AMT Student Society Guidelines
AMT encourages schools to form AMT student chapters for students enrolled in allied health programs (medical and dental assisting, phlebotomy, and clinical laboratory science.) A student society, at the school or college, is an excellent way for students to network, get to know one another, and to learn teambuilding and leadership skills.

Forming a student society encourages students and faculty to work together on programs, meetings and special events. The skills a student learns from either leading a society, being in charge of a fundraiser or activity and working together as a group will assist them in their chosen career also.

Once a student graduates and begins on their career path, they will deal with challenges, obstacles and situations every day. The skills they will need to handle their career, patients, co-workers, and bosses are diplomacy, tact, teamwork and leadership. By being involved in clubs, organizations and an AMT Student Society a student can learn all of these skills prior to beginning their career. By bringing the following skills with them into a position, the student will be more marketable, more confident and a better employee.

Since most Allied Health Profession Programs are less than one year, student societies should be formed immediately at the start of a program. It is also recommended that if a school has more than one type of program (i.e., medical and dental assisting and phlebotomy) that students from all programs have the option of joining one student society. A school and student society may decide to hold different events by each different program, but one student society is recommended.

This packet is full of information to begin a student society. Events, programs and meetings that are listed in this packet are the bare minimum a student society should accomplish prior to the students graduating. Each student society is encouraged to plan as many events or programs as they want and feel comfortable with.

As with any new venture, once a student society is formed, it may take a couple of classes to really get the student society active and involved in the community. However fast or slow the student society takes off, do not get discouraged. As with any good club or society, it depends on the dedication, knowledge and skills of the leaders. Since most allied health programs are eight months or less, it may take over a year for the student society to function as well as the schools’ advisor would like. Be patient. Your students are going to learn their leadership skills from you.

Good luck and have fun with your newly formed AMT Student Society!
**AMT Student Membership**

AMT student membership is **FREE**! Simply have the students register on the AMT website (schools & students tab) to begin taking advantage of their membership.

**Student Lapel Pins**

Student membership lapel pins are available for purchase from the AMT website. The fee is $5.00 per pin, but schools may bulk purchase the pins at a discount.

**AMT Student Societies**

AMT Student Activities Chair coordinates and directs student society processes. AMT members in the state societies provide assistance when needed.

**Student Society Model Bylaws**

A model student bylaw is at the end of this book. *(Appendix A)*

Once the student society is formed, send copies of the student bylaws to AMT National Office.
HELPFUL INFORMATION ON ESTABLISHING AND OPERATING AMT STUDENT SOCIETIES

Meeting

To start your AMT Student Society, an initial meeting should be held to discuss AMT and interest in a student society. AMT recommends that the school invite an AMT representative from the state or local society to be on hand to answer questions.

During the meeting the following should be decided:

1. Interest of students to start chapter
2. Ask for volunteers to be elected for officer positions (minimum officers listed)
   A. President or Chairperson
   B. Secretary
   C. Treasurer
   D. Director (this position is optional)
3. Complete Bylaws
4. Decide future meeting schedule for board meetings and educational meeting
5. Goals of the group
6. Projects the group wants to participate in

School programs longer than one year: It is recommended that officers be elected at this meeting or a subsequent meeting.

If the first meeting is held at the beginning of the school year it is recommended that officers be elected at the second meeting (a week or two later) for students to get to know one another.

School programs less than one year: Elect officers at the first meeting.

Minutes

Minutes of all meetings (formal or informal) need to be recorded by the secretary (or designated person if secretary is absent). Minutes should be signed by the secretary and/or president and sent to the AMT National Office and Student Activities Chair. (see Appendix B for form)

Attached to each set of minutes should be a roster of members attending the meeting (Appendix C).

Advisor

It is recommended and encouraged that the school and student society select a faculty member, preferably an AMT registrant, to act as an advisor to the student society.

Keeping in contact with the state or local AMT society by inviting a representative to the meetings. Also, students are encouraged to attend state society meetings. Many state societies do not charge students to attend meetings or it is very minimal.
Appendix A

_________________________________________ Student Society of the American Medical Technologists.

This organization shall be known as the ___________________________ Student Society of the American Medical Technologists (AMT). It shall be an unincorporated constituent Student Society of AMT. Its purpose shall be to promote in the school, and to the general public, the purposes and principles of AMT to further the standards and the professions of AMT certified disciplines, and to provide educational and social advantages for its members.

MEMBERS

All students who are attending _____________________________ (name of school), a training institute who will be eligible for AMT certification upon graduation may be members.

MEETINGS

The following requirements should be met:

1.   a. At least one planning meeting.  
     b. At least one meeting that includes an educational program.  
     c. At least one community service project (i.e., blood pressure screening, assisting with health fairs and bloodmobiles, etc.)
Appendix B

Form to be filled out at each meeting of the state society.

_________________________________________________________ Student Society at a duly
called and held meeting of such student society at:

________________________________________________________________________
on __________________________ 20________________________

__________________________________________
President/Chairperson                  Secretary
Submitted by: __________________________________________________________________
Date: ______________________________

__________________________________________
Secretary

__________________________________________
Student Chairperson/President

__________________________________________
Faculty Advisor

Note: this application is to be completed in duplicate. Once copy, along with the charter will be retained by
the student society to be filed with the minutes of the meeting wherein this application was signed; one
copy will be retained by the AMT Student Activities Chair.
Appendix C – Student Membership Roster

This form is to be completed at the initial meeting of the newly formed chapter and at all subsequent meetings held. Copy this form as needed.

Name of School: __________________________________________________________

Street Address: __________________________________________________________

City, State and Zip: ______________________________________________________

Contact Person: __________________________________________________________

Phone Number: __________________________________________________________

Program: MT ___ MLT ___ PT ___ MA ___ DA ___ MAA ___ MLA

Graduation Date of Class: ________________________________

NAME OF STUDENT(S) AND ADDRESS

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

4. ______________________________________________________________________

5. ______________________________________________________________________

6. ______________________________________________________________________

7. ______________________________________________________________________

8. ______________________________________________________________________

9. ______________________________________________________________________

10. ______________________________________________________________________

11. ______________________________________________________________________

12. ______________________________________________________________________

13. ______________________________________________________________________

14. ______________________________________________________________________

15. ______________________________________________________________________
Founded in 1939, AMT is a non-profit certification agency and professional membership association representing over 60,000 individuals in allied health care.

AMT helps its members meet the challenges of their profession and foster their professional and personal growth.

AMT is an internationally recognized leader in competency-based certifications.

AMT certifies the following:

- Medical Technologists
- Medical Laboratory Technicians
- Medical Laboratory Assistants
- Medical Assistants
- Medical Administrative Assistants
- Dental Assistants
- Phlebotomy Technicians
- Allied Health Instructors
- Laboratory Consultants

For more information on Student Societies or student membership visit AMT on the web at: www.americanmedtech.org