



Student Society Guidelines

Why Student Societies Matter

AMT encourages schools to form AMT student societies 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 or being in charge of a fundraiser or activity and working together as a group will assist them in their chosen career moving forward.

Once a student graduates and begins a 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 an individual 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.

How to Establish a Student Society

Since most allied health professional 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. 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!

Helpful Tips on Starting an AMT Student Society

Meeting

To start your AMT student society, an initial meeting should be held to discuss AMT and interest. AMT recommends that the school invite an AMT representative from the state 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. Vice President
 - C. Secretary (takes minutes, ensures attendee roster completed)
 - D. Treasurer (handles any money raised)
 - E. Director (this position is optional)
3. Designate individual(s) to review and complete bylaws and submit to AMT national office (staterequest@americanmedtech.org)
4. Decide future meeting schedule for upcoming year
5. Decide goals of the group
6. Discuss projects the group wants to participate in and process for selection

School programs longer than one year:

It is recommended that officers be elected at the initial meeting or a subsequent scheduled 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.

Marketing

Encourage people to attend meetings via school flyers, notices in school e-newsletters, social media and in the AMT online communities. Once the student society is established, forward activities completed, including images and meeting minutes to staterequest@americanmedtech.org for possible placement in the member magazine, *Pulse* and/or on the state student society webpage.

Minutes and Agendas

Establish an agenda for each meeting and complete minutes of all meetings (formal or informal). These should be recorded by the secretary (or designated person if secretary is absent). Minutes should be approved by the members of the society during the following meeting and saved in an easily accessible, shareable document, i.e. Google Docs or Dropbox and/or forwarded to the national office to be placed on the state website. Attached to each set of minutes should also be roster of all attendees, including name and email for future communications.

Advisor

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

This individual will maintain regular contact with the student society and attend meetings as possible. Students are also encouraged to attend state society meetings. Many state societies do not charge students to attend meetings or it is very minimal.

AMT Student Society Sample Bylaws

_____ 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. Regular meetings at least 4 per school year
 c. At least one community service project (i.e., blood pressure screening, assisting with health fairs and bloodmobiles, etc.)

We accept these bylaws and create the _____ Student Society of AMT.

Student Chairperson/President

Faculty Advisor

Date