

Arizona State Society of American Medical Technologists (AzSSAMT)
Standard Operating Procedure Manual (SOP)

SECTION I: STATE SOCIETY NAME AND PURPOSE

This organization shall be known as the Arizona State Society of American Medical Technologists, a chartered society of the American Medical Technologists (AMT).

The purpose of this organization shall be:

- A. To participate in AMT national programs and function as a representative of the AMT members who are registered to the state.
- B. To provide continuing education opportunities for the members who are registered in the state.
- C. To provide an official publication for its members as outlined in the *State Officers Manual* and the *Editors Manual*.

SECTION II: STATEMENT OF COMPLIANCE

This duly chartered society of AMT shall comply with all bylaws, policies, and guidelines of the National AMT organization.

SECTION III: MEMBERSHIP AND DUES

- A. **Membership:** The membership of this society consists of all AMT members in good standing as registered at the AMT office for this state and covering all disciplines certified. The AMT Board of Directors shall define and establish classes of membership. These classes include but are not limited to full members, associate members, affiliate members, and student members. Consult the *State Officers Manual* for the definition of each of these classes of membership.
- B. **Dues:** The dues to the state society are collected by AMT in addition to AMT national dues. The state dues shall be rebated to the society according to the rebate policy established by the state society except as stated in the *State Officers Manual*.

SECTION IV: MEETINGS

The guidelines for a state society in good standing and for rebate of dues state that a minimum of the following meetings must be held annually. Additional meetings in any category may be held at the discretion and need of the society.

- Membership (Business) meeting—one (1)
 - Board of Director’s meeting –two (2)
 - Scientific Meetings –one (1)
 - Notification of meetings will be by electronic media unless otherwise requested
- A. Business conducted at the annual business meeting shall include but is not limited to:
 1. Election of officers and board members
 2. Election of delegates to the AMT annual meeting
 3. Approval of suggested changes to society by laws
 - B. **Board of Director Meetings:** Meetings of the Board of Directors are held to perform the business of running the society and all the functions this involves, in compliance with policies and guidelines of AMT and this society. It is suggested that this group meet as often as necessary to accomplish the efficient performance of society business.
 - C. **Scientific Meetings:** Scientific meetings are held to provide continuing education to the AMT membership registered to the state society. Continued education is a requirement for all AMT members, therefore it is the responsibility of the society to provide this opportunity to its membership. When organizing these meetings the full range of disciplines of the membership as well as the location and cost to the membership should be considered.

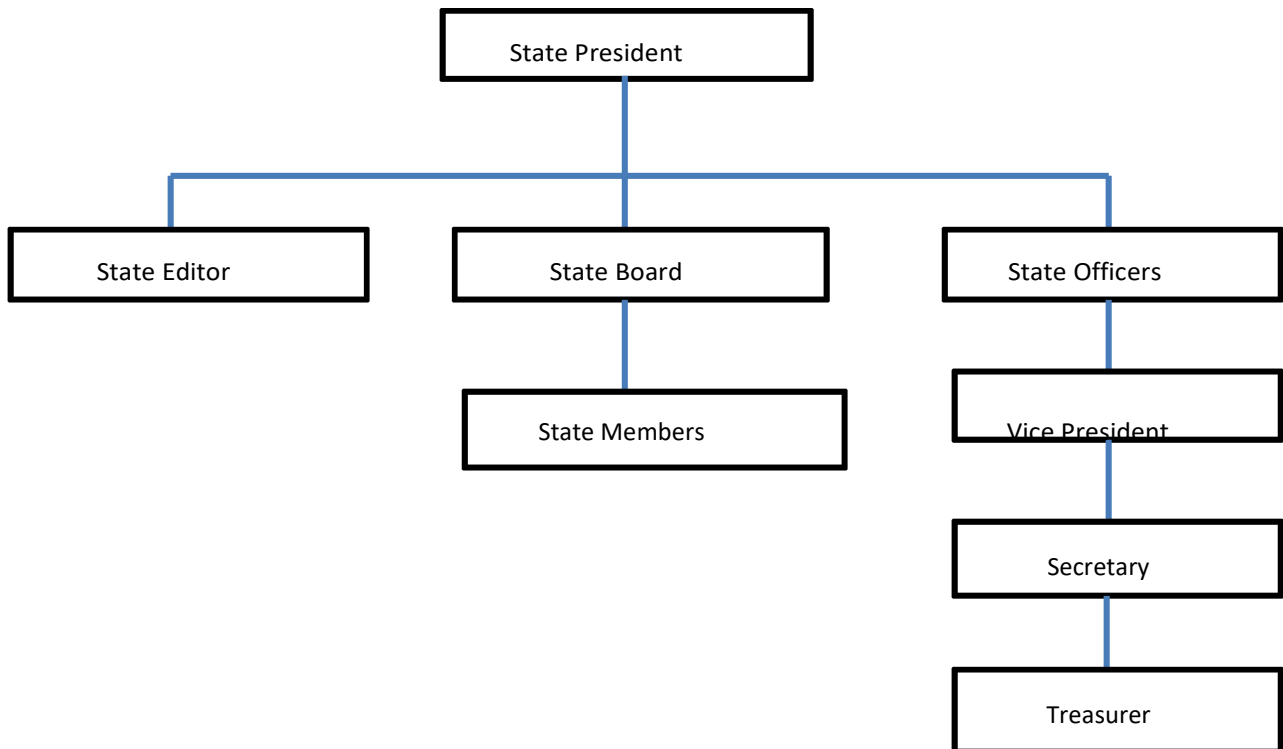
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SECTION V: OFFICERS AND BOARD OF DIRECTORS

A. The officers of this society shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Board of Directors
 - a. Will have a minimum of five(5) members including the officers
 - b. There will be a maximum of four (4) at large members
 - c. Must contain all elected officers as members
 - d. Automatically include the past-president as a member as the state bylaws provide
 - e. Should include the state editor
 - f. Must contain a representative of each AMT certified discipline represented by the state society membership if possible

B. Chain of Command:



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C. Duties

1. **State President:** The state President is the official representative within the state and must be well informed about AMT.
 - a. Is responsible for conducting the office in strict accordance with national and state bylaws and AMT administrative policies
 - b. Is responsible for all state funds and for state and national property
 - c. Is responsible to conduct at least the minimum required meetings each year
 - d. Is ultimately responsible for the state publication
 - e. Is responsible to sign the business meeting minutes and the BOD meeting minutes if serving as chairperson of the BOD and will forward to the District Councilor and Executive Counselor within 30 days following the meeting
 - f. Is responsible to submit the State Society News Report Form to the AMT office according to the designated schedule
 - g. Is responsible for petitioning the Executive Councilor via the District Councilor for approval to hold a joint meeting with other state societies and/ organizations
 - h. Is responsible to see that the guidelines established for the bylaw changes are followed
 - i. Is responsible to use Robert's Rules for Parliamentary Procedures
 - j. Is responsible to inform the District Council or of any indecent detrimental to the state society of AMT
 - k. Is responsible for conducting an annual audit
 - l. Is responsible to submit quarterly reports to the District Councilor
 - m. Is directly responsible for the membership committee
 - n. Is responsible to appoint a chairperson for each of the state society committees
 - o. Is responsible to inform the AMT office of officers change of addresses
 - p. Is responsible to stay informed of all proctoring activities by the Proctoring Committee
 - q. Is responsible to report financial status
 - r. Is responsible to obtain prior approval from the District Counselor for holding a state meeting in conjunction with a district seminar
 - s. Is responsible for preparing and submitting in writing to the District Councilor an updated inventory of state equipment annually
 - t. Is responsible to petition the District Councilor for permission to purchase state society equipment that exceeds the current allowed rate of \$300.00
 - u. Is responsible NOT to schedule a state meeting three(3) weeks after a district or national meeting
 - v. Is responsible to cooperate and communicate with state officers, members, District Councilor, and other Councilors
 - w. Is responsible to submit information for the "Hall of Memories" to the Council
 - x. Is responsible to promote the best interests of both the state society and the AMT
 - y. Is responsible to pass on information to elected president within 30 days of leaving office

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2. **State Vice President:** The Vice President must know the duties of the President and be ready to conduct that office in the absence or incapacity of the President and is responsible for the following:
 - a. Is responsible to know the contents of state and national by laws and *State Officers Manual*
 - b. Is responsible to aid and assist the state President with committee assignments and other society functions
 - c. Is responsible to exercise executive supervision over all state committees except the membership committee
 - d. Is responsible to officiate as the society's official host to honored guests and speakers, and to arrange for their proper welcome, accommodation, and departure as directed by the President
3. **State Secretary:** The Secretary is to maintain complete permanent records of all the state society activities in an efficient and orderly manner and is responsible for the following:
 - a. Is responsible to know the contents of the state and national by laws and the *State Officers Manual*
 - b. Is responsible to be informed on parliamentary procedure and handle all correspondence in an efficient manner
 - c. Is responsible in the absence of the Vice President to administer the duties of that office
 - d. Is responsible to prepare copies of the minutes and send the original copy of the minutes with his/her signature to the President within fourteen (14) days of all meetings
4. **State Treasurer:** The treasurer is accountable for all funds and financial records of the state society and is responsible for preparing a treasurer's report to be submitted with the minutes of each business meeting and is responsible for the following:
 - a. Is responsible to attend the annual audit
 - b. Is responsible to receive, record, and deposit all funds to the AMT office and file receipts and vouchers covering all disbursements
 - c. Is responsible to submit and itemize the financial report (reporting income and expenses) with the minutes and submit a report at the BOD and General Business Meeting of the membership
5. **BOARD OF DIRECTORS:** The Board of Directors is responsible for the proper conduct of the organization's administration and function. In addition to its administrative function, the Board is the Executive Committee and the Ways and Means Committee of the state society. The BOD is responsible for the following:
 - a. Is responsible for the proper execution of the state society business
 - b. Is responsible to establish the policies of the society in accordance with the state bylaws
 - c. Is responsible to execute removal procedure for officers and board members
 - d. Is responsible for writing one(1)article for each edition of the "Arizona Vision" (AzSSAMT's newsletter)
 - e. Is responsible to be actively involved in at least one (1) AzSSAMT committee
 - f. Is responsible to keep communication lines open between BOD members (i.e. responding or communicating to e-mails, voicemails etc. in a timely manner)
 - g. Criteria: Any member of the state society in good standing is eligible for election to any state society office, as defined in the AMT bylaws, guidelines, and policies.

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- h. Officers must be active members of AMT and have been on the BOD for two(2) years prior to taking office
- i. **Election:** The election of officers shall be designed in the bylaws of the state society and is as follows:
 - 1. Elections for state officers and board members shall occur at the fall business meeting of the year during which the term of office expires
- j. **Term of Office:** The term of office shall be defined in the bylaws of the state society, with the newly elected officers assuming office as defined in the state bylaws, and as follows:
 - 1. State Society Officers shall be elected for two(2)year terms commencing on the first day of the year following the annual election
 - 2. At large members of the BOD shall be elected for two (2) year terms commencing on the first day of the year following annual election
 - 3. Unfilled positions will be filled by Presidential appointment and approval of the BOD
- k. **Removal:** Removal from office shall occur in accordance with the bylaws of the state society
 - 1. Officers and board members may be removed from duty prior to expiration of their term of office for the following reasons:
 - a. Failure to perform the duties assigned to their office
 - i. This includes failure to comply with all the responsibilities of a AzSSAMT BOD member (see Section V, #5- Bod of Directors Responsibilities)
 - b. Misuse or misappropriation of society property or funds
 - c. Unexcused absences from three (3) consecutive meetings, which were held on different dates
 - d. Moving out of the state without resigning from their position
 - 2. Procedure for removing officers and board members shall be:
 - a. Documentation, by the state President, of the reason for dismissal
 - b. Offending officer or board member has been contacted or repeated attempts to contact that member have been documented and they were notified:
 - i. Of the commencement of the removal process
 - ii. Of the date of the BOD meeting where removal will be on the agenda
 - iii. Of their invitation to attend the meeting to present their arguments
 - c. The President presents the case for removal to the assembled BOD, followed by a motion to remove from office

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- d. The offending officer or board member is afforded an opportunity to make an explanation to the Board before a vote is taken on the motion for removal. This step will be omitted if the member is not in attendance
 - e. A vote is taken to remove the officer or board member from office.
- Passage of the motion will follow state society by laws
3. The vacated office will be filled according to the bylaws of the state society

SECTION VI: COMMITTEES AND THEIR FUNCTIONS

A. AzSSAMT Committees:

1. **Membership Committee:** Under the direct supervision of the President, all officers and members are on this committee. The purpose and function of this committee is to promote membership growth, both on the state and national level. This is best accomplished through personal contact and all members shall be continually encouraged to participate in signing up new members and promoting the growth of AMT.
2. **Scientific Committee:** This committee and its chairperson are appointed by the state President and supervised by the state Vice President. It is the duty of this committee to arrange the scientific programs for the state society and to aid the publications committee in obtaining scientific articles for publication. This committee is responsible for procuring speakers, films, and other scientific program aids. The committee works with the state Editor to ensure meeting notices are posted appropriately. This committee is appointed per AzSSAMT seminar by the state President.
3. **Publicity Committee:** The committee and its chairperson are appointed by the state President and supervised by the Vice President. The duty of this committee is to keep the state society in the public eye by news releases to local newspapers and other media contact. The members shall make every effort to promote this organization through announcements of upcoming meetings, stories on interesting speakers, articles about award winners, etc. This committee is also responsible for helping promote “National Medical Assistants Week” and “National Medical Laboratory Week”. The chair of this committee should send news to the AMT office for use in the national publications. The committee is appointed on an annual basis by the state President.
4. **Legislative Committee:** This committee shall function under a chairperson, appointed by the state President and shall contain such additional members as the President shall appoint. The purpose of this committee is to keep abreast of all legislative issues in the state that would affect the livelihood of the state society’s members. It is the responsibility of the chairperson and the state President to see that this committee efficiently performs the following duties:
 - a. Obtain, annually, a list of names and official addresses of the state’s senators and representatives both on the state and national level, with the members of the committees on education, occupations, and professions and public health. It is mandatory that one copy of this be sent to the Judiciary Committee of AMT along with the name and address of the state legislative committee and its chairperson
 - b. This committee will, when necessary communicate with the legislative members by activating the “grassroots” chain, supporting or opposing legislation, in the best interest of the state society of AMT

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- c. The chairperson of the state legislative committee will work with the state President, the state Secretary, and the members of the committee in all matters pertinent to legislation as directed by the Judiciary Committee of AMT or the AMT legal Counsel
 - d. This committee shall have the duty and responsibility of obtaining copies of any legislative bills filed in the state legislation pertinent to AMT registrants and to forward one copy to the state President, AMT Judiciary Committee, AMT office, and AMT legal Counsel
 - e. This committee is appointed annually by the state President
5. **Audit Committee:** This committee and its chairperson are appointed by the state President for the purpose of the annual audit of state society records and finances. The committee shall consist of 2 to 5 persons. The audit shall take place in the presence of the state Treasurer. If the Treasurer is not available, the President shall be in attendance. A statement of findings must be made, signed, by committee members and filed with the state Secretary for permanent record. A signed copy of this statement must be forwarded to the AMT office, Executive Councilor, and the District Counselor. The audit is conducted annually in accordance with the state bylaws. This committee is appointed by the State President.
6. **Optional Committees:** In addition to the stated committees, the state society may have as many additional committees as is in the best interest of the state society. It is recommended that each committee be listed in the SOP along with the duties of the committee, the appointment of its members and the term of the appointment.

SECTION VII: PUBLICATIONS:

- A. The name of the newsletter for Arizona State Society of AMT is “*Arizona Vision*”.
- B. The *Arizona Vision* is a newsletter as it contains 5-12 pages excluding advertising pages. The cover or first page contains the publication name and the state society name. Each issue also contains a list of officers and their AzSSAMT email address, the editor and editorial staff with their AzSSAMT emails addresses, the District Councilor and his/her email address, and the volume number and issue number
- C. Each issue will include the required editorial and educational information as it is listed in the *AMT Editor’s Manual*
- D. The publication will be posted to the Arizona Website per the rules listed in the *AMT Editor’s Manual*.

SECTION VIII: DELEGATES TO THE ANNUAL BUSINESS MEETING

- A. **Criteria:** The number of delegates elected is dependent upon the number in good standing of AMT state members. A delegate must be a member in good standing for the current year, have attended one or more state society meetings with in the last year, and be capable of fulfilling all responsibilities of a delegate. A delegate must receive, read, and sign the list of delegate responsibilities given to them stating that the responsibilities are understood and will be performed.
- B. **Election:** The quota of delegates from AzSSAMT will be filled by election. Nominations from the floor will be accepted at the business meeting just prior to the Annual Business Meeting of AMT, provided those nominated meet the criteria. Alternate delegates, if any, will be elected in the same manner or appointed by the state President. In the event that not all available delegate seats are filled the AzSSAMT President (or representative), may seat as a

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Delegate to the annual business meeting of AMT, a member in good standing that may be attending the AMT annual meeting, according to the procedure outlined by the National AMT guidelines

- C. Responsibilities:** A delegate must meet the following responsibilities prior to receiving any monetary reimbursement from the AzSSAMT:
- a. All delegates must attend the Annual Business Meeting
 - b. All delegates must credential prior to the Annual Business Meeting
 - c. All delegates must assemble at the designated place and time as determined by the state President or appointed chairperson – the delegates MUST enter the hall together per AMT bylaws
 - d. All delegates must attend the District meeting
 - e. All delegates must attend the “Meet the Candidates”
 - f. All delegates must attend the “Resolution Presentation”
 - g. All delegates must attend the “Town Hall Session”
 - h. All delegates should attend exhibits if any
 - i. All delegates must attend the AMT Annual Reports
 - j. All delegates must attend at least two (2) scientific sessions
 - k. All society officers in attendance must attend any state officer training that is offered.
 - l. All delegates must submit a written report that follows the criteria below:
 1. Criteria for delegate reports are listed below. All reports must be typed, single-spaced and a minimum of 200 words maximum 500 words. In order to receive the delegate monetary reimbursement, your report must be submitted to the state editor via email in a word document, PDF is not acceptable. Your report must be received no later than four (4) weeks after the close of the national meeting.
 - Must include two (2) scientific sessions, the general session and keynote address is not included. The information must include speakers name and title, and a brief description of the session topic.
 - After attending the national convention and serving as a state delegate; what was one aspect of this experience that meant the most to you and why?
 - From this experience, what can you share with other AMT members who have never attended a national convention that would encourage them to attend and want to serve as a state delegate
 - After your report is received by the deadline and meets all criteria, the treasurer will be notified
- d. **Delegate Fees:** As allowed by state account balance and approved by the state members a duly classed business meeting, a delegate monetary reimbursement will be given to all delegates that meet the above listed responsibilities. The amount of the monetary reimbursement is not to exceed National AMT guidelines as determined by AzSSAMT BOD and voted upon by a duly called business meeting, per delegate. No monetary reimbursement will be granted unless all of the delegate responsibilities are fulfilled. Any delegate seated at the AMT National meeting is entitled only to the monetary reimbursement (as outlined by the AMT National Guidelines) as the state’s treasurer may permit and has fulfilled all of the delegate criteria.

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SECTION IX: AWARDS:

- A. State awards will follow the same criteria as the national awards
 - a. This award is by nomination (or selection), annually by the state BOD and voted (or selected) by a majority vote
 - b. This award will be presented at the next regular meeting of AzSSAMT
 - c. Awards will include:
 - i. Distinguished Achievement
 - ii. Exceptional Merit
 - iii. Pillar
 - iv. Silver Service
 - v. RMA of the Year
 - vi. RPT of the Year
 - vii. MT of the Year
 - viii. School of the Year
 - ix. Educator of the Year
 - x. Student of the Year
 - xi. Student Writing awards 1st– 3rd places

SECTION X: EXPENSES: All state society funds shall be deposited with the National Baking Initiative

- A. Society Expenses
 - a. Publications/Electronic Media
 - 1. Printing
 - 2. Postage
 - 3. Revenue
 - b. Administrative
 - 1. Official stationery and envelopes
 - 2. Postage used for official purposes
 - 3. Official long distance telephone calls made by officers or the BOD
 - 4. Office supplies for officers to complete duties
 - 5. State society awards, pins, plaques, certificates, speaker gifts, etc.
 - 6. Electronic media expenses
 - 7. Delegate expenses as previously outlined in Section VIII ,d
 - c. Office and BOD
 - 1. Travel: State officers and BOD members will receive mileage reimbursement at no more than \$.30/mile
 - a. Only the “driver” will be reimbursed for mileage
 - b. If public transportation is taken to the BOD meeting the reimbursement will be the lower of either the mileage or the transportation costs
 - 2. Lodging: Officers and BOD members will receive a maximum of 1 nights stay. If a BOD member chooses to stay at a hotel that has not been designated as the hotel for the seminar, the member understands that the reimbursement rate will ONLY be the amount from the designated hotel site. *Officers and BOD, will only be reimbursed if the BOD meeting is attached to the Scientific Assembly or Membership meeting.*

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3. Meals: Officers and BOD members shall be reimbursed for meals to a maximum of \$50.00. Receipts must be turned in for reimbursement, if the total amount of the receipts is greater than \$50.00 there shall be only \$50.00
4. All requests for reimbursement MUST be on the expense form, accompanied by receipts, and to the treasurer within 5 days of the meeting
5. Note: If an individual's employer is covering expenses no reimbursement shall be given
6. Any additional expenses as per state requirements

SECTION XI: REVIEW

- A. Review of state bylaws annually and document the action in the minutes of a BOD meeting
- B. Review of SOP manual annually and document the action in the minutes of a BOD meeting

Approved by the AzSSAMT Business meeting:

Date:

Place:

Approved by a vote of member: # Yes and # No