



Newfoundland and Labrador Association of Medical Radiation Technologists

CONSTITUTION AND BY LAWS

GENERAL INFORMATION

HISTORY

The Newfoundland Association of Medical Radiation Technologists (NLAMRT) was first created in 1951 under the name “**Newfoundland Branch of the Nova Scotia Division of the Canadian Society of Radiological Technicians**” and underwent a name change to “**The Newfoundland Branch of the Canadian Society of Radiological Technicians**” in 1953. In 1961, the name was changed to the **Newfoundland Society of X-Ray Technologists**. In 1983, at the 32nd Annual Conference, members voted to change the name again. The new name became **The Newfoundland Association of Medical Radiation Technologists**. As the province was planning to change its name in 2002, members voted at the 2001 Annual Conference to change the name to include the mainland portion of the province located in Labrador. The name today is **The Newfoundland and Labrador Association of Medical Radiation Technologists**.

STRUCTURE

The Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT) is one (1) of ten (10) provincial member associations (PMA's) of the Canadian Association of Medical Radiation Technologists (CAMRT). The CAMRT is representative of Medical Radiation Technologists in Canada.

SEAL

The “**LOGO**” of the Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT), as it appears on the cover of this document, shall be used as the “**Official Seal**” of the Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT) as necessary.

ADDRESS

The Newfoundland and Labrador Association of Medical Radiation Technologists office shall be located in the city of St. John's in the province of Newfoundland and Labrador.

CODE OF ETHICS

The Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT) recognizes its obligation to identify and promote exemplary professional standards of practice, conduct and performance. Adherence to these standards is the personal and professional responsibility of each member.

This Code of Ethics requires that every member of the Newfoundland and Labrador Association of Medical Radiation Technologists shall:

provide service with dignity and respect to all people regardless of race, national or ethnic origin, colour, gender, sexual orientation, religious affiliation, age, type of illness, mental or physical challenge;

earn the trust and confidence of the public through exemplary professional competence and conduct;

conduct all procedures and examinations in keeping with current radiation safety standards where these standards shall apply;

practice only those procedures for which the member is qualified or has been properly delegated by appropriate authority, provided that the member has

received training to an acceptable level of competence in such delegated acts;

practice only those disciplines of Medical Radiation Technology in which the member is certified by the Canadian Association of Medical Radiation Technologists (CAMRT) and is currently competent;

recognize that, while patients must seek diagnostic information from their physician, an opinion expressed to another health care professional with regard to the appearances of a procedure or examination may assist in diagnosis or treatment;

recognize and protect the confidential nature of all information acquired during contact with each patient, except where disclosure of such information is required by law or necessary to the treatment of the patient;

cooperate with other health care professionals;

advance the art and science of medical radiation technology; and

participate in the affairs of the Association in a responsible and professional way.

MISSION STATEMENT

Although the Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT), as a Provincial Member Association (PMA) of the Canadian Association of Medical Radiation Technologists (CAMRT) is autonomous, we also recognize that we benefit greatly from our association with our national association with respect to many issues, one of which is access to educational programs. With this National Provincial - Partnership in mind and respecting the National Provincial Agreement signed in Saint John, New Brunswick, in June, 1998, the Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT) agrees with the CAMRT Mission Statement until such time as a separate provincial Mission Statement should be developed.

CAMRT MISSION STATEMENT

The Association fosters excellence in patient care by providing medical radiation technologists with standards of practice and opportunities for continuing professional development by advancing the profession and by establishing effective partnerships with appropriate health care providers.

NLAMRT BY LAWS

1. NAME:

The name of the organization shall be the “ Newfoundland and Labrador Association of Medical Radiation Technologists”, hereinafter referred to as The Newfoundland and Labrador Association of Medical Radiation Technologists or the abbreviated form NLAMRT.

2. OBJECTIVES:

The objectives of the Newfoundland and Labrador Association of Medical Radiation Technologists are:

- a. to ensure that health care services are provided to patients with expertise, empathy and ethical responsibility required of members of the NLAMRT, as members of the health care team.
- b. to promote the art and science of Medical Radiation Technology through professional development and association with other health care organizations and government agencies.
- c. to facilitate the exchange of information for members through regular meetings.
- d. to monitor the qualifications of members and maintain a high professional standard.
- e. to establish and monitor prerequisite qualifications for student members.
- f. to print and distribute reports and proceedings of the NLAMRT.
- g. to invest the monies of the NLAMRT which are not immediately required, in such manner as may be deemed advisable.
- h. to pursue these objectives without the intent of financial gain for the NLAMRT or any of its members.

3. ORGANIZATION

The Newfoundland and Labrador Association of Medical Radiation Technologists shall be composed of members hereinafter indicated. It is the responsibility of the Executive committee to manage the affairs of the membership.

MEMBERSHIP

The term “*Medical Radiation Technologist*” (MRT) is used without preference or discrimination to describe a person specializing in the application of ionizing or other forms of radiant energy in the disciplines of the NLAMRT.

The following disciplines of medical radiation technology are recognized by the NLAMRT:

Radiological Technology

Radiation Therapy

Nuclear Medicine

Magnetic Resonance

The Newfoundland and Labrador Association of Medical Radiation Technologists shall be composed of the following membership categories. The rights and privileges of each classification shall not be transferable by personal or by operation of law and members shall be entitled to only those privileges specifically allocated by these Bylaws.

4. MEMBERSHIP CATEGORIES

The Membership Categories of the NLAMRT shall consist of:

- 1) Full Practice Membership
- 2) Limited Practice Membership
- 3) Non-Practicing Membership
- 4) Associate Membership
- 5) Distinguished Membership
- 6) Student Membership

FULL PRACTICE MEMBERSHIP

Medical Radiation Technologists shall include those persons who are certified for full practice by the Canadian Association of Medical Radiation Technologists (CAMRT). Members shall only practice Medical Radiation Technology in the discipline in which they are certified by the Canadian Association of Medical Radiation Technologists (CAMRT).

Members must be registered with the Canadian Association of Medical Radiation Technologists (CAMRT) and the Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT).

These members may attend all meetings of the NLAMRT, have voting privileges and may hold office.

LIMITED PRACTICE MEMBERSHIP

Limited practice is available to individuals who are either licensed or certified by a provincial regulatory authority for limited practice where such regulatory authority exists, or by a provincial educational authority through an Association-approved program.

These members hold voting privileges, cannot hold office in the NLAMRT and must access CAMRT membership through the PMA.

NON - PRACTICING MEMBERSHIP

NLAMRT members who are certified for full practice by the Canadian Association of Medical Radiation Technologists (CAMRT) and have temporarily or permanently discontinued practicing their profession.

These members have voting privileges and may hold office in the NLAMRT.

ASSOCIATE MEMBERSHIP

- 1) Commercial representatives in the Field of Medical Radiation Technology
- 2) Other Professionals whose application for membership has been accepted by the NLAMRT Executive because of their accomplishments
- 3) Notwithstanding 1) and 2), Professionals who were associate members or were eligible to become associate members of the NLAMRT on January 1st, 1999
- 4) On application to the NLAMRT Executive, those Professionals who have previously practiced as a full practice member in a discipline of Medical Radiation Technology and who by reason of retirement or movement to another profession wish to maintain their relationship with the association.

These members do NOT have voting privileges and may NOT hold office in the NLAMRT. They have the privilege of attending meetings and may take part in discussions.

DISTINGUISHED MEMBERSHIP

1. Life Members

Members, elected by the NLAMRT Executive who have rendered distinguished and outstanding service to the Newfoundland and Labrador Association of Medical Radiation Technologists as Medical Radiation Technologists.

These members have voting privileges and may hold office in the NLAMRT.

2. Honorary Life Members

Members elected by the NLAMRT Executive who would not otherwise be eligible for membership in the NLAMRT and have rendered distinguished service to the Medical Radiation Technology Profession and/or Medical Radiation Sciences and their applications.

These members do NOT have voting privileges and may NOT hold office in the NLAMRT.

They have the privilege of attending all meetings, taking part in discussions and may be appointed to a committee as a member of the said committee.

STUDENT MEMBERSHIP

Members who are students in an accredited Medical Radiation Technology or Therapy Training Program in the province of Newfoundland and Labrador.

Student Members do NOT have the right to vote and may NOT hold office in the NLAMRT. They shall have the privilege of attending meetings and may serve as members of committees (but not as chairperson).

Student members shall not be recommended for examination leading to registration by the Canadian Association of Medical Radiation Technologists unless they have been a member of the NLAMRT for a period of at least one (1) year prior to the examination date.

5. APPLICATION FOR MEMBERSHIP:

(A) Persons seeking membership in the NLAMRT/CAMRT shall complete proper application forms available upon request from the Secretary Treasurer of the NLAMRT.

Such forms shall be returned, upon completion, to the Secretary Treasurer.

(B) Membership Cards bearing the name of the member, category of membership and expiry date shall be issued upon payment of appropriate annual dues.

6. MEMBERSHIP REGISTRY:

For the purpose of furnishing adequate and accurate information respecting the professional qualifications of members of the Newfoundland and Labrador Association of Medical Radiation Technologists, there shall be maintained by the Secretary Treasurer, in addition to any other information required by law, a REGISTER in which shall be recorded the names, addresses and membership category, respectively, held by all members. Such REGISTER shall be open to inspection by, or information from it given to, any person who satisfies the Secretary Treasurer that there is a bona fide reason for requesting access to or information from, such REGISTER.

7. TERMS OF MEMBERSHIP

CURRENCY REQUIREMENT

Purpose:

Currency hours are required to protect the public from unsafe use of Medical Radiation by an operator whose skills have not been utilized in a given period of time.

Policy:

A member applying for renewal of registration with the Newfoundland and Labrador Association of Medical Radiation Technologists who wishes to continue practicing or a member applying for re-entry to practice in a specified modality must demonstrate evidence of current qualifications and competent practice.

Proposal:

Members of the association must have at least **140** hours of clinical practice within a 3-year period to maintain or obtain their registration with the NLAMRT as a practicing MRT.

In the case where a member holds more than one speciality certificate:

- a. **140** hours of clinical practice in the primary discipline within a 3-year period is required to maintain registration with the NLAMRT as a practicing MRT.
- b. **70** hours of clinical practice in the secondary discipline within a 3-year period is required to maintain registration with the NLAMRT as a practicing MRT.

Currency hours worked must be verified through the members respective Human Resources department.

If an individual's hours cannot be verified, a completed logbook (available by request from the NLAMRT) will be required. Hours and dates worked must be recorded and co-workers, with a minimum of 5-years working experience, or a manager's signature must be obtained to verify these hours. Logbooks must be submitted to the NLAMRT when completed and before registration is renewed.

The policy will be effective on the date of incorporation into the by laws on a go forward basis.

REFRESHER CANDIDATES

Purpose:

To secure a standardized procedure for MRT's who have been out of practice for more than three years enabling those individuals the opportunity to gain re-entry to practice and become reinstated with the provincial and national associations.

Policy:

A technologist who has not practiced in the field of Medical Radiation Technology for more than three years shall be required to upgrade their skills as outlined by the following guidelines established by the Newfoundland and Labrador Association of Medical Radiation Technologists.

Absences of less than 3 years:

1. Applicant must meet currency requirements for all disciplines where reinstatement is requested. Currency hours for each discipline must be verified through the appropriate Human Resources department.
2. Upon verification of currency, the applicant must complete a re-instatement form accompanied by the applicable fees.

Absences of 3-5 years:

1. Applicant must complete clinical refresher training program.
2. Clinical retraining shall be undertaken only at an approved site. Arrangements are to be made by the re-trainee through the manager of the approved Diagnostic Imaging department. Rotation through **ALL** areas of diagnostic radiography is required; these areas will be identified in the re-trainee's logbook.
3. The re-trainee must complete a logbook provided by the NLAMRT and the supervising designate who has a minimum of 5 years working experience must certify competence in each identified area of the logbook during clinical training.
4. A minimum of **280 hours** of clinical retraining shall be required for previously certified technologists who have not been employed in their profession for more than 3 and less than 5 years.
5. Total hours of clinical retraining must be completed within one calendar year of the commencement of retraining.

6. Assessment of clinical skills shall be ongoing, with documentation being provided to the NLAMRT at the end of the retraining period. The completed work summary must be accompanied by a letter of recommendation from the management head or designate (eg. clinical instructor). Following this, retraining may be considered complete, and the non-active (or associate) member may be reinstated upon payment of registration fees as prescribed by the NLAMRT and the CAMRT.
7. Technologists are required to purchase Professional Liability Insurance provided by the Canadian Association of Medical Radiation Technologists during the period of retraining.

Absences of 5-10 years:

1. Applicant must complete both didactic and clinical refresher training.
2. Practical and didactical upgrading shall be undertaken only through an approved program of study and at an approved site. Arrangements are to be made by the re-trainee through the educational institute and the manager of the approved Diagnostic Imaging site. Rotation through **ALL** areas of diagnostic radiography is required; these areas are to be identified in the re-trainee's logbook.
3. The re-trainee must complete a logbook provided by the NLAMRT and the supervising designate who has a minimum of 5 years working experience must certify competence in each identified area of the logbook during clinical training.
4. A minimum of **700 hours** of clinical training shall be required for previously certified technologists who have not been employed in their profession for more than 5 and less than 10 years.
5. Total hours of clinical training must be completed within one calendar year of the commencement of retraining.
6. Assessment of clinical skills shall be ongoing, with documentation being provided to the NLAMRT at the end of the retraining period. The completed work summary must be accompanied by a letter of recommendation from the management head or designate (eg. clinical instructor). Following this, retraining may be considered complete, and the non-active (or associate) member may be reinstated upon payment of registration fees prescribed by the NLAMRT and the CAMRT.
7. Technologists are required to purchase Professional Liability Insurance provided by the Canadian Association of Medical Radiation Technologists during the period of retraining.

Absences of 10 years or more:

1. Requires **re-training** through an approved educational institution.

Technologists who are engaged in competent practice as a MRT:

For technologists who are engaged in competent practice as a MRT where radiography is the second discipline and would like to gain re-entry to practice radiography but do not meet the currency requirement:

1. Applicant must complete clinical refresher training.
2. Clinical retraining shall be undertaken only in an approved hospital. Arrangements for retraining are to be made by the re-trainee through the manager of the Diagnostic Imaging department. Rotation through **ALL** areas of diagnostic radiography is required; these areas will be identified in the re-trainee's logbook.
3. The re-trainee must complete a logbook provided by the NLAMRT and the supervising designate who has a minimum 5 years work experience must certify clinical competence in each identified area of the logbook during clinical training.
4. A minimum of **280 hours** of clinical training shall be required for previously certified technologists who have not practicing radiography as a primary discipline.

The policy will be effective on the date of incorporation into the by laws on a go forward basis.

8. MEMBER DUES:

Unless otherwise decided by members at any annual or special meeting of the Newfoundland and Labrador Association of Medical Radiation Technologists, each member, upon receipt of an annual dues notice, shall pay the annual membership dues and at such time as set by the Canadian Association of Medical Radiation Technologists and the Newfoundland and Labrador Association of Medical Radiation Technologists. The dues notice shall include both portions of the membership dues, where applicable.

9. TERMINATION OF MEMBERSHIP:

The following shall terminate membership in the Newfoundland Association of Medical Radiation Technologists:

1. Death of a member
2. Resignation in writing to the Secretary Treasurer
3. Non-payment of dues (ie. in arrears for current year by failing to pay dues by January 1st)
4. Disciplinary Action (refer to Complaints and Discipline Procedures)(Being Formulated)

10. REINSTATEMENT OF MEMBERSHIP:

- (A) Any member who has submitted a resignation from the Newfoundland and Labrador Association of Medical Radiation Technologists, in writing, to the Secretary Treasurer, may apply to the Secretary Treasurer of the Newfoundland Association of Medical Radiation Technologists for reinstatement as a member.
- (B) Any member whose membership has been terminated for non-payment of dues may apply to Secretary Treasurer of the Newfoundland and Labrador Association of Medical Radiation Technologists for reinstatement as a member. Reinstatement of membership shall be considered after payment of such amounts in respect of arrears and/or reinstatement fees as the Executive of the Newfoundland Association of Medical Radiation Technologists shall determine.

11.OFFICERS

- 11.1 The Newfoundland and Labrador Association of Medical Radiation Technologists shall have the following officers:

- President
- Vice President
- Secretary Treasurer
- Recording Secretary
- The Immediate Past President
- The NLAMRT Director to the CAMRT Board of Directors
- Magnetic Resonance Discipline Representative
- Nuclear Medicine Discipline Representative
- Radiation Therapy Discipline Representative
- Radiological Technology Discipline Representative

- 11.2 Executive positions of the Newfoundland Association of Medical Radiation Technologists are elected annually except for the CAMRT Director and the Immediate Past President.
- 11.3 Standing committees shall be comprised of member volunteers and/or appointees of the executive of the Newfoundland and Labrador Association of Medical Radiation Technologists.
- 11.4 The Maximum term of office for Executive positions of the Newfoundland and Labrador Association of Medical Radiation Technologists shall be:
- a. President - four years (2-consecutive two year terms)
 - b. Vice President - four years (2 - consecutive two year terms)
 - c. Secretary Treasurer - unlimited
 - d. Recording Secretary - unlimited
 - e. CAMRT Director - six years (i.e. two (2) consecutive three (3) year terms)
 - f. Immediate past president - one year
 - g. Discipline Representatives - unlimited
- 11.5 Member is unable to complete term of office: If any member of the Executive of the Newfoundland and Labrador Association of Medical Radiation Technologists is unable, for any reason, to complete his/her term of office, a replacement member shall be appointed by the Executive to fill the vacant position until the next annual general meeting where a member shall be elected or appointed to fill the position.
- 11.6 Expenses and Remuneration: Officers, Directors, Committee Members and any other persons who work on behalf of the Newfoundland and Labrador Association of Medical Radiation Technologists shall be remunerated for reasonable expenses incurred during those activities in accordance with the policies of the NLAMRT.

Remuneration beyond expenses shall not be awarded except where special work or mission is undertaken on behalf of the NLAMRT, which is deemed worthy of further compensation.

- 11.7 Committees: At the conclusion of the Annual General Meeting each year, the newly elected Executive Committee shall approve a chair for the following committees:

The President shall be ex officio a voting member of all committees

A. Standing Committees:

- a. Constitution and By Laws
- b. Education
- c. Finance
- d. Nominations
- e. Professional Practices
- f. Publications
- g. Public Relations

B. Special Committees:

The Executive Committee may establish, from time to time, special or ad hoc committees to further the objectives of the Newfoundland and Labrador Association of Medical Radiation Technologists.

C. CAMRT Representatives

- a. Council on Education Representatives (each discipline)
- b. Professional Practices Representative
- c. other CAMRT Representatives on approval of the Executive

D. Corresponding Members to the CAMRT

- a. CAMRT Foundation
- b. other corresponding members on approval of the Executive

12. INVESTMENT OF FUNDS

All monies of the Newfoundland and Labrador Association of Medical Radiation Technologists which are not immediately required to meet current expenses of the NLAMRT shall be invested in:

- 12.1 any Canadian or Provincial Government Securities or Trust Funds, or
- 12.2 Guaranteed Investment Certificates issued by Banks or Trust Companies which are fully protected by the Canadian Deposit Insurance Corporation, or
- 12.3 Mutual Funds which invest solely in the above securities, or

- 12.4 Any other investments as may, from time to time, be approved by the Executive Committee.

13. AMENDMENTS AND CONFIRMATION

- 13.1 Amendments to these By Laws may be made by a sixty-six percent (66%) majority vote of members voting at any regular meeting, but only after Notice of Motion has been given at a previous business meeting.
- 13.2 Notwithstanding the foregoing, the Executive Committee has the provisional authority to amend or repeal the provisions of these By Laws. Such changes effected shall, unless confirmed at a Special Meeting, have force until the next Annual General Meeting at which time the changes must be subject to approval by the members. In the event that such approval is not forthcoming, no act done or right acquired under the By Laws shall be prejudicially affected by the failure to confirm.

14. MEETINGS

- 14.1 Regular and/or Executive Meetings of the NLAMRT shall be held at such places and at such times as the Executive Committee may see fit. These meetings of the NLAMRT shall be held at least three (3) times per year and in a manner which allows executive committee members not normally within the meeting's geographical location, the opportunity to participate via the teleconference system, if these facilities exist at both locations.
- 14.2 Special Meetings of the NLAMRT shall be called by the Executive Committee within fourteen (14) days of a request by five (5) or more full practice members, as defined under Section 4 of these by laws.
- 14.3 The Annual Business Meeting shall be held during the Annual General Meeting of the NLAMRT. Except as otherwise provided by these By Laws, no business shall be transacted at any Annual or Regular/Executive Meeting unless a quorum of the members entitled to attend are present and recognized by the chairperson when such meeting proceeds to business.
- 14.4 Notwithstanding the above, the Executive Committee shall have the authority to call a meeting of the NLAMRT at any time.

15. NOTIFICATION

- 15.1 In the case of any Regular, Special or Executive Meeting of the NLAMRT, there shall be a written notification period of fourteen (14) days required for such meeting to take place. This notice shall be sent to the place of employment of all members required to attend any such meeting. The accidental omission to give notice of a meeting to any member shall not invalidate the meeting.

15.2 In the case of the Annual General Meeting, there shall be a written notification period of sixty (60) days required for such meeting to take place. This notice shall be sent to the place of employment of all members required to attend any such meeting. The accidental omission to give notice of a meeting to any member shall not invalidate the meeting.

16. ORDER OF BUSINESS AT MEETINGS

16.1 The following shall be the Order Of Business at meetings unless otherwise decided by the presiding officer:

Call to Order

President's Report

Minutes of Previous Meeting

Director's Report

Delegate's Report (Annual Meeting Only)

Correspondence

Secretary Treasurer's Report

Reports of Committee Chairs

Nominations (Annual Meeting Only)

Unfinished business

New Business

Election of Officers (Annual Meeting Only)

Selection of Next Meeting Place and Date

Adjournment

17. PRESIDING OFFICER

17.1 The President shall preside at all meetings of the NLAMRT. In the absence of that officer, the Vice-President shall take the chair. The absence of both these officers shall require the selection of a pro tem presiding officer by the Executive Committee.

18. QUORUM

- 18.1 A quorum at all meetings of the NLAMRT shall consist of not less than five percent (5%) of the membership. 17.2 A quorum for Regular or Executive Meetings of the NLAMRT shall consist of not less than four (4) members.

19. VOTING AT MEETINGS

- 19.1 At all meetings of the NLAMRT, voting shall be by a show of hands, unless a Poll is requested by any member. Decisions shall be reached by a simple majority (50% + 1) unless otherwise required by these By Laws.
- 19.2 If a Poll is demanded, or if the discretion of the Presiding Officer dictates that a Poll is required, Chair-appointed Scrutineers shall total the votes and report same to the Presiding Officer, who shall announce the results to the assembly for the record. All ballots shall be destroyed following a vote.
- 19.3 In the event of an equality of votes in any decision, the Presiding Officer shall be entitled to a second or deciding vote.

APPENDIX - I

Duties and Responsibilities of Individual Executive Members:

President:

The president shall have general supervision of all affairs of association. (NLAMRT)
The president presides at all meetings of the association and conducts all meetings in accordance with the Constitution and Bylaws of The Newfoundland and Labrador Association of Medical Radiation Technologists.
Co-signs all cheques made out by the association.
Represents our association at the annual and all other meetings of CAMRT.
The president shall be, ex-officio, a member of all standing committees.

Immediate Past President:

Acts as Nominating Committee Chairperson.
Corresponds with the Secretary Treasurer to maintain a current list of members before elections.
If the President is re-elected, this officer has the option of continuing to hold the office or retires at the end of the normal one-year term.

Vice President:

Assists the president in every way.
Assumes the President's Chair in the absence of the President at all meetings.
Accepts the functions and responsibilities of the President if the President resigns.
Corresponds with the conference chairperson in preparing the Annual General Conference.
Is the alternate delegate at the annual meeting of the CAMRT.
In the absence of the Past President the Vice President assumes the duties as the Nominating Committee Chairperson.
Acts as a liaison with the NLAMRT annual conference chairperson and or acts as chairperson when the NLAMRT Annual Conference is planned by the Executive.

Secretary Treasurer:

Receives and bills all moneys and keeps records of all financial transactions of the association.
Submits a brief written statement of the Association's financial status at all executive and general meetings.
Is responsible for investment of funds as per our constitution and by laws.
Chairs the Finance committee.
Co-signs all cheques made out by the association.
Keeps and maintains an accurate register of all members and shall perform other duties assigned by the executive.
Assists the Nominating Committee Chairperson in the election of society officers.

APPENDIX - I (cont'd)

Recording Secretary:

The recording secretary shall have charge of the Minutes of all executive and general meetings.

Attend all executive and general meetings in order to record the minutes of the meetings.

Sends out notices of all meetings.

Performs other clerical duties as assigned by the president.

Keeps and maintains the past records, minutes, and the archives of the NLAMRT.

Assures all records and archives are safely kept and passed on to the next elected officer.

Director:

Requires previous experience on the NLAMRT executive or as a CAMRT committee member prior to being eligible for office.

Represents the provincial association (NLAMRT) on the board of directors of the Canadian Association of Medical Radiation Technologists.

Follows the duties as outlined in the CAMRT constitution.

Reports on a timely bases to the provincial executive and members of the NLAMRT.

Gives final approval to applicants for reinstatement to the CAMRT.

Radiography Representative:

Attends all meetings of the NLAMRT.

Represents members in all matters as it relates to the practice of Radiography.

If required, reports on an annual bases of activities.

Nuclear Medicine Representative:

Attends all meetings of the NLAMRT.

Represents members in all matters as it relates to the practice of Nuclear Medicine.

If required, reports on an annual bases of activities.

Radiation Therapy Representative:

Attends all meetings of the NLAMRT.

Represents members in all matters as it relates to the practice of Radiation Therapy.

If required, reports on an annual bases of activities.

Magnetic Resonance Imaging (MRI) Representative:

Attends all meetings of the NLAMRT.

Represents members in all matters as it relates to the practice of MRI.

If required, reports on an annual bases of activities.

Appendix II

Duties and Responsibilities of committee chairpersons:

Constitution and By laws:

Attends all meetings of the NLAMRT.

Guards against the establishment of procedures which may be contrary to the Constitution and By laws.

Reports to the executive on all matters as it pertains to the Constitution and By laws of the NLAMRT.

Maintains and revises the constitution on an ongoing basis as changes are at convention.

Performs other duties as may be outlined by the executive.

Education and Student Liaison Officer:

Attends all meetings of the NLAMRT.

Stimulates interest in the presentation and writing of technical papers.

Prepares education seminars for quarterly meetings if required and liaisons with the AGM chairperson or AGN education committee in planning the education seminars.

Performs other duties as may be outlined by the executive.

Liaisons between the executive and the student body in accordance with the student Constitution and by laws.

Plans and organizes in conjunction with the student body all activities including graduation exercises.

Finance:

Attends all meetings of the NLAMRT.

Chaired by the Secretary Treasurer.

Maintains records and budgets and carries out the financial matters of the association.

Reports to the executive as required.

Nominations:

Attends all meetings of the NLAMRT.

Chaired either by the Immediate Past president or the Vice President.

Maintains a current list of Executive and Committee members and their terms of office.

Compiles a list of active members in good standing willing to stand for office.

Professional Practices: Three-Year Term

Attends all meetings of the NLAMRT.

Fosters professionalism and works with other provincial committee members for the benefit of all association members.

Represents our association NLAMRT at the annual meetings of the Professional Practices Committee of the CAMRT.

Reports on a timely basis on all current activities of the committee. Liaison with the executive and other committee members on professional practices issues.

APPENDIX - II (cont'd)

Publications:

Attends all meetings of the NLAMRT.

Publishes a newsletter of all matters pertaining to profession.

Publishes any reports when requested by the executive.

Works with the Nominations Committee in carrying out our annual elections.

Maintains records of all expenses in the management and publication of the newsletter.

Performs any other publication duties requested by the executive.

Public Relations:

Attends all meetings of the NLAMRT.

Promotes and fosters the well being of the NLAMRT.

Works with the president and others to carry out publicity campaigns to highlight our profession.

Works with the CAMRT with their publicity campaign in this province. Liaison with the executive and other committee members on public relation issues.

Where possible clears all prepared publications with the executive before publication.

Performs other duties as may be outlined by the executive.

Appendix III

(Limited Practice Scope and Guidelines)

Scope of Practice

1. Limited Practice Members (LPM) should work in areas that are under-served by Registered Technologists. Their scope of practice should be limited to specific body areas taking into account the patient's condition at the time of the procedure. For example, if the LPM will be expected to radiograph severe trauma patients, then there would be an expectation that their skill set would include not just "chest procedures," for example, but "chest procedures on a severely traumatized patient."
2. The length and depth of both clinical and didactic portions must be appropriate for the stated scope of the program.
3. A system should be in place for ongoing monitoring of the quality of work and procedures produced by the LPM.
4. Similarly, a system should be in place for the regular review of procedures by the LPM. These procedures could include (but not necessarily be limited to) examination routines, quality control and troubleshooting equipment problems, etc.
5. The geographical location or practice situations in which a limited practice member may provide service should also be defined.
6. National mobility is not available for LPM's, since the NLAMRT governs access to this category.

APPENDIX - III (cont'd)

LIMITED PRACTICE GUIDELINES

A person must meet the following criteria in order to be eligible for NLAMRT Limited Practice Membership.

The individual must have successfully completed a formal training program from a recognized educational institute.

The formal training program must include an examination at the end of the course.

The individual must have successfully completed the examination at the end of the training program.

The clinical component of the training program should preferably comprise 50% or more of the total program, and be appropriate to the scope of the practice approved for the LPM.

Suitably qualified instructors (MRT's and others appropriate to course content) must teach the training program and evaluate the individual.

The relevant Provincial or Federal Department of Health and Education must approve the formal training program.

NLAMRT CONSTITUTION AND BYLAWS

APPENDIX - IV

Sample Publication to be issued yearly for Elections

HELP ELECT YOUR EXECUTIVE FOR THE COMING YEAR

Newfoundland and Labrador Association of Medical Radiation Technologists

The following is a list of Executive Offices to be filled from the membership at large. Also included is the length of the term of office, starting date of the term and the name of an individual already submitted by the Nominating Committee.

You, the member, whether full practice or non-practicing, are eligible to add to the list of nominees for the above offices by completing the following Nomination form and mailing it to:

Nomination Committee Chairperson
NLAMRT Provincial Office
P O Box 29141, Torbay Road Post Office
St. John's, NF A1A 5B5

1. President - 2 Years
2. Vice-President - 2 Years
3. Secretary-Treasurer - Unlimited
4. Recording Secretary - Unlimited
5. Director - 3years (CAMRT appointment)

I, _____ as a member in good standing of the Newfoundland and Labrador Association of Medical Radiation Technologists, do hereby nominate

_____ for the office of _____

Signed this _____ Day of _____, 20 _____

Nominator's Signature: _____ Reg. No: _____

Nominee's Signature: _____ Reg. No. _____

(DETACH, FILL OUT, AND MAIL, NOW!!)

NLAMRT CONSTITUTION AND BYLAWS

APPENDIX – V

Sample Mail-In Ballot to be distributed to members each year for Elections

MAIL-IN BALLOT

Instructions:

1. Complete ballot by marking your choice with an “X” in the space provided.
2. Detach BALLOT from the instruction page.
3. Fill out identification portion from the Ballot.
4. Detach identification portion from the Ballot.
5. Place the BALLOT ONLY in the envelope marked “BALLOT” and seal it.
6. Place both the Ballot envelope and identification portion inside self addressed envelope.
7. Affix sufficient postage and mail.
8. To be counted, mail must be postmarked no later than **March 31st**.

DETACH HERE

BALLOT

President:

1. Jane Doe
2. Bill Smith

Vice President:

1. Richard Martin
2. Tom Jones

DETACH AND PLACE IN BALLOT ENVELOPE

IDENTIFICATION PORTION

Name (Please Print) _____

Address _____

Signature _____ CAMRT. Registration No: _____

Instructions: Please place this form plus sealed Ballot envelope in self-addressed envelope and mail to:

Nominating Committee Chairperson
NLAMRT
P O Box 29141 Torbay Road Post Office
St. John's, NF
Canada A1A 5B5