



**TEXAS STATE SOCIETY  
OF THE  
AMERICAN MEDICAL TECHNOLOGISTS**



**AMT**  
American Medical Technologists  
Certifying Excellence in Allied Health

**The Texas State Society of the American Medical Technologists  
(Bylaw amendments adopted November 2016)  
Bylaws**

**ARTICLE I. NAME AND PURPOSE**

This organization shall be known as 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.

**ARTICLE II. MEMBERSHIP**

All medical professionals who are members in good standing of the American Medical Technologists' registry, residing in the state of Texas, shall be members of this State Society.

**ARTICLE III. OFFICERS**

1. The officers of this organization shall consist of a President, Vice-President, Secretary, and Treasurer.
2. Duties of the Officers shall be such as usually attached to such offices, and, in addition thereto, such further duties as may be designated from time to time by the Board of Directors. Officers shall be familiar with state and national bylaws and the *State Officers Manual*.
3. President
  - Shall be responsible for all State Society functions.
  - Shall appoint Chairpersons of all committees, subject to Board approval.
  - Shall serve as an ex-Officio member of all committees except the Nominating Committee.
4. Vice President
  - Shall preside at all meetings in the absence of the President.
  - Shall exercise executive supervision over all state committees except the Membership Committee.
5. Secretary
  - Shall maintain complete records of all activities of the State Society in an orderly manner.
  - Shall be accountable to the President for all state or national property in their possession.
  - Shall duly notify all members of the time and place of meetings at least 30 days in advance of meeting, furnishing notices to AMT Executive Councillor, District Councillor, State President, and Publications Editor.
  - Shall prepare and sign copies of all meeting minutes and send a copy to the State Society President, for designated distribution within 14 days following the meeting.
  - Shall, in the absence or incapacity of the Vice-President, administer the duties of that office.
6. Treasurer
  - Shall be accountable for all funds and financial records of the State Society, and shall prepare a financial statement(s) to be submitted with the minutes of each meeting.

- Shall receive, properly document, and deposit all funds belonging to the State Society; maintain the proper accounts of the State Society; and file cancelled checks and vouchers covering all disbursements.
- Shall prepare such financial statement(s) and register(s) of the accounting as directed by the State Society President or the Chairperson of the Board.
- Shall submit an itemized financial report (income and expense) of each State Society meeting which shall be entered in the minutes.

#### ARTICLE IV. ELECTION OF OFFICERS

1. Nominating Committee: Chairperson shall be appointed by the President, with the approval of the State Society Board of Directors. The committee shall consist of at least three (3) members selected by the Chairperson and not currently a member of the State Society Board of Directors. They will determine the candidates best qualified to fill the various State Society offices and present a slate of officers at the meeting preceding the last meeting of the election year.
2. Qualified candidates may be nominated from the floor at the Business Meeting.
3. Election: Officers shall be elected for a period of two (2) years with the election being held on even years.
4. Terms: No elected officer shall serve more than (2) consecutive terms in any one office.
5. Ballots: Shall be mailed to participating members prior to the last meeting of the year for the election of officers. Ballots shall be returned to the Chairperson of the State Society Board postmarked no later than 30 days prior to the last meeting of the election year. In the event the Chairperson of the State Society is running for office, the ballots shall be returned to the Nominating Committee chairperson. A majority of the returned ballots is required for election.
6. Qualifications: All Officers, at the time of their election or appointment, must have been a member in good standing of the Registry for two (2) consecutive years immediately prior to their election or appointment.
7. Vacancy: Any vacancy occurring of an elected office may be filled by appointment by the State Society President with the approval of the State Society Board of Directors, until the next election.

#### ARTICLE V. MEETINGS

1. There shall be at least one (1) business meeting with a scientific program, and two (2) Board meetings held each calendar year at a place and time determined by the State Society Board of Directors.
2. Notice of meetings shall be mailed or emailed to all members at least 30 days in advance of the meeting.
3. Special meetings may be called at the discretion of the President or the Board of Directors with the approval of the State Society Board of Directors. At least fourteen (14) days electronic mail or written notice shall be given to all State Society members, listing the purpose and location. All members in good standing of the State Society are eligible to attend the business meeting and are entitled to one vote.
4. State societies may schedule business and board meetings out of state in conjunction with a joint meeting or regional meeting. All such meetings are subject to the required notification criteria.
5. State societies may conduct official business by way of electronic communication which may include, but is not limited to, telephone conferencing, electronic mail, web meetings via the internet, or any other reliable method of electronic communication. The Board of Directors will

determine the manner in which meetings will be conducted, which may include both in-person and electronic participation simultaneously. All such meetings are subject to the required notification criteria.

6. State societies that conduct meetings by electronic means (either exclusively or in conjunction with an in-person meeting) shall establish a system to account for participants who attend via electronic means. The system shall allow for official business to be conducted including attendance verification, presentation and discussion of resolution, voting, and other items of business.

#### ARTICLE VI. BOARD OF DIRECTORS

1. The management of the State Society shall be vested in the State Society Board of Directors consisting of
  - The Elected Officers (4)
  - The Publications Editor (1)
  - One Immediate Past-President (1)
  - One State Society Board member-at-large from the MT/MLT discipline certified by AMT.
  - One State Society Board member-at-large from the RMA discipline certified by AMT.
  - Optionally, a State Society Board member-at-large from each additional discipline certified by AMT.
2. State Society Board members-at-large shall be appointed by the State Society President, with approval of the State Society Board of Directors. Approval shall consist of two-thirds majority vote of the State Society Board of Directors.
3. Chairperson of the State Society Board of Directors shall be a member of the State Society Board of Directors and elected by the State Society Board of Directors.
4. A majority of the State Society Board of Directors may constitute a quorum for the transactions of business at any meeting of the State Society Board of Directors.
5. Any vacancy occurring on the State Society Board of Directors may be filled by appointment by the State Society President with the approval of the State Society Board of Directors, until the next election.

#### ARTICLE VII. COMMITTEES

1. Standing Committees shall be as follows:
  - a. Proctoring – shall conduct the examinations necessary to admit qualified personnel, as identified by the AMT Board of Directors, to membership.
  - b. Legislative – shall remain aware of on-going legislative activities which may affect the membership and report to the members through the State Society publications and business meetings.
  - c. Membership – shall work to encourage members to be active in the State Society and recruit new members.
  - d. Awards – shall recommend and select qualified members for national and state awards.
  - e. Nominating – shall determine the declared candidates best qualified to fill the various State Society offices and present a slate of officers at the business meeting preceding the last meeting in the election year.
  - f. Placement – shall be a resource to State Society members for employment available within the State of Texas.

- g. Convention/Scientific – shall research and select locations for meetings, coordinate with the hotel/meeting location, plan programs with qualified speakers/presenters/vendors, as appropriate, for educational meetings, and report to the State Society Board of Directors.
  - h. Publications – shall oversee the publication of all State Society journals. This committee is chaired by the Publications Editor.
  - i. Auditing – shall meet annually, prior to the State Society Board of Directors meeting at which the budget is submitted, review the fiscal records of the State Society, and report its activities to the membership at the business meeting.
  - j. Bylaw – shall review the State Society bylaws and recommend to the State Society Board of Directors changes in the bylaws this committee may deem beneficial.
  - k. Other Committees – may be established by the State Society President or Board of Directors as may be deemed necessary for the proper orderly functioning of the State Society.
2. The State Society President shall appoint chairpersons of all standing and special committees, with the approval of the State Society Board of Directors at the first board meeting of the year following the election of officers.

#### ARTICLE VIII. PUBLICATIONS

- 1. The official publication of the State Society shall be *THE NEW TEXAN*.
- 2. The State Society publication shall be timely published a minimum of two (2) times annually and sent to all members, AMT and the AMT Officers, Executive Councillor, Publication Councillor, District Councillor, and all State Society Editors.
- 3. Communications such as Newsletters, if and when needed, shall be sent to all members of the State Society.

#### ARTICLE IX. PARLIAMENTARY AUTHORITY

- 1. The rules contained in a current edition of the ROBERTS' RULES OF ORDER, Revised (current edition), shall govern the State Society in all cases to which they are applicable as long as they are consistent with these Bylaws and any special rules or order which the State Society may adopt.
- 2. The State Society shall in all things be governed by the Bylaws, policies and directives of AMT.

#### ARTICLE X. AMENDMENTS

These Bylaws shall be amended by two-thirds vote of participating members present at a Business Meeting of the State Society, provided the changes have been introduced at a prior Board meeting, the changes have been reviewed by the AMT Judiciary Councillor, and published in the State Society Publication at least sixty (60) days before the Business Meeting.

TxSSAMT amendments – TxSSAMT member approved November 2016

TxSSAMT amendments – National suggested updates approved by Board January 2016 (published in Spring 2016 journal)

Last TxSSAMT Board Approved adopted amendments: Sept 2010

*Kimberly Cheuvront*  
11-16-16