

Bylaws of Radiography Club

Table of Contents

1. Organization

- 1.1 Purpose
- 1.2 Objectives

2. Advisor

3. Membership

- 3.1 Membership
- 3.2 Application For Membership
- 3.3 Membership Dues

4. Meetings

- 4.1 Semester Meetings
- 4.2 Rules

5. Officers

- 5.1 Officers of the Radiography Club
 - 5.1.1 President
 - 5.1.2 Vice President
 - 5.1.3 Secretary
 - 5.1.4 Treasurer
- 5.2 Election Process
 - 5.2.1 How the Election Process Works
 - 5.2.2 Who is Eligible to Run for Office
- 5.3 Electing New Officers

6. Fundraising

- 6.1 Fundraising Ideas and Monies Collected

1. ORGANIZATION

1.1 Purpose

The Radiography Club is for students who are in the radiography program. The main purpose of this club is to disperse information concerning career options with the radiography field, Standards of ARRT, and radiation protection.

1.2 Objectives

- a) Provide academic support for radiography courses and common courses
- b) Educate the public about the importance of licensing and certification in the radiography field
- c) Participate in community activities to strengthen the club and the community

2. ADVISOR

The Radiography Club shall be advised by the Department Head for Radiography:

Anna Phillips, MSRS, RT (R) (CT)
(336)-633-0209
anphillips@randolph.edu

3. MEMBERSHIP

3.1 Membership

Membership in the Radiography Club includes persons directly involved in the Radiography Program. Members are considered to be those who are currently in the Radiography Program.

3.2 Application for Membership

Each student currently in the Radiography Program is eligible to become a member. Students must be in good behavioral and academic standing. In order to become a member, an intent to apply form must be completed and given to the club advisor.

3.3 Membership Dues

Each member must pay a \$5 membership fee when they turn their application in. This membership fee will go towards funds for the Radiography Club. This fee must be turned in no later than the first meeting of the semester.

4. MEETINGS

4.1 Semester Meetings

The Radiography Club will meet as needed. These dates and times will be set by the officers and will be e-mailed to each member. The meetings will discuss updates about the club and SGA along with the progress of fundraising and community activities.

4.2 Rules

Each member is encouraged to attend every meeting in order to stay up to date about the happenings within the club. Officers are required to attend each meeting.

5. OFFICERS

5.1 Officers of the Radiography Club

Each officer is nominated (either self nominated or nominated by fellow members), then elected via a majority vote. There are four officer positions, President, Vice President, Secretary and Treasurer. The nominations occur in the fall of the academic year. Each officer will serve until their graduation, unless they cannot fulfill their duties, voluntarily or involuntary, at which time, a new officer must be nominated. When an officer is graduating, an election to fill the open position will be held in Spring. Each officer must act with a professional attitude and respect fellow officers and every member.

5.1.1 President

- Responsible for setting semester meeting dates, times and locations
- Communicates with fellow officers regarding fundraising activities and community activities
- Attends monthly SGA meetings to stay up to date about information concerning campus activities
- Communicates club and SGA information to members at each meeting
- Attends each meeting throughout the semester

5.1.2 Vice President

- Assists the President in their duties
- Acts as President when President is absent
- Attends SGA meetings in the absence of the President
- Attends each meeting throughout the semester

5.1.3 Secretary

- Records and maintains notes and attendance for each meeting
- Reads minutes from prior meetings during meeting times throughout the semester
- Attends each meeting throughout the semester

5.1.4 Treasurer

- Sets up an account with the SGA/Student Activities Office for fundraising purposes
- Maintains receipts of all monies used and earned
- Updates officers and members on finances
- Attends each meeting throughout the semester

5.2 Election Process

5.2.1 How the Election Process Works

The election of officers will be conducted on the first meeting of the semester. If there is only one nominee for a position, they will automatically be elected as an officer. If there is more than one nominee, each nominee will give a brief explanation, individually, of why they would like to become an officer. After each nominee speaks, they will all step outside and the group will vote via majority rules to determine who will fill the officer position.

5.2.2 Who is Eligible to Run for Office

Any member who has gone through the application process, paid their membership dues, and is in good standing with the radiography program is eligible to run for office.

5.3 Electing New Officers

If an officer can no longer fulfill their duty, voluntarily or by the choice of fellow members, a new officer will be elected immediately and will serve until their graduation. If an officer chooses to voluntarily give up position, they must inform the Radiography Club Advisor, Anna Phillips via e-mail at anphillips@randolph.edu. If fellow members and/or officers choose to remove an officer from their position, the Radiography Club Advisor, Anna Phillips must be contacted via e-mail at anphillips@randolph.edu explaining how the officer has not fulfilled their duty. A meeting of officers and the advisor will be conducted in which the final decision will be made. The Radiography Club advisor reserves the right to remove an officer from their position due to any infraction of the RCC Catalog, or the RAD student and Clinical Handbooks.

6. **FUNDRAISING**

6.1 Fundraising Ideas and Monies Collected

Fundraising ideas will be discussed during semester meetings. Each idea must first be approved through the Advisor, Anna Phillips; then a written request must be submitted to the RCC Foundation. Fundraising may be done only after the proper approval process has been completed.