No Shows

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Member Technologists</td>
<td>______</td>
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78
<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th>Number</th>
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<tr>
<td>Member Technologists</td>
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<td>______</td>
<td>_____</td>
<td>______</td>
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<td>Non-Member Technologists</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Member Students</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Non-Member Students</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Commercial Persons (individual)</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>On Site Registration (General)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Technologists</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Non-Member Technologists</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Member Students</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Non-Member Students</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
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<tr>
<td>Commercial Persons (individual)</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Commercial Companies (group rate)</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Group Rate Badges Issued</td>
<td>$____</td>
<td>______</td>
<td>_____</td>
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<tr>
<td>Guest of Registrants (gratis)</td>
<td>$____</td>
<td>______</td>
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</tbody>
</table>

GRAND TOTAL $____

COMMERCIAL CONTRIBUTORS

Commercial Exhibits (list all companies)

$____

Company Representative (Fee Paid)

$____

$____

$____
TOTAL $__________

PRINTING

Pre-Registration Packets  ____________
Program Books (   )  ____________
Exhibit Judging Forms  ____________
Committee Report Forms  ____________
Printing during meeting  ____________
Hotel Charges  ____________
Other  ____________

Miscellaneous Printing (Itemize)  ____________

________________________________  ____________
________________________________  ____________
________________________________  ____________
________________________________  ____________

TOTALS  ____________
POSTAGE

Bulk Mailing

Pre-registration Packets

Other

Stamps

TOTAL $_____

TELEPHONE

TOTAL $_____

HOTEL EXPENSES

Olive Bell Luncheon ______ meals @ $_____ each TOTAL $_____

Installation Luncheon ______ meals @ $_____ each TOTAL $_____

Coffee Breaks sponsored by ______________________

Dates:

______ @ $______ each

______ @ $______ each

______ @ $______ each

81
Continental Breakfast sponsored by ______________________

Dates:

_______ @ $_______ each

_______ @ $_______ each

_______ @ $_______ each

TOTAL $_______

Exhibit Area

Scientific electrical charges TOTAL $_______

Commercial (number of booths)

tables $_______
electrical charges $_______
TOTAL $_______

Miscellaneous Hotel Charges (itemize)

$_______

$_______

$_______

$_______

$_______

TOTAL $_______

Professional Representative (not eligible for expenses)

Organization Representative

Lecture Dates Attended

82
Speaker Reimbursement (list all speakers and identify costs incurred.)

In-State Speakers:  (see guidelines page)
Total in-state_______________

Out-of-State Speakers (see guidelines page)
Total out-of-state_____________

Total speaker expenses_____________

EXPENSES OF K.S.R.T., INC. OFFICIALS

<table>
<thead>
<tr>
<th>Official</th>
<th>Room</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Meeting Chairman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Chairman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parliamentarian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Chairperson</td>
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</table>

Pre-Registration Refunds

<table>
<thead>
<tr>
<th>Members/Browsers</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>technologist members</td>
<td>@ $____ each</td>
<td>Total $____</td>
</tr>
<tr>
<td>non-member technologists</td>
<td>@ $____ each</td>
<td>Total $____</td>
</tr>
<tr>
<td>student members</td>
<td>@ $____ each</td>
<td>Total $____</td>
</tr>
<tr>
<td>non-member students</td>
<td>@ $____ each</td>
<td>Total $____</td>
</tr>
<tr>
<td>commercial persons</td>
<td>@ $____ each</td>
<td>Total $____</td>
</tr>
</tbody>
</table>
TOTAL REFUNDS $_____

ENTERTAINMENT

Event:                                sponsored by___________________ Total $___________

                                sponsored by___________________ Total $___________

                                TOTAL $___________

Name Tags                          $___________
Banquet flowers                    $___________

TOTAL _______
APPLICATION FOR MEMBERSHIP
THE KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.

Name:___________________________________________________________
       Last           First       Middle

Address:___________________________________________________________
                  No. St.   City  State  Zip

Member of the American Society of Radiologic Technologists (ASRT)
ASRT Number _____________________

Commonwealth of Ky. Radiation Operator Certificate (Check One)
General:_____________  Limited:_____________  Temporary:_______________

KY Radiation Operator Certificate Number _________________________

SELECT ONE CATEGORY

_____ ACTIVE: An individual who is registered with the ARRT and is a member (in good standing) with the ASRT.

_____ ASSOCIATE: An individual who is registered with the ARRT; certified with the Commonwealth of Ky.; or certified by organizations other than the ARRT who is NOT AN ACTIVE MEMBER of the ASRT.

_____ STUDENT: An individual who is enrolled in an ARRT approved school of Radiologic Technology of a minimum of 24 months. Eligibility shall terminate upon completing or discontinuation of enrollment in an educational program.

_____ SUPPORTIVE: An individual who is interested in promoting the purposes and functions of the KSRT, Inc., but is not eligible for Active, Associate, Inactive, or Student membership.

FEES FOR MEMBERSHIP

Active, Associate, Supportive Memberships: Inactive or Student Memberships

One year dues $35.00 One year dues $20.00
Application Fee 5.00 Application Fee 0.00
Total $40.00 Total $20.00

Signature of Applicant:_______________________________Date:_________________

Make checks payable to: The Kentucky Society of Radiologic Technologists, Inc.
Mail to: KSRT Inc.
        P.O. Box 113, Palomar Center Suite 150
        Lexington, KY 40513

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RENEWAL FORM
THE KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.

Name: ____________________________________________________________
____________________ Last __________ First __________ Middle

Address: ____________________________________________________________
_________________________ No. St. City State Zip

Member of the American Society of Radiologic Technologists,
ASRT Number _______________________

Commonwealth of Kentucky Radiation Operator Certificate (Check One)
General: __________ Limited: __________ Temporary: __________
KY Radiation Operator Certificate Number _______________________

This is a renewal form and a bill for your dues. It is not a new membership form. New membership applications may be requested by contacting any officer of the KSRT, Inc.

FEES:

_____ACTIVE: $35.00 (Check this box only if a member of the ASRT)

_____ASSOCIATE: $35.00 (Check this box if not a member of the ASRT.

_____LIFE: (No fees) Resubmit with any corrections in address or place of employment.

_____SUPPORTIVE: $35.00 (Example) Commercial Representative

_____STUDENT: _____________________________ $35.00

Signature of Applicant: _____________________________ Date: __________

Make checks payable to: The Kentucky Society of Radiologic Technologists, Inc.

Mail to: KSRT, Inc.
P.O. Box 113, Palomar Center Suite 150
Lexington, KY 40513

_____ I would like to serve on a KSRT committee
QUESTIONNAIRE

NAME:

EMPLOYED: YES____, If yes, where?_________________________________

____________________ NO____

ARRT Certification YES____ NO____
KY Radiation Worker Registration Classification
General _______ Limited _______ Other _______
Do you belong to a local district society? YES____ NO____
Which one?_____________________________________________________

How do you meet your continuing education responsibilities?

Does your employer (if employed) support you and your continuing education by paying part or all of your continuing educational expenses?

Have you attended a KSRT, Inc. meeting within the last 5 years?
If yes, what improvement(s) could we make could we do to assure your future attendance and/or participation in the meetings?

What do you think your professional organization should provide for its membership?
If you were a previous member of the KSRT, Inc., what influenced your decision not to renew your membership?

If you have never been a member of the KSRT, Inc., what factors may be keeping you from joining our organization?

COMMENTS:

MAIL TO: K.S.R.T., Inc.
PO Box 213
Morehead, KY 40351
K.S.R.T. INSTALLATION CEREMONY FOR SOCIETY OFFICERS

Within the Commonwealth of Kentucky, the radiologic technology district societies and their membership comprise the foundation from which the Kentucky Society of Radiologic Technologists is built. The KSRT now and in the future, can only be as strong as the sum of its parts. Therefore, the unity, continued progress, and strength of the ___________________________ Society of Radiologic Technologists is vital towards furthering the professional ideas the socio-economic status of all technologists within our state.

The district society installation ceremony represents and reaffirms the ___________________________ Society of Radiologic Technologists' continued progress and its direct connection to the KSRT. The candles in the ceremony represent the service of each of your elected officers, and the candle in the center represents the authority and the membership of the Kentucky Society of Radiologic Technologists. As your outgoing officers are called forward, they will each in turn extinguish their flame of service which represents the conclusion of their official obligation to the membership of this organization. As your incoming officers are called forward, they will each in turn light their candle of service from the flame which is representative of the KSRT; thereby, continuing the bond of unity and the promise of professional growth between the district and state societies. I would now like to recognize the outgoing officers of the ___________________________ Society of Radiologic Technologists. As I call your name, would you please come forward and extinguish the flame which is representative of this year's official service to your district society.

1. _____________________________, the outgoing Member-At-Large, of the ___________________________ Society of Radiologic Technologists.

2. _____________________________, the outgoing Treasurer, of the ___________________________ Society of Radiologic Technologists.

3. _____________________________, the outgoing Secretary, of the ___________________________ Society of Radiologic Technologists.

4. _____________________________, the outgoing ___________________________ Vice President, of the ___________________________ Society of Radiologic Technologists.

5. _____________________________, the outgoing President-Elect, of the ___________________________ Society of Radiologic Technologists.

And

6. _____________________________, the outgoing President of the ___________________________ Society of Radiologic Technologists.
LADIES AND GENTLEMEN, PLEASE RISE IN TRIBUTE TO THE SERVICE THESE INDIVIDUALS HAVE SHOWN TO YOU DURING THE PAST YEAR !!!!!!

NOTE *** CALL ON IMMEDIATE PAST PRESIDENT

(Past President's Speech)

INSTALLATION OF SOCIETY MEMBER-AT-LARGE

Would ___________________________ please come forward. 
___________________________, you have been elected by the members of the 
_________________________ Society of Radiologic Technologists to serve as 
Member-At-Large of this organization. It shall be your duty to keep open communication with the members of the society and represent them in accordance with the by-laws of the KSRT, Inc. Do you agree to fulfill the responsibilities associated with the office of __________________Member-at-Large? (yes) Please signify your acceptance by lighting the candle of service.

INSTALLATION OF SOCIETY TREASURER

Would ___________________________ please come forward. 
___________________________, you have been elected by the members of the 
_________________________ Society of Radiologic Technologists to serve as 
Treasurer of this organization. It shall be your duty to keep an accurate listing of the membership, receive and disburse funds of the society only upon the orders of the President and/or _______________ Board of Directors, give an accurate accounting of all financial transactions to the membership during regular meetings, and carry out other responsibilities as outlined by the Bylaws of this society. Do you agree to fulfill the responsibilities associated with the office of _______________ Treasurer? (yes) Please signify your acceptance by lighting the candle of service.

K.S.R.T. INSTALLATION OF SOCIETY SECRETARY

Would ___________________________ please come forward. 
___________________________, you have been elected by the members of the 
_________________________ Society of Radiologic Technologists to serve as the 
Secretary of this organization. It shall be your duty to keep factual meeting minutes of the society and it's Board of Directors, and to carry out other responsibilities as outlines by the Bylaws of this society. Do you agree to fulfill the responsibilities associated with the office of ___ Secretary? (yes) Please signify your acceptance by lighting the candle of service.
K.S.R.T. INSTALLATION OF THE SOCIETY VICE-PRESIDENT

Would ________________________ please come forward.
___________________________, you have been elected by the members of the __________________ Society of Radiologic Technologists to serve its' Vice-President. It is your duty to familiarize yourself with the responsibilities and tasks of the society president, and in absence of the president, be prepared to assume those duties. In addition, it is your elected duty to carry out the other tasks outlines by the _______________ Bylaws. Do you agree to fulfill the responsibilities associated with the office of the Vice-President? (yes) Please signify your acceptance by lighting the candle of services representing the office.

K.S.R.T. INSTALLATION OF SOCIETY PRESIDENT-ELECT

Would ________________________ please come forward.
____________________________, you have been elected by the members of the __________________ Society of Radiologic Technologists to serve as the President-Elect of this organization. It is your duty to familiarize yourself with the society's bylaws, Robert's Rules of Order, and all of the duties of the _______________ President in anticipation of assuming that office. You are also responsible for carrying out other President-Elect responsibilities as outlined by the _______________ Bylaws. Do you agree to fulfill the responsibilities of the _______________ President-Elect's Office? (yes) Please signify your agreement by lighting the President-Elect's candle of service.

K.S.R.T INSTALLATION OF SOCIETY PRESIDENT

Would ________________________ please come forward.
_______________________, the highest honor any organization can bestow on one of it's members is to elect them to the office of president. The __________________ Society of Radiologic Technologists has placed their faith in you to lead them throughout the upcoming year. As President, it will be your duty to preside at all meetings of the society, monitor the fiscal affairs of this society, appoint all district society committee chairmen, give direction to each society committee and encourage them to achieve their goals, serve as a voting member of the Kentucky Society of Radiologic Technologists' Board of Directors and act as liaison between your membership and the KSRT Board, and most importantly, to further the past achievements of the __________________ Society of Radiologic Technologists. Do you agree to complete your responsibilities as President of the __________________ Society of Radiologic Technologists and abide by its' bylaws? (yes) Please signify your acceptance by lighting your candle of service. With the authority invested in me as President of the Kentucky Society of Radiologic Technologists, I now declare each of these individuals duly installed. Ladies and Gentlemen, may I present to you the
officers of the _______________________ Society of Radiologic Technologists. Would you please rise in support of their election.

GAVEL PASSAGE TO INCOMING SOCIETY PRESIDENT

________________, as the newly installed President of the _______________________ Society of Radiologic Technologists, I would like to present you with the presidential gavel which is the symbol of your authority. May you use this gavel wisely during your year of service.

(Incoming President's Acceptance Speech)
Appendix A

KSRT, Inc.

President Travel/President Elect (Annual ASRT Meeting)

_______________________________________________________________

MEETING ATTENDED

Date Departed ______________ Date Returned ______________

Travel:

Plane Fair ______________

Private Auto: From _______________ To _____________

____ Total Miles @ .20 ______________

Taxi, Bus, Airport Limo ______________

Lodging:

Date In ____________ Date Out ________________

Meals: ______________

Tips: ______________

Parking, Tolls: ______________

____ Grand Total ______________

Signature ___________________________ Date __________________________

Attach To Approved Expense Voucher for Reimbursement
Appendix B

KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.

ELECTION BALLOT FOR OFFICERS

DIRECTIONS FOR OFFICER VOTING: Select one candidate for each office. Place an X in the space provided beside each nominee's name. (Write-in candidates may be substituted for official nominees, but the write-in candidate must meet candidate criteria as outlined by the KSRT, Inc., Guidelines, and that person must be contacted by the voter to determine candidate's willingness to serve before name is written on ballot.) The ballot must be postmarked by ______ (date) ______ in order to be counted.

OFFICE OF PRESIDENT-ELECT: When elected this person will serve a one-year term automatically serving as KSRT, Inc., President the following year and the Board Chair of the Executive Committee the following year. (This is a three-year commitment.)

_____ NAME, R.T.(R) ________________
_____ NAME, R.T.(R) ________________
_____ Write-in Candidate: _________________________________

OFFICE OF VICE-PRESIDENT: When elected will serve a one-year term.

_____ NAME, R.T.(R) ________________
_____ NAME, R.T.(R) ________________
_____ Write-in Candidate: _________________________________

OFFICE OF TREASURER: When elected this person will serve a two-year term. (This is a two-year commitment)

_____ NAME, R.T.(R) ________________
_____ NAME, R.T.(R) ________________
_____ Write-in Candidate: _________________________________
OFFICE OF SECRETARY: When elected this person will serve a two-year term. (This is a two-year commitment).

______ NAME, R.T. (R) ____________

______ NAME, R.T. (R) ____________

______ Write-in Candidate: ______________________________

OFFICE OF MEMBER-AT-LARGE: When elected this person will serve a one-year term.

______ NAME, R.T. (R) ____________

______ NAME, R.T. (R) ____________

______ Write-in Candidate: ______________________________
Appendix C

THE KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS INC.,
CANDIDATE INFORMATION FORM

PERSONAL DATA

Name____________________________________________________________
____________________  ______________________  ______________________
(first)   (middle)  (last)

Street

_____________________________________________________________

City     State     Zipcode

Home Phone    e-mail address

Employer Name

Employer Address

City     State     Zipcode

Employer Phone Number

I PREFER TO RECEIVE ALL KSRT, INC. CORRESPONDENCE/ COMMUNICATION AT:
(check one):_____
HOME________ BUSINESS________

ASRT IDENTIFICATION #:___________________________

ARRT REGISTRATION DATE:________ ARRT REGISTRATION #:________

ARRT REGISTRY IN (place an X next to the discipline(s) you are certified in):

Radiography (R)  Nuclear Medicine (N)

Sonography (S)  Mammography (M)

Quality Management (QM)  Magnetic Resonance (MR)

Cardiovascular Tech (CVT)  Bone Densitometry (BD)

Cardiac-Interventional (CI)  Vascular Interventional (VI)

Computed Tomography (CT)
ACADEMIC INFORMATION (list all college, university, and hospital programs attended)

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<th>Name</th>
<th>City, ST</th>
<th>Date Graduated</th>
<th>Degree</th>
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PROFESSIONAL SOCIETY HISTORY (Detail all office, appointment, and committee history - including date(s) of service. Also list any awards received.)

ASRT

KSRT, Inc.

LOCAL/DISTRICT
I am a candidate for the office of: ________________________________

POSITION STATEMENT: (Why you are a candidate for this office? in 100 words or less.) Statement must be typed or word processed. Statement will be published as printed in its entirety.

________________________________________________________________

Text

I, ________________________________, do hereby certify that the information provided by me in this document is true and accurate.

DATE ________________________________.

****Please enclose photo, preferably black and white****
THE JO ANN GORHAM SCHOLARSHIP AWARD GRANT
FOR THE CONTINUING EDUCATION OF GRADUATE RADIOLOGIC
TECHNOLOGISTS

GENERAL INFORMATION

ORIGIN: Established by the Kentucky Society of Radiologic Technologists in 1977

PURPOSE: To assist in making available the benefits of Continuing Education
activities to qualified graduate technologists.

AMOUNT: $500/semester; $300/quarter; amount per educational meeting to be
determined by Jo Ann Gorham Scholarship Award Committee

USE OF GRANT FUNDS

Funds awarded by the Jo Ann Gorham Scholarship Award Committee must be applied to
the following uses:

A. Local, State, Regional, or National Educational Activities
   - Including but not limited to seminars, institutes, workshops, both professionally
     and commercially sponsored.
   - Registration fees, books, and related materials.
   - Transportation, food, and lodging, if applicable.

B. Continuing Education at the Undergraduate and Graduate Levels
   - Will be subject to approval by the Jo Ann Gorham, Scholarship Award
     Committee.

ELIGIBILITY REQUIREMENTS:

1. Must be a graduate technologist certified by and registered with the American
   Registry of Radiologic Technologists currently employed in Radiologic
   Technology or a related field.

2. Must be a resident of or employed in the Commonwealth of Kentucky.

3. Must be a member in good standing of the KSRT, Inc., for a period of two (2)
   years prior to application.

4. Must submit proof of credentials required by existing federal and state law
   agencies governing Operators of Radiologic Equipment.
TO MAKE APPLICATION:

Applicants must submit the following:

1. Jo Ann Gorham Scholarship Award Application.
2. Statement of Intent for Continuing Education Award.
3. Recommendation of Employer or a non-related person.
4. An interview may be requested at the discretion of the KSRT, Inc., Jo Ann Gorham Scholarship Award Committee
5. Proof of course completion with a passing grade (if applicable) and a description of objectives met must be submitted to the Jo Ann Gorham Scholarship Award Committee upon course completion. If a course is not completed with a minimum grade of C (if applicable), the grant will not be awarded

PROCESS OF AWARDING GRANT:

1. Application will be reviewed by the Jo Ann Gorham Scholarship Award Committee, KSRT, Inc. which shall be composed of:
   A. Three (3) KSRT, Inc., members at large (staggered terms)
   B. Current KSRT, Inc., President.
   C. Chairperson of the KSRT, Inc., Jo Ann Gorham Scholarship Fund
2. Applications for grants will be submitted to the Jo Ann Gorham Scholarship Award Committee Chairperson and will be reviewed by each member of the above stated Committee. Selection of recipients will be a majority approval of the committee.
3. Recipients will be notified within 30 days after all required data has been received by the Scholarship Award Committee. The amount of the award shall be based upon the needs analysis and the number of applicants.
4. If selected as a recipient, the grant will not be awarded until proof of course completion and description of objectives met has been forwarded to the Scholarship Award Committee.
KENTUCKY SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.

Graduate Technologist Application
For the Jo Ann Gorham Scholarship Award

Application must be submitted 45 days prior to proposed activity to be eligible for financial consideration.

INSTRUCTIONS

Please print or type all information below. A statement of intent for the use of funds must be included. A recommendation by the applicant's immediate employment supervisor or non-relative must be submitted to the Scholarship Award Committee before processing may begin. Send to:

KSRT, Inc.
P.O. Box 213
Morehead, KY 40351

I. General Information

Last Name   First,   Middle Initial

Address: _______________________________________________________

Number   Street    City  State       Zip Code

Birthdate: __________________________________________

Social Security: ________________________________

Home Phone: ___________________ Alternate Phone: _________________

Are you an Active or Associate member of KSRT, Inc.?  
Number of years of membership in above organization.____________

ARRT Registry #_______________ In good standing? ______________

Kentucky Certification #____________________________

Current Employer: _________________________________ Yrs. Employed _____

Address     City      State   Zip Code

Job Title: ________________________________________________


II. Application of Grant Funds

Use the spaces below to explain your intention for grant consideration. Please answer all questions.

Activity: _________________________________________________________
______________________________________________________________

Location of Activity: ______________________________________________

Dates of Activity: 
Beginning: _______________________ Ending:______________________

Estimated expenses--must be itemized:

A. Tuition, registration, and application fees   $______________
B. Books and related materials      ______________
C. Food and Lodging (if applicable)     ______________

Please use additional sheets for above information if needed.

Statement of Intent for Award Funds

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

(may attach additional information if needed)

Technologist's Certification

I hereby declare that all information listed above is true to the best of my knowledge. I am willing
to show proof of any of the enclosed information if requested by the Jo Ann Gorham Scholarship Award
Committee. I also understand that should I be unable to fulfill my educational commitments, I will refund
to the KSRT, Inc., Scholarship Committee any monies which have been awarded me.

______________________________ _____________________
Signature     Date

Note: All information submitted by the applicant will be kept confidential.

revised 2005