

# RADIATION THERAPISTS OF WISCONSIN

## BY-LAWS

1.29.2022

### **Article 1: Name**

The name of the Society shall be Radiation Therapists of Wisconsin; RTOW, hereinafter referred to as the Society.

### **Article 2: Mission**

Radiation Therapists of Wisconsin will provide, promote, and educate radiation oncology professionals with opportunities that will heighten professional growth on information and/or issues relating to radiation therapy.

The RTOW will achieve this mission by:

Providing:

- Spring and Fall meetings
- Board member leadership
- Opportunities for mini-meetings
- Financial support for national representation
- Financial support for student achievement award
- Financial support for student/therapist paper essay competition
- Financial support for member scholarship award

Promoting:

- Professional growth through educational activities
- Society involvement: local and national
- Nondiscriminatory membership
- Advocacy of the profession
- Membership representation on executive board positions including radiation therapy interns in membership, activities, and executive board representation

Educating:

- Radiation therapy interns

- Through meeting attendance
- Current issues related to radiation therapy
- Community based education
- Current trends in new technologies
- Continuing education compliance

**Article 3: Meetings:** The Society will have meetings for purposes of education, business and Executive Board.

**Article 3A: Educational and Business Meetings**

1. The Society shall hold a Spring and a Fall meeting to which all members are invited.
2. The hosts of the meeting will set the place and date of the meetings with the approval of the Executive Board.
3. The majority of Active, Retired and Student members at the meeting shall constitute the voting power for the enactment of Society business.
4. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.
5. Special meetings may be held on a timely basis as so determined by the President or by twenty percent of the membership (20%).

**Article 3B: Executive Board Meetings**

1. The Executive Board will set the place and date for the meetings.
2. Special meetings may be held on a timely basis as so determined by the President or by twenty percent of the Board membership (20%).

**Article 4: Membership**

- I. Membership in the Society shall be offered to any person who meets the qualifications for membership.
- II. There shall be four (4) categories of membership: ACTIVE, STUDENT, DOSIMETRY STUDENT, and RETIRED.  
 \*\*Student is known to be the radiation therapy student for the purpose of the rest of the by-law documents

- III. Responsibilities and privileges of membership include receiving member rates for educational meetings, making motions, voting, eligibility for office or committee appointment and all other privileges customarily incident to membership in a professional society or set forth in the Radiation Therapists of Wisconsin Policies and Procedures.

#### **Article 4A: Qualifications For Membership**

Active Members shall be defined as any person holding an active ARRT registry in Radiation Therapy, Radiography, or Medical Dosimetry and is not limited to being employed in a hospital or freestanding Radiation Oncology Department.

Student members shall be those students who are enrolled in an approved Radiation Therapist or Dosimetry training program. Those members furthering education other than the initial radiation therapy or dosimetry degree will fall in to active member status. Eligibility for this category shall extend during the entire course of study, terminating upon the next scheduled membership renewal date following graduation. Student members shall receive all privileges of members with the exception of holding office other than Student Representative to the Board.

Retired members shall be those persons 55 years of age or older who are formally retired from an active Radiation Oncology setting. Retired members shall have all the privileges of membership extended by the Society.

Lifetime Membership shall be those persons retiring and nominated by their co-workers to an Executive Board member. Approving the lifetime membership is voted on by the membership. Person must have a minimum of 15-year membership in the RTOW and served in some capacity on the Executive Board. Lifetime members shall have all the privileges of membership extended by the society. It is the member's responsibility to notify the RTOW of change of address.

#### **Article 4B: Dues Categories:**

Dues shall be recommended by the Executive Board and voted on by the membership for the following categories of membership:

Active, Student, Dosimetry Student, and Retired

Renewal can occur anytime in the calendar year and with that there will not be a late fee enforced.

#### **Article 5: Officers**

Officers shall consist of a President, President-Elect, Secretary and Treasurer.

#### **Article 5A: Elections**

1. Active, Dosimetry Students and Retired members shall be eligible to hold office. Nominations for eligible members may be made from the floor at an RTOW meeting or submitted to the President up to one month prior to the meeting that is designated for the membership to vote.
2. Election by ballot or show of hands will take place at the designated RTOW meeting. An absentee ballot may be cast by a member only if he/she notifies his/her Area Representative of this intent and submits the ballot to the Area Representative or President prior to the time of the meeting. The name of the member voting in this fashion must be enclosed along with the ballot. The Secretary will ascertain proof of membership.
3. If there is but one candidate for each office, the election may be viva voce (by voice vote). The candidate for each office receiving the majority of the votes shall be declared elected. The newly elected officers shall assume their duties during that Fall Meeting and shall hold office until elections of their successors.
4. The Society shall elect every-other year a President-Elect whose term shall be one year as President-Elect followed by a two-year term as President and a one-year appointment to the Executive Board as Past President.
5. The Society shall elect a Secretary and a Treasurer every two (2) years.
6. An area Representative for each of the four areas of Wisconsin (Northwest, Northeast, Southwest and Southeast according to the attached map). Members in their respective area of Wisconsin will elect the Area Representatives.
7. In the event that the office of President becomes vacant, the President-Elect shall fill such vacancy for the unexpired term. Serving in this capacity shall not be counted as part of the next presidential term. In the event that the office of President-Elect becomes vacant, such vacancy shall be filled by a special election. During the scheduled term without a filled President-Elect the board will operate without the President-Elect position. In the event that the office of Secretary or Treasurer becomes vacant, such vacancy shall be filled by an appointment of the Executive Board for the remainder of the term.
8. There will be one or two Webmaster(s) on the Executive Board that will have rotating terms. Each individual term will last at least two (2) years; thereafter it is up to the individual if they want to step-down or to the Executive Board to propose a new candidate. The Webmaster position will be determined by an Executive Board vote after nomination. If a RTOW member is interested in nomination, they should contact an Executive Board member.

#### **Article 6: Duties of Officers and Members of the Executive Board**

The duties of the Officers shall be as follows:

- A. ALL:** Voting and Non-voting board members shall attend all executive board meetings. If unavailable to attend, board member must inform President and pass along all updates.
- B. President: (2-year term)**
  1. Shall preside over all meetings of the Society and the Executive Board
  2. Shall prepare the agenda of all meetings chaired by the President.

3. Shall represent the Society at required functions.
4. Shall co-ordinate meetings with the appointed meeting chairperson.
5. Shall appoint all committee members and chairpersons with the approval of the Executive Board, except as otherwise prescribed by the By-laws
6. Shall inform the membership of actions taken by the Executive Board.
7. Shall perform such duties as may be delegated by the Executive Board and any additional duties customarily incident to the office of the President.
8. Shall provide mentoring and assistance to the President-Elect.
9. Shall be a member of WSRT and represent the Society at the WSRT Board meetings. (The President may delegate this responsibility to another Executive Board member if necessary.)
10. Shall be a member of the ASRT.
11. Shall be a voting officer of the Executive Board.

**C. The President-Elect: (1-year term)**

1. Shall precede the President in office.
2. Shall preside in the absence or disability of the President.
3. Shall assist the President in performing the duties of his/her office and shall familiarize himself/herself with those duties.
4. Shall perform such duties as may be delegated by the Executive Board, and any additional duties customarily incident to the office of the President-Elect.
5. Shall study the Society's Bylaws and all proposed changes or additions to the By-Laws.
6. Shall rewrite such changes, convene a committee as necessary to review them and submit such recommendations to the Executive Board.
  - a) Shall appoint a board member and/or member of RTOW to be a By-law Administrator of whom will help with the re-writing of changes and with updating the by-laws to remain current and up to date. The administrator position will be a commitment of two years, the year of appointment and the following consecutive year when there is no president-elect to help with continuity of bylaw proposals and changes.
7. Shall be a member of ASRT and serve as a liaison to that organization.
- 8.. Shall attend all business sessions and meetings of the Executive Board without voting privileges.

**D. The Past President (1-year appointment to the Board)**

1. Shall succeed the President in office.

2. Shall assume such duties as are delegated by the President and/or the Executive Board.
3. Shall provide continuity and mentoring the President and President-Elect.
4. Shall provide continuity, mentoring, and support to area representatives in fulfilling their duties as area representatives.
5. Shall compile and maintain archives of such material as pertinent to the Society and its members.
6. Shall prepare at least one (1) historian annual report, as directed by the Executive Board.
7. Shall perform such duties as may be delegated by the President or Executive Board.
8. Shall serve as non-voting member on the Executive Board.

**E. The Secretary: (2-year term)**

1. Shall keep the minutes of the meetings of the Society and of the Executive Board.
2. Shall be responsible for the maintenance of permanent records of the Society and shall keep on file all reports presented to and by the Executive Board.
3. Shall have custody of secretarial records and all legal documents relevant to the current term of office.
4. Shall be responsible for-notification of membership applications on a timely basis.
5. Shall be responsible for keeping a list of all members, their addresses and telephone numbers and for issuing a revised directory of the Society on an annual basis.
6. Shall submit the minutes to the membership in the publication of the newsletter following each meeting.
7. Shall co-ordinate the Newsletter with the assistance of the Area Representatives and receive approval from the President prior to publications.
8. Shall perform such duties as may be delegated by the Executive Board and any additional duties customarily incident to the office of the Secretary.
9. Shall be a member of the ASRT.
10. Shall be a member of the WSRT.
11. Shall be a voting officer of the Executive Board.

**F. The Treasurer: (2-year term)**

1. Shall be responsible for the collections of dues.
2. Shall receive and disburse funds.
3. Shall report on the Society's current financial status and prepare an annual financial report to the Executive Board and the membership at meetings.

4. Shall deposit funds in designated financial institutions as approved by the Executive Board.
5. Shall pay by check, bills approved by the President and authorized by the Executive Board and submit a financial report upon request.
6. Shall keep and preserve proper vouchers, receipts, and books of accounts per approved forms as permanent records, which shall be open to inspection by the Executive Board to audit at any time.
7. Shall be bonded. (The fee for bonding to be paid by the Society.)
8. Shall turn record/books over for audit as directed by the Executive Board. This action shall be carried out every year, or at the discretion of the Executive Board.
9. Shall perform such duties as may be delegated by the Executive Board and any additional duties customarily incident to the office of the Treasurer.
10. Shall be a member of the ASRT.
11. Shall be a member of the WSRT.
12. Shall be a voting officer of the Executive Board.

**G. The Area Representative (2-year term)**

1. Shall represent one of the four designated areas of Wisconsin; not limited to having to be employed or living in area of representation.
2. Shall encourage new membership in his/her designated areas.
3. Shall introduce potential new members to the Society and provide names and addresses of potential new members to the Secretary.
4. Shall provide assistance with the Society Newsletter.
5. Shall provide assistance with the annual society meeting if held in his/her area.
6. Shall perform such special projects delegated by the President.
7. Shall communicate regularly with members of their area.
8. Shall be responsible for designation of a recipient for charitable contribution as directed by the Executive Board.
9. Shall perform a minimum of one community service act per year in their district in honor of RTOW.
10. Shall serve as a non-voting member of the Executive Board attending meetings, advising officers, and performing such duties as may be delegated by the Executive Board.

**I. Student Representative: (1-year term)**

1. Shall communicate with student members prior to and after meetings.

2. Shall promote membership among radiation therapy and dosimetry students.
3. Shall provide assistance with the newsletter.
4. Shall consist of two students, the RT Club President from the class on campus at UW-La Crosse, and the outgoing RT Club President, representing the class at internship.
5. Shall represent student members as a non-voting member at Executive Board meetings.

**J: Webmaster: (at least 2-year term)**

1. Shall post updates and changes to the RTOW webpage ([www.rtowonline.com](http://www.rtowonline.com)) as instructed by the President or Executive Board regarding official RTOW documents.
2. Shall post other updates at the discretion of the Webmaster – for example job postings, paper competition awards and summaries, meeting updates, et cetera.
3. Shall serve as an ex-officio (non-voting) member on the Executive Board.

**Article 7: Committees**

The President shall appoint committees from time to time as is deemed necessary or as is requested by the Executive Board. Because of the stated mission of the Society, the Chairs of the committees shall be ex-officio members of the Executive Board.

**Article 8: The Executive Board**

1. The affairs of the Society shall be administered by the elected officers who shall consult with the Executive Board in matters of the Society's mission, functions, activities, duties, responsibilities and affairs.
2. The Chairperson of the Executive Board shall be the President. Voting members of the Executive Board shall be the current elected officers. Ex-officio members shall include the immediate past president, the president-elect, the Student Representatives, the four Area Representatives, webmaster and other persons appointed by the President for the completion of a specified task or representing a committee, the appointment to expire with the completion of the task or committee.
3. The Executive Board shall have the authority to approve donations to individuals or organizations seeking contributions up to \$500 without membership approval. A report of such decisions is to be given to the membership.
4. The Executive Board shall have the authority to approve cash advances up to 75% of total estimated expenses requested by members planning a RTOW function.
5. The Executive Board will review the Treasurer's annual financial report.
6. The Executive Board will be responsible for any other duties covered in other articles of the By-laws.



## **Article 9: Amendments**

1. The Radiation Therapists of Wisconsin By-laws may be amended at any time by a majority vote of members present at the meeting during the vote this includes of Active, Retired, Dosimetry Student, and Student members as well as any absentee ballots.
2. All proposed amendments (or revisions) should be sent to the President Elect for review. Such proposals shall be prepared and presented to the Executive Board.
3. All amendments proposed in accordance with the By-Laws will be presented to the membership with the recommendation of the Executive Board. The President shall direct the Secretary to notify the membership of the proposed amendment at least one month prior to the meeting at which the vote may be taken. Any member unable to attend the meeting has the option of voting by absentee ballot in a manner consistent with that described in Article 5A. A majority vote of those present at the time of vote of Active, Inactive, and Retired, and Student members shall be necessary to amend the Bylaws.
4. Approved amendments of the By-Laws will take effect immediately upon announcement of adoption.

## **Article 10: Dissolution**

Dissolution of this Society shall occur at the passage of suitable amendment to these By-Laws. The funds remaining in the treasury after payment of the incurred debts shall be donated to the American Cancer Society.

## **Article 11: Enactment**

Persons contacted throughout the state by the Secretary-Treasurer by mail shall vote to adopt these By-Laws. A majority of the votes cast at that time being in favor of enactment, these By-Laws shall thereby be enacted and shall become immediately effective.

## **Radiation Therapists of Wisconsin**

### **Policies and Procedures**

#### **Section 1: Mission and Vision**

Radiation Therapists of Wisconsin will provide, promote, and educate radiation oncology professionals with opportunities that will heighten professional growth on information and/or issues relating to radiation therapy.

The RTOW will achieve this mission by:

- A. Providing:
  - Spring and Fall meetings

- Board member leadership
- Opportunities for mini-meetings
- Financial support for national representation
- Financial support for student achievement award
- Financial support for student/therapist paper essay competition
- Financial support for member scholarship award

B. Promoting:

- Professional growth through educational activities
- Society involvement: local and national
- Nondiscriminatory membership
- Advocacy of the profession
- Membership representation on executive board positions including radiation therapy interns in membership, activities, and executive board representation

C. Educating:

- Radiation therapy interns
- Through meeting attendance
- Current issues related to radiation therapy
- Community based education
- Current trends in new technologies
- Continuing education compliance

The vision of RTOW will include and aspire to the following:

Membership

- Support high quality educational opportunities.
- Inform members of national and state issues related to radiation therapy.
- Enhance communication among members throughout each district.
- Heighten national involvement from society membership.

Community

- Heighten awareness of the society within the community of each district.
- Seek out opportunities to educate and promote oncology related topics to communities.
- Promote awareness of the radiation therapist's role as cancer care provider.

#### Financial

- Allocate financial resources, which demonstrate conscience decision-making.
- Remain fiscally responsible annually.
- Expend finances for the betterment of the society.
- Utilize finances to allow professional growth.

### **Section 2: Benefits of Membership**

1. Notification of meeting locations and dates will be made in the newsletter and by meeting announcements prior to each meeting made available to all members.
2. All members shall have access to any RTOW meeting or mini-meeting.
3. The secretary with member's home addresses shall maintain a mailing list of members. A directory of members and where they work will also be compiled.
4. Mailing lists may be sold for \$50 only for professional purposes, not for marketing. The Executive Board may waive the fee.
5. Job ads may be placed in the newsletter.
6. Members can expect that meeting minutes will be available within one month of a business meeting.
7. Paid active membership of 3 or more consecutive years, (not to include any years as a student member) will benefit member to be placed in random drawing for financial support to attend national conferences, such as but not limited to: ASRT Radiation Therapy Conference, ASTRO, ASRT Leadership Meetings, ASTRO Billing and Coding Course, etc.

### **Section 3: Business of the Society**

1. The frequency of business and Executive Board meetings and the duties and powers of the Board are included in the Bylaws.
2. The Executive Board can decide on expenditures under less than or equal to \$500, expenditures over that amount must be voted by the membership. The membership must also vote on bylaw and policy changes.

3. A formal funding request must be submitted to the president at or before a board meeting, if action is requested at that meeting.
4. The secretary may decide to set up a post office box for convenience in RTOW correspondence.

**Section 4: Meeting Planning**

1. A meeting-planning guide will be kept updated along with the policies and procedures and will be made available to meeting planners as requested.
2. Host locations of meetings will be determined on a volunteer basis with encouragement to rotate meetings equitably between the four designated areas (NE, SE, SW, NW).
3. Hosts of meetings will apply for ECE recognition from ASRT and MDCB, with help from the board and the assigned ASRT credit submitters.
4. Out of state registrants for most meetings are encouraged. Meeting notices may be made available to hospitals and departments in Illinois, Iowa and Minnesota as appropriate.
5. Any member may submit a suggestion for speakers to his/her area representative.
6. The secretary will maintain a speakers list of RTOW members to share with any organization-requesting speakers on radiation therapy topics.
7. Differences in meeting fees between non-members and members should be double the cost of the annual RTOW membership fee.
8. Guidelines on expenditures for speakers shall be as follows: For each Full 1.0 Credit awarded by the ASRT there will be a maximum \$200 honorarium awarded to the speaker(s); a panel is considered for the amount of credit awarded, not the number of panelist and thus will be divided equally. Any credit awarded over 1.0 will be compensated above the \$200 maximum. If the ASRT awards less than full credit the break down will be as such at the most:

2.0 Credits=\$400	1.0 Credit= \$200
1.75 Credits=\$350	0.75 Credit= \$150
1.5 Credits=\$300	0.5 Credit=\$100
1.25 Credit=\$250	0.25 Credit= \$50

In addition, if speaker is not local (more than 55 miles away) to the location of the meeting, mileage may be reimbursed. Mileage will be reimbursed at the current federal rate, not to exceed a \$100. Total honorarium pay-out will be \$300 plus advanced meeting registration for an active RTOW member if requested for a 1.0 credit presentation, unless the speaker is subsidized by an outside donation. If the credit awarded exceeds more than 1.0, then the total will be adjusted to meet the maximum amount per credit and reimbursing mileage not to exceed \$100.

Meeting planner/organizer should inform RTOW Treasurer of the details of the type of reimbursement need to be submitted on the honorarium reimbursement form along with the outline of speaker's presentation so to be reimbursed at the time of the meeting.

In the event, a speaker is also an attendant of the meeting and an active RTOW member, the advanced registration fee will be waived.

Scholarship award speaker will not receive any reimbursement since speaking is a condition of the scholarship.

9. Updated mailing labels will be sent from the secretary two months prior to the meeting for sending meeting notices to members. The treasurer upon presentation of a receipt will reimburse postage.
10. The meeting host/planner will submit a financial report of the meeting to the treasurer within one month after the meeting.
11. Mini-meetings are encouraged. The host of such a meeting is asked to notify the area representative of such plans. The area representative will assist in notifying potential attendees. The host of the meeting is encouraged to cover the cost of the meeting through member fees, vendor solicitation, and institutional support but a maximum from contribution of \$150 would be available from the RTOW to assist with meeting costs.
12. There will be no reimbursement for cancelled meeting registration.
13. Meeting Planner/Organizer can raise/reduce rates for meeting equally across the member registration fees, but the non-member fees will remain the same. In order to have the fees changed, planner must contact the President or Treasurer to have this discussed with the RTOW Board no later than 2 months prior to the meeting date. The current approved amounts are as followed and do not need to be discussed with the board if maintain at this rate.

Advanced Registration - Member – \$30.00  
Advanced Registration - Student Member – \$10.00  
Late Registration - Member – \$60.00  
Late Registration - Student Member – \$35.00

Advanced Registration - Non-members – \$60.00  
Advanced Registration - Student Non-Member – \$15.00  
Late Registration - Non-Member – \$80.00  
Late Registration - Student Non-member – \$45.00

#### **Section 5: Financial Aspects**

1. The Treasurer can approve financial commitments for meetings.
2. The Treasurer will have the ability write checks or use the debit card for approved expenses.
3. Types, of accounts (i.e. Checking or savings or certificate of deposit) and the location of the bank can be made by the Treasurer under the direction of the Executive Board. Safety of the investment is important in such decisions.
4. Reimbursement for expenses of Executive Board and Committee meetings shall be according to the following guidelines. Mileage for travel > 35 miles from home is reimbursed at the federal rate. MapQuest or similar data must be submitted to show mileage. Meals during meetings will be paid by RTOW, not to exceed \$25 per attendee and no alcoholic beverages. If a meeting requires an overnight stay the Board or Committee members may be reimbursed for the half of the hotel room cost per board member sharing the room of the RTOW meeting chosen hotel if not paid by an employer. (A receipt is required.)
5. Current dues rates are as follows:
  - \$30 for Active members
  - \$15 for Student
  - \$20 for Retired
  - 50% Discount Graduate Bridge

Student memberships will be pay for membership in the fall of their year on Campus at UW-Lacrosse, which will include their membership for the remainder of that calendar year, as well as the following. They will then pay again the January of their year at internship. They will be considered student members until graduation, then members until the end of that calendar year.

First year after graduation, graduating class will receive a promo code for a discounted rated for the first membership as ACTIVE member status. Discount rate will be half off (50%). This code will only be active during the renewal period and will expire after January 31.

The Webmaster and executive board members will receive free membership while holding office as an active officer on the board.

The Executive Officers and Webmaster will be provided with or reimbursed for the bi-annual fall and spring meeting registration fees following their elections.

1. The treasurer will seek bonding from an insurance company at the beginning of his/her term.
2. Another Executive Board member and two members of the society will do an Audit of the financial books in the month of March or the month of the spring meeting.
3. RTOW will pay the annual membership fee to ASRT and the WSRT for the Secretary, Treasurer, and President while holding office as an active member on the board.
4. An annual donation of \$100 will be given per year to each district for support in community activities that will be in honor of RTOW. The donation will be given per the request of the Area Representative and will not be used for registration or pledges.
5. Address labels may be sold to vendors in the amount of \$50.00 per set.
6. Vendors may advertise in the newsletter or on the website to \$50.00 ea. or \$75.00 for both per time.
7. An audit of the financial records will be done quarterly.
8. RTOW will sponsor the ASRT and WSRT membership for the Secretary, Treasurer, and President during their term of office. If any of the RTOW Board Officers were to step down during their terms, reimbursement to the RTOW fund is required.
9. RTOW will sponsor a lottery/random drawing for paid active members with 3 or more consecutive years of membership, (not to include any years as a student member). The drawing will be annually in February of each year, as long as the RTOW budget does not drop below \$5,000.
  - a. Registration will open for this lottery January 1 and remain open until January 31<sup>st</sup> of each year. To be included in the lottery, active members must register.
  - b. The drawing prize will consist of \$1,200.00 monetary gift to be used for attendance at national conferences, such as but not limited to: ASRT Radiation Therapy Conference, ASTRO, ASRT Leadership Meetings, ASTRO Billing and Coding Course, etc.
  - c. Winner will be asked to submit an estimated meeting/travel budget to treasurer and president with the various expenses anticipated on the trip. Treasurer can then submit payment to winner, up to \$1,200.00. Post conference, copies of all receipts should be sent to the treasurer within 30

days of conference. In the event, conference cost would exceed the RTOW gift of \$1200, the remainder of cost would be up to the winning member.

- d. Winner will be asked to write a 2-3 page paper on what was learned at conference and how he/she plans to use that information back in his/her clinic. Also, proof of attendance will be asked to be given to RTOW President. Paper to be read at business meeting by the President or his/her designee if winner does not wish to present.
- e. Winning member would not be eligible for this RTOW lottery for five (5) years after being drawn.
- f. If winner must cancel attendance at conference, reimbursement will be subject to board discretion.

#### **Section 6: Awards and Paper competitions**

1. An annual student achievement award of \$200 will be given to one student at each of the internship sites of the Radiation Therapy program at University of Wisconsin La Crosse.
2. Criteria for this award are determined by the RTOW and are located on the website.
3. An annual paper competition will be held for students and for therapists. The award levels are \$150 for first place, \$100 for 2nd and \$50 for 3rd. Criteria for judging is included in appendix 2. Three judges are customary and their scores are added.
4. Presentation of winning papers is required in some form, either at an RTOW meeting, mini-meeting, to fellow students or to clinical site staff.
5. Abstracts of the winning papers will be placed on the website; therapists may request a copy of the paper to read from the secretary.
6. RTOW may provide recognition awards to members for service to the society and/or the profession.
7. A \$1000 scholarship will be available for a RTOW member who is pursuing an advanced or graduate degree. The criteria for each applicant are as follows: currently enrolled in courses at an accredited school with at least a 3.5 GPA (submit a notarized copy of school transcripts) and submits a page essay stating why and how the degree will enhance the advancement of the profession to the current president of RTOW. The due date is January 31. The board will vote on a recipient at the Spring Board Meeting and announce the selected recipient at the Spring Business Meeting.

#### **Section 7: Publications**

1. The newsletter shall be published at least twice per year, following the spring and fall meetings and more frequently as necessary.
2. The newsletter shall contain minutes of the meetings, acknowledgement of vendors and contributors, announcements related to job or personal/social interest. Any announcements must be submitted to the secretary at the meeting or no later than one week after.

**Section 8: Duties of Officers and elected officials**

1. Duties of officers and other elected officials are described in the bylaws.
2. In period of transitions from old to new officers the experienced member is asked to orient his/her successor and pass over any pertinent records.
3. New board members should be invited to the Executive board meeting prior to the beginning of his/her term. An educator and host of the next meeting shall be invited to the Executive Board meeting.

**Section 9: Committees**

1. RTOW has no standing committees.
2. The President will appoint committees as required.
3. Each committee will appoint a Chair, who will become an ex officio board member during the time the committee is meeting.