



TEXAS STATE SOCIETY OF THE AMERICAN MEDICAL TECHNOLOGISTS



AMT
American Medical Technologists
Certifying Excellence in Allied Health

TEXAS STATE SOCIETY OF THE AMERICAN MEDICAL TECHNOLOGISTS

STANDARD OPERATING PROCEDURES

I. NAME

The name of the organization is the "Texas State Society of The American Medical Technologists" (TxSSAMT). It shall be an unincorporated constituent state society of the American Medical Technologists (AMT). Its purpose shall be to advance the principles and standards of AMT, and to promote educational and professional advantages for its members. It shall be operated as a non-profit organization.

II. MEMBERSHIP and DUES

All members in good standing (dues current and Certification Continuation Program [CCP] status valid) of the American Medical Technologists registry, residing in the state of Texas, shall be members of the State Society. Dues of the State Society are collected by AMT as part of the AMT national dues. The state dues are rebated to the State Society according to the rebate policy established by the AMT Board of Directors and outlined in the *AMT State Officers Manual*. No dues shall be collected directly by the State Society except as stated in the *AMT State Officers Manual*.

III. BOARD OF DIRECTORS

- A. The Board of Directors of the Texas State Society of The American Medical Technologists is authorized to act, with certain limitation, for the organization between its meetings.
- B. Objective: The Texas State Society Board of Directors shall be responsible for the proper conduct of the organization's administration and function.
- C. Procedure:
 1. All Board members shall be members in good standing with AMT. (Good standing is defined as a member, whose dues are current and CCP status is valid, of the state society of the state in which he/she is registered at the AMT office).
 2. Each member of the Board of Directors shall know the AMT principles, benefits, and function. They must be familiar with State and National Bylaws and the *AMT State Officers Manual*. In addition to its administrative function, the Board is the Executive Committee and the Ways and Means Committee.
 3. The Board of Directors have a minimum of five (5) members and shall consist of the President, Vice President, Secretary, Treasurer, 1 Immediate Past President, The Publications Editor, and a Member-at-large representing MT/MLT and RMA. Other disciplines shall be represented, as members are willing to serve. Board members-at-large shall be appointed by the President and approved by the Board. Approval of the appointed Board member(s) shall consist of a two-thirds majority vote of the Board.
 4. The President, Vice President, Secretary, and Treasurer are elected for a period of two years with the election being held on even years, and assume office after the previous officer completes the duties of their respective offices.
 - a. Secretary shall submit the minutes of the meeting to the appropriate individuals as defined in his/her duties,
 - b. Treasurer shall retain all fiscal duties required for the State Society to function until the bank account is transferred to the new treasurer.
 - c. No elected officer shall serve more than two consecutive terms (four years) in any office.



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5. The Publications Editor shall be appointed by the State Society President, with the approval of the Board, and shall act as the chairperson of the state Publication Committee. Approval of the appointed Editor shall consist of a two-thirds majority vote of the Board.
6. The Board of Directors may elect a Chairperson of the Board. The Chairperson of the Board shall preside over the Board of Directors meetings and serve as an impartial moderator.
7. The President, with the assistance of the Secretary, shall prepare an agenda for the Board of Directors' meetings and distribute it prior to the call to order of said meeting.
8. The Secretary shall prepare the permanent record of the minutes of the board and business meetings.
9. Each Officer and Board member shall be responsible for the transfer of his accounts, records, and State Society equipment to his successor.
10. Should any Board member absent themselves for two consecutive meetings of the Board, either regular or special, without valid cause in the opinion of the Board of Directors, or be guilty of acts or omissions detrimental to the best interest of the State Society, their office may be declared vacant on vote majority of the other members of the Board of Directors. Any vacancy of Board members, excluding vacancy in the office of President, may be filled by appointment by the Board.
11. The Board of Directors shall hold a minimum of two (2) board meetings a year.
12. A majority of Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board, with the exception of those items requiring two-thirds majority vote of the Board.

IV. OFFICERS

A. CHAIRPERSON OF THE BOARD

1. The Chairperson of the Board shall know the AMT principles, benefits, and function and inform the State Society members. The Chairperson must be familiar with State and National Bylaws and the *AMT State Officers Manual*.
2. The Chairperson of the Board shall be elected by the State Society Board of Directors by majority vote in agreement with the Texas State Society of American Medical Technologists Bylaws.
3. Duties
 - a. Shall be responsible for conducting the office in strict accordance with National and State Bylaws, and the administrative policies outlined in the *AMT State Officers Manual*.
 - b. Shall preside over the Board of Directors meetings and serve as an impartial moderator.
4. Procedures
 - a. Presides at all Board meetings.
 - 1) Calls the meeting to order at the designated time.
 - 2) Preserves order through the meeting.
 - 3) States each motion clearly after it has been seconded and before allowing discussion.
 - 4) May vote when the vote is by ballot, or in case of a tie vote.
 - 5) Decides all parliamentary questions using Robert's Rules of Order.
5. Signs and forwards the minutes of the meeting received from the President, to the Executive Councillor and the District Councillor within 30 days of the meeting date.

B. PRESIDENT

1. The President shall know the AMT principles, benefits, and function and inform the state members. The President must be familiar with State and National Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the *AMT State Officers Manual*.
2. The President is elected by the membership for a period of two years with the election being held on even years.



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3. Duties
 - a. Shall be responsible for conducting the office in strict accordance with National and State Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the administrative policies outlined in the *AMT State Officers Manual*.
 - b. Shall be responsible for all State Society funds and for State and National property.
 - c. Shall conduct at least the minimum required meetings each year.
 - d. Shall be responsible for the State Society publication.
 - e. Shall promote the best interests of both the State Society and AMT by cooperating and communicating with its Officers, Councillors, and members.
4. Procedures
 - a. Presides at all state business meetings.
 - 1) Prepares the agenda with the assistance of the Secretary in advance of the meeting. List the names of the chairpersons who shall submit reports at the meeting.
 - 2) Calls the business meeting to order at the designated time.
 - 3) Preserves order throughout the meeting.
 - 4) States each motion clearly after it has been seconded and before allowing discussion.
 - 5) Stands while putting the motion to vote and announcing the results.
 - 6) May vote when the vote is by ballot, or in case of a tie vote.
 - 7) Signs the business minutes, signs the board meeting minutes if serving as chairperson of the Board and forwards to the District Councillor and Executive Councillor within 30 days following the meeting.
 - 8) Shall ascertain that the following material is available at each meeting, including, but not limited to
 - a) *AMT State Officers Manual*
 - b) National Bylaws
 - c) State Bylaws
 - d) Membership Roster
 - e) Continuing Education (CE) Roster, if scientific sessions are presented
 - f) Minutes from the previous meeting
 - g) Robert's Rules of Order
 - h) Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP)
 - 9) Shall see that a State Society meeting shall not be scheduled three weeks prior to or after a district or national meeting.
 - 10) Shall sign the board minutes and forward to the Chairperson of the Board within 30 days following the meeting date. The minutes shall include, but not limited to, the Treasurer's report, committee reports, audit report, copy of attendance roster [District Councillor only], and a copy of the scientific program, if applicable.
 - a) Minutes with attachments to the Chairperson
 - b) Minutes with attachments to the Executive Councillor
 - c) Minutes with attachments to the District Councillor
 - b. Shall appoint a chairperson subject to Board approval for each of the State Society committees, including, but not limited to
 - 1) Audit
 - 2) Awards
 - 3) Convention and/or Scientific
 - 4) Legislative
 - 5) Membership
 - 6) Nominating
 - 7) Placement



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- 8) Publicity
- 9) Publications
- 10) Ray Schiffer Scholarship
- 11) Continuing Education
- c. Serves as an ex-Officio member at all committees except the Nomination Committee.
- d. Co-signs checks and shall monitor financial status.
- e. Obtains permission from the District Councillor to purchase state society equipment which exceeds \$500 in cost.
- f. Shall ascertain that the State Society publication is distributed to all members, the Publication Councillor, Executive Councillor, and National Councillors at least twice a year and meets the required deadlines of May 15, August 31 (optional), and November 15; if the deadline dates cannot be met then the AMT Publication Committee is notified within fifteen (15) days of the deadline dates; and ascertain that the publication is received within thirty (30) days after the original deadline.
- g. Submits the required reports to the District Councillor according to the designated schedule, including but not limited to, yearly inventory of state society equipment, quarterly report, and request for joint meetings/district seminars.
- h. Reports any incident detrimental to AMT or the State Society to the District Councillor.
- i. Submits the required reports to the AMT Home Office according to the designated schedule, including but not limited to State Society News Report and yearly audit report.
- j. Shall see that the guidelines established for Bylaws changes are followed.
- k. Decides all parliamentary questions using Robert's Rules of Order.
- l. Shall submit an annual list of officers and board members to the AMT office.
- m. Provides the Editor with a President's Message for publication in the State Society Publication meeting the established deadlines for submissions.
- n. Nominates one person for the Chester B. Dziekonski Educational Grant. This person is to be a member attending the national meeting for the first time.
- o. Biannually or every other year may, at his/her discretion, give one member the State Society President's Award for a member who has provided continued outstanding service to the State Society.
- p. Shall fill vacated office positions with the approval of the Board until the next election.
- q. Is directly responsible for the membership and nominating committees.
- r. Shall review the State Society Bylaws and forward copies to the District Councillor and the Judiciary Councillor, annually.
- s. Shall submit information for the AMT "Hall of Memories".
- t. Shall assist in determining the "Texas Hall of Fame" candidate.
- u. Shall be responsible for the annual audit.
- v. Shall submit all scientific seminar sign in sheets to AMTrax for documentation of continuing education credit.
- w. Shall communicate with the AMT Webmaster.
- x. Shall verify that membership dues and CCP status are current for officers, board of directors members.
- y. Shall submit a delegate list to the AMT office, and verify current membership and CCP status, if applicable.

C. VICE PRESIDENT

1. The Vice President shall know the AMT principles, benefits, and function and inform the state members. The Vice-President must be familiar with State and National Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the *AMT State Officers Manual*.



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2. The Vice President is elected by the membership for a period of two years with the election being held on even years.
3. Duties
 - a. Shall be responsible for conducting the office in strict accordance with National and State Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the administrative policies outlined in the *AMT State Officers Manual*.
 - b. Shall promote the best interests of both the State Society and AMT and cooperate and communicate with its Officers, Councillors, and members.
 - c. Shall preside at all state business meetings in the absence of the President.
 - d. Shall be familiar with the responsibilities and duties of the President.
 - e. Shall assume the duties of the President if the President is unable to continue to carry on the duties of the office or resigns.
 - f. Shall exercise executive supervision over all state committees except the Membership committee.
4. Procedures
 - a. Aids and assists the President with committee assignments and other State Society functions.
 - b. Shall see that the CE Hours from the State Society Publication are submitted to AMTrax.
 - c. Maintains the Attendance Roster at the Business meetings and acts as credential chairperson.
 - d. May officiate as the State Society's official host to honored guests and speakers, and arrange for their proper welcome, accommodations, and departure.

D. SECRETARY

1. The Secretary shall know the AMT principles, benefits, and function and inform the state members. The Secretary must be familiar with State and National Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the *AMT State Officers Manual* and be well informed in parliamentary procedure.
2. The Secretary is elected by the membership for a period of two years with the election being held on even years.
3. Duties
 - a. Shall be responsible for conducting the office in strict accordance with National and State Society Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP), and the administrative policies outlined in the *AMT State Officers Manual*.
 - b. Shall promote the best interests of both the State Society and AMT and cooperate and communicate with its Officers, Councillors, and members.
 - c. Shall maintain complete permanent records of all of the State Society activities in an efficient and orderly manner.
 - d. Shall be accountable to the President for all State Society or National property in their possession, including but not limited to, the State Society laptop computer(s).
 - e. Shall be responsible to notify all state society members of the time and place of meetings at least thirty (30) days in advance of meeting, furnishing notices to AMT Executive Councillor, District Councillor, State President, and Publications Editor.
 - f. Shall handle correspondence in an efficient manner in accordance with the policies of AMT, the State Society Board, and the State President.
 - g. Shall prepare copies of all meeting minutes, which are to be signed by the Secretary and verified as being complete, true and correct by the signature of the State Society President. Minutes of the meeting shall be distributed to the Board members within 30 days following the meeting date.
 - h. Shall in the absence or incapacity of the Vice President, administer the duties of that office.
 - i. Shall submit the Delegate list for National Business meeting to AMT Home Office.



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4. Procedures:
 - a. Makes a record of all transactions at each meeting and presents the minutes for approval at the next meeting. The minutes shall include, but not limited to,
 - 1) The name of the State Society,
 - 2) Type of meeting,
 - 3) Date and time of the meeting,
 - 4) Place of the meeting,
 - 5) The presence or absence of the Officers and Board Members,
 - 6) Number of members present by discipline and/or guests present,
 - 7) Disposition of the previous meeting minutes,
 - 8) Report of all committees (attach written reports),
 - 9) All motions and the outcome of the motion,
 - 10) Points of order and appeals,
 - 11) Time of adjournment,
 - 12) Announcements of the next meeting date, time and place.
 - 13) Attachments to the minutes shall include, but not limited to,
 - a) Treasurer's report,
 - b) Annual Audit Committee report
 - c) Copy of the **final** printed program.
 - d) Attendance roster with signatures [copy to District Councillor only, original]
 - e) Copies of the CE rosters (with participating members' signatures).
 - f) Committee reports
 - b. Signs the Original Minutes.
 - c. Prepares the minutes for distribution.
 - 1) Send[s] 4 copies of the minutes with his/her signature to the President within fourteen days (14) after the meeting date. The President shall send signed copies to the Chairperson of the Board for signature. The Chairperson of the Board shall send signed copies to the District Councillor and the Executive Councillor within 30 days of the meeting.
 - 2) Copies of the minutes with attachments shall be submitted to the Board members within thirty (30) days after the meeting date.
 - d. Is responsible for the submission of the original CE roster with signatures and a copy of the **final** printed scientific program to AMTrax.
 - e. Assists the President in preparing an agenda by submitting a statement of unfinished business to come before each meeting.
 - f. Have on hand for reference at each meeting a copy of the State Bylaws, Robert's Rules of Order, Minutes of the Previous Meeting, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP), and a list of all standing committees and special committees.
 - g. Conducts the official correspondence of the organization under the direction of the President.
 - h. Is responsible to send out notices of Board and other meetings to all State Society members, the Executive Councillor, and District Councillor at least thirty (30) days prior to the meeting.
 - i. Sends out ballots to all State Society members to be returned to the Chairperson of the Board postmarked no later than 30 days prior to the meeting where ballots shall be counted. Ballots are to include all nominations made at the spring meeting either from the Nominating Committee or the Membership.
 - j. Counts the rising vote when requested by the President.
 - k. Records retention – minutes, forever (without attachments and attendance sheets); attachments 2 years.



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NOTES:

- A. Copies of the minutes with attachments shall be mailed to the Executive Councillor and District Councillor.
- B. Full names should appear in the minutes, e.g. Mary Jones, neither Ms. Jones nor Mary.

E. TREASURER

1. The Treasurer shall know the AMT principles, benefits, and function and inform the state members. The Treasurer must be familiar with State and National Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the *AMT State Officers Manual*.
2. The Treasurer is elected by the membership for a period of two years with the election being held on even years.
3. Duties
 - a. Shall be responsible for conducting the office in strict accordance with National and State Society Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP), and the administrative policies outlined in the *AMT State Officers Manual*.
 - b. Shall promote the best interests of both the State Society and AMT and cooperate and communicate with its Officers, Councillors, and members.
 - c. Shall be accountable to the President for all State Society or National property in their possession.
 - d. Shall be accountable for all funds and financial records of the State Society, and shall prepare a financial statement to be submitted with the minutes of each meeting.
 - e. Shall receive, properly document, and deposit all funds belonging to the State Society, maintain the proper accounts of the State Society, and file canceled checks and vouchers covering all disbursements.
 - f. Shall prepare such financial statements and transcripts of the accounts as directed by the President.
 - g. Shall reconcile the State Society records with the State Society's bank account on a monthly basis, and document the reconciliation in the checkbook ledger.
 - h. Shall submit a copy of the bank statements to the President and District Councillor, at a minimum quarterly interval.
4. Procedures:
 - a. Receives all moneys and shall ascertain that a receipt for all moneys received is issued. All deposits shall be noted in the check register, and the balance brought forward to reflect the current balance on hand.
 - b. Deposit all moneys received in the State Society's bank account or accounts at an insured bank of the State Society's choice.
 - c. Disburses money only by check. Each check must be signed by two authorized signatures, any combination of two (2): Treasurer, President, Vice-president or District Councillor. Each check and any bank fees shall be noted in the check register and the balance brought forward to reflect the current balance on hand. Each check written must be accompanied by a voucher itemizing expenses.
 - d. Maintains four signatures on all State Society bank accounts including the President, the Vice-President, the Treasurer, and the District Councillor.
 - e. Shall provide a financial statement at each Board and Business meeting which includes the total balance on hand at the beginning of the year, receipts, disbursements, and total balance as of the date of the report. The treasurers' report shall include
 - 1) a breakdown of disbursements and income by category from January 1, 20XX to date, to



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- reflect the current cash on hand of the State Society.
- 2) an itemized financial report (income and expense) of the two previous State Society meetings, which shall be entered in the minutes.
- 3) an itemized financial report of the income and expenses of the current State Society meeting, which shall be entered in the minutes.
- 4) if the Treasurer's report is presented at the first meeting of the calendar year, a financial statement of the preceding calendar year from January 1, 20XX to December 31, 20XX shall be included.
- f. Shall present the financial records to the Audit Committee to be audited at the fall meeting, including the checkbook, bank statements, vouchers, and general ledger or computer summaries since the time of the last audit.
- g. Prepares an annual budget for approval by the Board of Directors. This budget is prepared using the previous year's annual Treasurers' report and estimating known expenses and income for the coming year.
- h. Maintains an accurate and detailed account of all moneys received and paid out.
- i. Preserves all vouchers, warrants, receipts, bank statements, and cancelled checks.
- j. Monthly reconciliation shall include a comparison of the deposits, checks and fees recorded in the check register against the monthly bank statement. Discrepancies shall be investigated and reconciled.
- k. NSF checks, closed account checks or other income returned by the bank shall be followed up with a telephone call or letter. All efforts to receive the funds due should be pursued by the Treasurer.
- l. The Treasurer is responsible for the cash box at all state meetings. It is the responsibility of the Treasurer to secure a safety deposit box at the hotel where the meetings are held, and to make certain there is not an excess of cash in the cash box during the meeting. Cash shall be periodically removed from the cash box and placed in the safety deposit box.
- m. Shall retain records – reports and bank statements – for 7 years.

NOTE: A computer bookkeeping application such as Microsoft Money or Quicken may be utilized to assist in report creation and bank reconciliation. If such a program is utilized, printouts itemizing income and disbursements shall be made available for review at the state meetings and available for the annual audit. This program shall provide printouts or reports that indicate proof of bank reconciliation.

F. PUBLICATIONS EDITOR

1. The state Publications Editor shall know the AMT principles, benefits, and function and inform the state members. The state Publications Editor must be familiar with State and National Bylaws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the *AMT State Officers Manual* and shall obtain a current copy of the *AMT Editor's Manual*.
2. The state Publications Editor is appointed by the President and approved by two-thirds majority vote of the Board of Directors.
3. Duties
 - a. Responsible for conducting the office in strict accordance with National and State Society By-Laws, the Texas State Society of the American Medical Technologists Standard Operating Procedures (SOP) and the administrative policies outlined in the *AMT State Officers Manual*.
 - b. Shall promote the best interests of both the State Society and AMT and cooperate and communicate with its Officers, Councillors, and members.
 - c. Shall be accountable to the President for all State Society or National property in their possession.
 - d. Shall publish the State Society publication, THE NEW TEXAN, a minimum of two times annually.



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- e. Shall send the State Society publication to all state members, AMT National Board members, Executive Councillor, District Councillor, all State Society Editors, National Publications Committee, Publications Chairpersons, and advertisers, if any.
 - f. Shall compile a publications report for the State Society President prior to the state Board of Director's meeting, to be included with the meeting minutes.
 - g. Shall Chair the State Society Publication Committee.
 - h. Shall attend the Editor's Workshop, if attending AMT Annual National Convention.
 - i. Shall pass along the *AMT Editor's Manual* and all editorial correspondence to the new Publications Editor.
4. Procedures
- a. Communicates effectively with the AMT Publications Committee, AMT Home Office, and State Society Officers.
 - b. Reviews all articles and advertisements submitted for publication for spelling, grammar, and technical accuracy and publishes those items appropriate for the State Society Publication.
 - c. Submits CE articles to AMT Director of Education for approval before publication.
 - d. Make arrangements with a printer to typeset, print, and mail the state publication.
 - e. Distribute the State Society publication at least two times a year in a timely manner to meet the required publication deadlines of
 - 1) May 15,
 - 2) August 31 (optional), and
 - 3) November 15.
 - f. Organizes the State Society Publication to meet the requirements of the publication as specified in the *AMT Editor's Manual*.
 - g. Utilizes the AMTrax Continuing Education numbering system for all articles published and seminars presented for CE credit. The number shall consist of the Texas state code of 31, followed by each numbered article beginning with 300 at the beginning of the year. The last two digits are the year the article was published or seminar presented. The format is 31-3XX-YY.
 - h. The editor is responsible for posting the publication on the State Society website by the following dates: first issue May 15, last issue November 15. A mass email request will be sent via the AMT email address for notification to all state members that the new publication has been added to the website.
 - i. Record retention – hard copy forever

V. COMMITTEES

A. APPOINTMENT

1. The President shall appoint chairpersons to all standing and special committees, with the majority vote approval of the Board, at the first Board meeting of the year.
2. Shall promote the best interests of both the State Society and AMT and cooperate and communicate with its Officers, Councillors, and members.
3. Shall be accountable to the President for all State Society or National property in his/her possession.
4. Shall submit vouchers and receipts for reimbursement of expenses to the Treasurer within 90 days of incurring the expense.
5. Additions and deletions of committee and/or appointments shall be made by the President with the majority vote approval of the Board of Directors.
6. Committee chairs shall receive complimentary state meeting registration.



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B. MEMBERSHIP COMMITTEE

1. The Membership Committee is a mandatory standing committee of the State Society, under the direct supervision of the President, and all officers and members are on this committee.
2. To recruit new members and maintain current members.
3. Issue State Society Membership certificates, vouchers for a free state conference registration and letters of congratulations to all new members who are listed on the new member list received from the AMT Home Office.
4. Answer questions about the organization and its benefits.

C. NOMINATING COMMITTEE

1. The Nominating Committee is a standing committee of the State Society.
2. It shall consist of a chairperson and a minimum of 2 other State Society members in good standing.
3. They shall meet prior to the last Business meeting in the year before the election of State Society officers, usually at the spring meeting.
4. They shall carefully select candidates for nomination to the State Society offices, by reviewing the qualifications of all members who have expressed an interest in holding an office.
5. They shall keep in mind the importance of choosing candidates who are best qualified by their past State Society experience as well as their concern for the best interest of the State Society.
6. They should select nominees from among those who regularly attend State Society meetings.
7. They shall interview each candidate informing them of the duties and responsibilities of the office in which they have expressed an interest.
8. They shall present its recommendations to the membership at the Spring Business meeting.

D. CONVENTION COMMITTEE / SCIENTIFIC COMMITTEE

1. The Convention Committee shall plan and direct the operations of the Texas State Spring and Fall conferences.
2. The Convention Committee shall make the necessary arrangements for a successful conference.
3. Convention Chair shall select a Host for the conference site.
4. The Convention Chair shall make recommendations of possible conference sites to the Board of Directors. Site selection can be determined by the availability of a host(ess), hotel, transportation, speakers, etc. The Board of Directors shall direct the Convention Chair to possible sites for consideration.
5. The Convention Chair or designee may contact the site Visitors and Convention Bureau for assistance in locating a hotel, speakers, etc.
6. The Convention Chair or designee shall negotiate with the hotel for the best possible rates. The President or designee shall sign the contract with the hotel for the conference. The final original contract shall be sent to the State Society secretary for record retention.
7. The Convention Chair or designee shall be the key contact person with the hotel staff before and during the conference.
8. The host(ess) or the Convention Committee shall arrange the scientific programs for the State Society conference. Normally, the sessions should range from 1 to 2 hours each. Each session should provide continuing education for the membership. Programs should cover the disciplines of AMT and be of interest to the membership. **The final program shall be approved by the AMT Director of Education before publication.**
9. The Convention Chair or designee shall have the program, name tags and registrations forms typed and/or printed. The program shall include the Continuing Education Provider Number of 827701, the number of CE hours for each session, and the AMTrax CE session numbering system for each session. The program, the program registration, and conference hotel registration forms shall be mailed to the membership at least 30 days prior to the meeting.



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NOTE: The AMTrax CE numbering system comprises of the state code (31 for Texas), a three digit number for each session, and the year of the meeting. The three digit code shall start with 100 for the Spring meeting, and 200 for the Fall meeting. An example of a Spring session is 31-1XX-YY. A Fall session would be 31-2XX-YY. Each session must have a unique number.

10. The host(ess) or the Convention Committee shall arrange the meals and social events and obtain the state President's approval for purchase of food and beverages.
11. The Convention Chair, host(ess), or designee shall
 - a. receive all pre-registration forms and fees
 - b. issue receipts for all money received
 - c. set up registration packets including name tags
 - d. establish room assignments for each session
 - e. assign CE hours and session unique CE numbers for each session
 - f. arrange for session moderators, and brief moderators on their duties (introduce speaker, ensure all attendees sign the AMTrax CE attendance roster, thank speaker and present gift, and turn in all forms to the President for submission to AMTrax).
 - g. set up moderator packets
 - h. set up speaker packets including name tags
 - i. obtain speaker gifts, etc.
12. The Convention Chair or designee shall ascertain that each speaker has the requested audio visual aids.
13. The Convention Chair/Scientific Chair and host(ess) shall receive complimentary state conference registration.
14. The State conference registration fees shall be waived for state past-presidents, Hall of Fame inductees and 50year + members.
15. The State conference Chair shall receive 2 nights hotel cost plus roundtrip mileage during the Spring and Fall TxSSAMT conferences, unless the hotel rooms are complimentary as a provision of the contract.
16. The Convention Chair or Convention Committee shall send all speakers Thank You notes.
17. The Convention Chair or designee shall assist the President to submit one copy of the CE roster to AMTrax and maintain a copy for two years.

E. AUDITING COMMITTEE

1. The Audit Committee is a standing mandatory committee of the State Society.
2. The Audit Committee consists of three (3) to five (5) members in good standing, excluding state Officers, to review the financial statements and procedures and financial records of the State Society.
3. Before the financial records are transferred to a new Treasurer and/or at the Fall Meeting and in the presence of Treasurer (and past Treasurer as necessary) the Audit Committee shall review the
 - a. State Society vouchers
 - b. Bank statements
 - c. Check book
 - d. Disbursements
 - e. General ledger and/or computer printouts, as applicable, since the last audit
4. The Audit Committee shall verify that each disbursement has the appropriate documentation, voucher and/or receipt of expense, that the bank balance has been verified, etc.
5. A signed dated notation should be placed in the State Society's check register that an audit was performed.
6. A statement as to the accuracy of the accounts shall be made, signed by the members of the Audit Committee, and presented to the membership during the Business Meeting. It shall be attached to the permanent State Society records.



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7. A copy of the signed audit report must be sent to the AMT Home Office, Executive Councillor, and District Councillor with the Business meeting minutes.
8. Time frame: The inspection and review shall be conducted as follows:
 - a. Annually, at the regularly scheduled fall meeting
 - b. At the time the newly elected officers take office
 - c. At any time a change in the office of the treasurer occurs. An inspection and review of the treasurer's records must be made prior to the transfer of the records from one individual to another.

F. AWARDS COMMITTEE

1. The Awards Committee is a standing committee of the State Society.
2. The Awards Committee shall nominate state members for the national awards in accordance with the national guidelines published in the *AMT State Officers Manual*, including:
 - a. Technologist of the Year, Registered Medical Assistant, Registered Phlebotomy Technologist of the Year, 1 member from the State Society whose dues are current.
 - b. Exceptional Merit Award, 1 member from the State Society whose dues are current, has been recipient of Distinguished Achievement Award at least four (4) full years from the year on the Distinguished Achievement Award plaque and
 - c. Distinguished Achievement Award, 1 member from the State Society whose dues are current for every 500 members of the State Society.
 - d. Pillar Award, 1 member from the State Society whose dues are current for every 500 members of the State Society.
 - e. Silver Service Award, 1 member from the State Society whose dues are current.
 - f. Cuvillo Commitment to Excellence Award, 1 member in good standing who made outstanding contributions in Continuing Education at the AMT and/or the TxSSAMT level.
 - g. "Becky" Award, 1 member chosen from present or past District Councillor or AMT Board Member (3 years) who served as an officer of their state society.
 - h. O.C. "Skip" Skinner "Armed" Services Award, 1 member chosen to recognize significant contributions to their discipline, and to promoting AMT in the Uniformed Services.
 - i. Chester Dziekonski Award - This \$500.00 educational grant is presented each year at the National Convention to an AMT member who is attending the National Meeting for the first time. This may be a MT, MLT, RMA, RDA, RPT, COLT, CMAS, or AHI. (May 1 deadline)
3. Nominations for national awards must be completed and received by the AMT Home Office by **December 1** of each year. **Refer to the AMT website for the qualification details and application for each national award. (The specific qualifications are listed on each application form).**
4. The Awards Committee shall nominate members for the state awards:
 - a. Outstanding Member Award of the Texas State Society of the American Medical Technologists
 - 1) This award is for a member, whose dues are current,
 - 2) This award is for a member who has made specific contributions or rendered services in the field or medical, technological, or exceptional professional achievements or outstanding contributions to the field of medical assisting, dental assisting, phlebotomy, and/or TxSSAMT.
 - b. Special Recognition Award
 - 1) This is an award given every other year at the discretion of the Awards Committee.
 - 2) This an award is for a member who is not currently serving on the Texas State Society Board of Directors and has provided outstanding service to the State Society.
 - c. Texas Hall of Fame. An award presented to a TxSSAMT member for a lifetime of achievements and contributions to AMT and TxSSAMT.



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5. The Awards Committee is to carefully select candidates for consideration for awards keeping in mind the qualifications for each award and the importance of choosing those members who are best qualified by their contributions to the AMT, the State Society, and their profession.
6. The Award Committee shall meet at the Fall Meeting to select members for National awards.

G. PUBLICATIONS COMMITTEE

1. Reviews all articles and advertisements submitted for publication for spelling, grammar, and technical accuracy and publishes those items appropriate for the State Society publication.
2. Makes arrangements with a printer to typeset, print, and mail the State Society publication.
3. Organizes the State Society publication, THE NEW TEXAN, to meet the requirements of the publication as specified in the *AMT Editor's Manual*.
4. Contacts and make arrangements for advertisers for the State Society publication.
5. Assures payment from advertisers is collected and sent to the Treasurer.
6. Journal Requirements (**Refer to the latest copy of the *AMT Editor's Manual* for additional requirements.**)
 - a. Cover
 - 1) Publication Name
 - 2) State Society Name
 - 3) Volume Number (number of years the state has been publishing)
 - 4) Issue number (number of issues in the present calendar year)
 - 5) Date (month and year or season and year)
 - 6) Official AMT Logo, most recent approved
 - 7) State designed logo (optional)
 - b. First or Second Page
 - 1) State Officers including contact information
 - 2) State Board Members including contact information
 - 3) District Councillor including contact information
 - 4) Judiciary Councillor including contact information
 - 5) The Editor including contact information
 - 6) AMT website address
 - 7) Journal Policy
 - c. Other Requirements
 - 1) President's Message
 - 2) District Councillor's Message
 - 3) Editor's Message
 - 4) Announcements of future meetings and activities on state, district, and national levels
 - 5) State Society news, i.e. Committee activities, photos, awards etc.
 - 6) Publication Information
 - 7) Advertising Information, if applicable
 - 8) Table of Contents
 - d. Optional Items
 - 1) Secretary's Message (not a copy of the minutes)
 - 2) Articles on management and/or human relations
 - 3) Student Articles
 - 4) Advertisements
 - 5) Delegates' Report
 - 6) Scientific Articles
 - 7) Photographs



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7. Items suggested in each issue include:
 - a. Volume 1, Spring (May 15 deadline)
 - 1) Spring/Fall Meeting Advertisement
 - 2) Spring/Fall Meeting Registration Form
 - 3) National Meeting Announcement
 - 4) Pictures of Fall/Spring meeting
 - 5) Report on Fall/Spring Meeting
 - 6) Recognition of State Award Winners
 - b. Volume 2, Summer (August 31, optional)
 - 1) Fall or Spring Meeting Advertisement
 - 2) Fall or Spring Meeting Registration Form
 - 3) National Medical Assistance Week
 - 4) National Educational Program & Meeting
 - 5) Pictures of National meeting
 - 6) Delegate Report
 - c. Volume 3, Fall (November 15 deadline)
 - 1) Fall/Spring Meeting Advertisement
 - 2) Fall/Spring Meeting Registration Form
 - 3) National Medical Laboratory Week
 - 4) Pictures of Fall/Spring meeting
 - 5) Report on Fall/Spring meeting
 - 6) Election Report, if applicable
8. The Editor, or designee, shall attend the Publications Committee meeting at the AMT National meeting.

H. PUBLICITY COMMITTEE

1. The Publicity Committee is to keep the State Society before the public eye.
2. Provides the media with information about the State Society activities by contacting newspapers, television stations, and radio stations about upcoming conventions and meetings.
3. Provides local hospital public relations departments, colleges and proprietary schools and area health care industry with information about the State Society activities including conventions and meetings.
4. Sends news to the AMT office for use in National publications.

I. LEGISLATIVE COMMITTEE

1. The Legislative Committee is a standing committee of the State Society.
2. Obtains a list of the names and official addresses of the State Senators and Representatives including the members of the committees on education, occupations and professions, and public health.
3. Annually submits a copy of the list of State Senators and Representatives and the name and address of the Chairperson of this committee to the Judiciary Committee and Home Office of AMT. This shall be done prior to the first day of January of each calendar year.
4. When necessary, communicate with your US Senators, Congressmen, and State Legislators, either supporting or opposing legislation as the best interest of the State Society and AMT. AMT position papers are available from the Judiciary Councillor.
5. Obtains copies of any legislative bills filed in the state legislative pertinent to AMT members and forwards a copy to the Judiciary Committee, AMT Home Office, and President of the State Society.
6. Reports any legislative activities to the membership at the Business meeting.



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J. SCHOLARSHIP/WRITING AWARDS COMMITTEE

1. Raymond Schiffer Scholarship Award
 - a. The Committee shall nominate students in an appropriate allied health training program for a scholarship award.
 - b. The Committee is to carefully select candidates for scholarship awards.
 - c. The Committee shall keep in mind the importance of choosing candidates who are best qualified by their academic accomplishments and school activities.
 - d. The Committee shall review each application of each candidate.
 - e. The Scholarship Committee shall present its recommendations to the Board for approval.
2. Bonnie Mahannah Writing Award
 - a. The Committee shall nominate and review articles presented by students in appropriate allied health training programs, or from members in good standing.
 - b. The Committee is to carefully select candidate's articles for writing awards.
 - c. The Committee shall only consider articles that would be of interest to the TxSSAMT general membership and shall meet the following minimal criterion:
 - 1) Type written, double spaced, with one inch margins on all sides.
 - 2) Legible font such as Times New Roman, 12 pt.
 - 3) Cover page or a header on the first page with name, school name or member number, title of the paper and date.
 - 4) Creditable sources used and properly cited.
 - 5) MLA format is preferred.
 - 6) Ten multiple choice questions provided, with answers, for CE credit.
 - d. The Writing Award Committee shall present its recommendations to the Board for approval.

K. PLACEMENT COMMITTEE

1. The Placement Committee is to provide information on available jobs to members.
2. Upon request, the Placement Committee shall send available information on jobs to members.

L. CONTINUING EDUCATION (CE) COMMITTEE

1. Shall be accountable to the President for all State Society or National property in his possession.
2. Shall communicate effectively with the State Society Officers.
3. Shall receive and grade the Continuing Education CE article Forms as published in the Texas State Society Publication.
4. Shall verify that the member submitting the answer form has not already received credit for completing the CE article.
5. Shall notify the member of the test results, indicating CE unique number, title and number of hours received, if passing, or a letter indicating failure(s) as applicable.
6. Shall update the State Society CE member roster record (spreadsheet) with article names, numbers and member scores.
7. Shall submit completed state society CE member roster record (spreadsheet) to AMTrax on a bi-annual basis.

VI. EXPENSES OF THE ORGANIZATION

- A. The Treasurer or approved designee shall pay the bills of the organization.
- B. Expenses to be paid by TxSSAMT:
 1. Officer and Board members' travel expenses at full price of the travel expense or a rate designated by the Board not to exceed the current IRS allowable mileage reimbursement for each mile traveled to and from a location required by the officer or Board member to carry out the



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organization's business.

2. Officer and Board members' meal or per diem expenses at \$20 (twenty dollars) a day.
3. Officer and Board members' lodging expenses at a rate of the hotel daily rate established for the State Society as required for the organization's business.
4. Officer and Board members' postage and stationery expenses required in carrying out the business of the State Society.
5. Members' and committee chairs' expenses for carrying out the business of the State Society as directed by the President and/or Board.
6. Suppliers for services, supplies, and equipment for the State Society, i.e. stationery supplies, officer plaques, host(ess) gifts.

VII. BALLOTING

- A. The Secretary, or designee, is responsible to print and mail the ballots to all Texas State Society members on the most current address listing from AMT Home Office prior to the Fall meeting in which officers are to be elected. Ballots shall be returned to the Chairperson of the State Society Board postmarked no less than 30 days prior to the last meeting of the election year. Refer to the *AMT State Officers Manual* for specifics of what is required on a ballot.
- B. Ballots are to include the first name and last name of candidate. Officers nominated at the Spring Meeting either from the Nominating Committee or the membership and a blank line for write-in candidates.
- C. Instructions on the Ballots shall include that the members are to return the ballots to the Chairperson of the State Society Board postmarked no later than 30 days prior to the Fall meeting.
- D. The Chairperson of the State Society Board shall verify that the ballots are from members currently in good standing by making sure the address label is on the ballot and the ballot is not a photocopy.
- E. The Chairperson of the State Society Board and 2 appointed members who are currently on the AMT mailing list shall count all the ballots.
- F. Candidates may have a person to be present as a watcher on the day of tally. Candidates, therefore, shall be notified of the election (tally) day and the location site.
- G. The Chairperson of the Board shall report the results to the membership at the Fall Business meeting in which officers are to be elected.
- H. The ballots may be destroyed with a motion from the membership at the business meeting.
- I. A copy of the ballot is to be held as part of the permanent Secretary's record.

VIII. INSTALLATION OF OFFICERS

- A. The elected officers shall be installed during or following the Business meeting in which they were elected.

IX. JOINT AMT STATE SOCIETY MEETINGS

- A. Requirements:
 1. Schedule the meeting dates allowing the three (3) week time span before and after a district meeting or Educational Program and National Meeting. Individual exceptions will be considered.
 2. Complete and submit the "Request to Hold a Joint Meeting" form to the Executive Councillor, via the District Councillor.
 3. The visiting state may hold elections for state officers.
 4. The visiting state may hold elections for delegates to the annual business meeting.

NOTE: This must be in accordance with state Bylaws.

 5. Each state meeting should be scheduled at a different time.
 6. CECs are to appear in the program.



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B. STATE SOCIETY MEETINGS HELD JOINTLY WITH A DISTRICT SEMINAR

1. Petition the District Councillor for approval.
2. The state secretary must notify the State Society membership with a separate meeting notice. The meeting notice may be printed in the state publication provided the publication will be mailed to the members 45 days prior to the meeting.

C. JOINT MEETINGS WITH OTHER ORGANIZATIONS

1. Schedule the meeting dates using the three (3) week time span before and after the district seminar or national meeting.
2. Complete and submit the "Request to Hold Joint Meeting" form to the Executive Councillor via the District Councillor. **Approval is necessary before actual planning takes place.**
3. Use the "Guidelines for Joint Meetings with Other Organizations" in the Appendix of the *AMT State Officers Manual*.
4. CECs are to appear in the program.
5. AMT state society board and business meeting times shall be published in the meeting program.
6. After the meeting, a financial report, breakdown of attendance and a copy of the program shall be sent to the Executive Councillor.

X. DELEGATES TO THE NATIONAL ANNUAL BUSINESS MEETING

- A. The number of delegates elected is dependent upon the number of AMT members in good standing in the state. A delegate shall be a member in good standing and capable of fulfilling all the responsibilities of a delegate.
- B. Delegates shall be elected at the Texas State Society of American Medical Technologists Spring Business Meeting prior to the National AMT Business Meeting. Delegates may be added at the National Meeting by the State Society President, or designee.
- C. Delegates should have attended at least one (1) [minimum one full day] State Society Business Meeting within the 12 months prior to the election of delegates.
- D. Responsibilities:
 1. All delegates shall attend all the Texas State Society Delegate Meetings.
 2. The delegates shall elect a Chairperson for the elected delegates.
 3. The Chairperson shall appoint a Secretary.
 4. All delegates must attend the Town Hall Session at the National AMT Annual Business Meeting.
 5. All delegates must attend the National AMT Annual Business Meeting and shall remain until the meeting is officially adjourned.
 6. All delegates must be credentialed prior to the National AMT Annual Business Meeting.
 7. All delegates must assemble at the designated place and time as determined by the Chairperson, or designee, to enter the National AMT Annual Business Meeting together.
 8. All delegates must attend the District Meeting.
 9. All delegates must attend the Resolutions Committee meeting.
 10. All delegates must attend the Meet the Candidates Forum.
 11. All delegates must attend the AMTIE business meeting and shall remain until the meeting is officially adjourned.
 12. Stipend approved by the Texas State Society Board of Directors shall be prorated for attendance to the required meetings.
 13. The state president or one of the other delegates must attend the Publications Committee meeting, if the state editor is not present.
- E. Chairperson
 1. The Texas State Society delegation shall elect a Chairperson from the elected delegates.
 2. Responsibilities
 - a. Insure that the delegates meet all their responsibilities prior to disbursement of



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- stipend/assistor fee.
 - b. Insure that the delegates are credentialed prior to the National AMT Business Meeting.
 - c. Appoint additional delegates as needed from state members in attendance.
 - d. Approve all changes in the delegate roster with the AMT Credentials Committee in time for all delegates to be credentialed.
- F. Disbursement of Delegate Stipend.
Stipend as determined by the Texas State Society Board of Directors shall be paid by check to all delegates that fulfill all their responsibilities after the National AMT Business Meeting. The delegate stipend is not to exceed \$150.00 to each delegate, unless the distance is in excess of 1,000 miles one way, then not to exceed \$250.00 to each delegate.

NOTE: Delegate fees may not be paid to delegates appointed on site.

- G. Disbursement of Delegate Assistor Fee.
An assistor fee may be paid to delegates in addition to the delegate stipend if the state treasury allows and the revenues were obtained through means, other than this year's rebate from national or state dues. Assistor Fee as determined by the Texas State Society Board of Directors shall be paid by check to all delegates that fulfill all their responsibilities after the National AMT Business Meeting.
- H. Each delegate will be provided these delegate guidelines from the TxSSAMT Standard Operating Procedures.
- I. Clarification of these guidelines will be determined by the state president or chairman of the delegation, following consultation with the District Councillor.