

**The Standard
Operating Procedure
Manual**

of the

**Missouri State Society
of the American
Medical Technologist
(MOSSAMT)**

Section I: State Society Name and Purpose

This organization shall be known as the Missouri State Society of the American Medical Technologist, a chartered society of the American Medical Technologist. Its acronym shall be known as MOSSAMT.

The purpose of this organization shall be:

- A. To participate in AMT national programs and functions as a representative of the AMT members who are registered to Missouri.
- B. To provide continuing education opportunities using the state meetings/seminars and journals, for the members who are registered in Missouri.
- C. To provide an official publication for its members as outlined in the State Officers Manual and the Editor's Manual.

Section II: Statement of Compliance

This duly chartered society of the American Medical Technologist 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 consist of all AMT members in good standing as registered on the AMT listing for Missouri and Covering all disciplines certified within this state. 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. Refer to the State Officers Manual for the definition of each of these classes of membership.
- B. Dues: The dues of the state society are collected by the AMT in addition to the national AMT dues. The state dues shall be rebated to the society according to the rebate policy established by the AMT. Council I the State Officers Manual. No dues shall be collected directly by the state society except as stated in the State Officers Manual.

Section IV: Meetings

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

Membership Business Meetings	Minimum of one annually
Board of Directors Meetings	Minimum of two annually
Scientific Meeting	Minimum of one annually

A. Membership Business Minutes: General membership meeting will be held twice yearly in association with Scientific Meetings. These are held traditionally in the spring and autumn of the year at least three weeks from any national meetings. These meetings shall be open to all state society members in good standing, each of whom shall be authorized to vote according to the bylaws of the society and the AMT.

1. Business conducted at these meetings shall include, but not limited to:
 - a. Election of officers as terms expire or openings come available.
 - b. Election of delegates to the AMT Annual Meetings. This is traditionally completed at the spring meetings.
 - c. Approval of suggested changes in society bylaws. These must have been submitted one month prior in order to be attached to the agenda.

B. Board of Directors Meetings: Meetings of the Board of Directors are held to perform the business of running the society and all functions this involves, in compliance with the policies and guidelines of the AMT and the Missouri State Society. Short meetings will take place before the General Membership Meetings with one training session and one extensive working session yearly. These will be scheduled in accordance to national meetings and at the discretion of the state president.

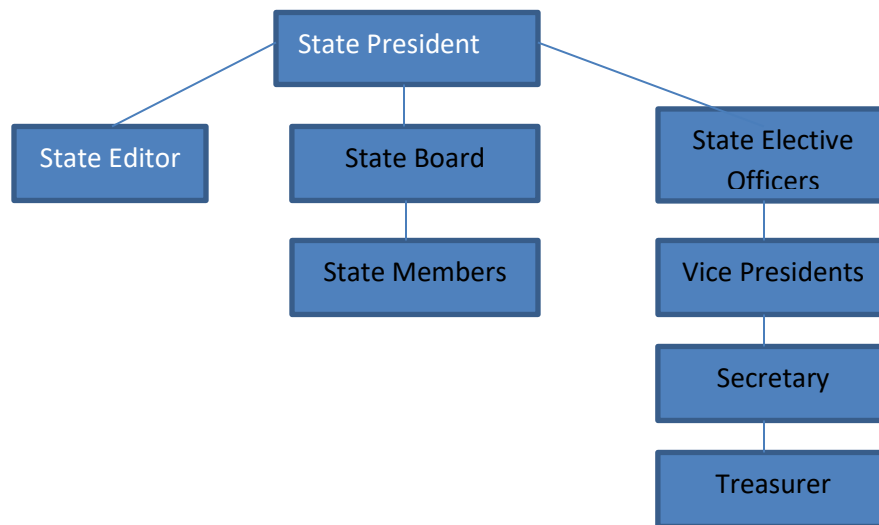
C. Scientific Meetings: Scientific meetings are held to provide continuing education to the AMT membership registered to Missouri. Continued education to the AMT membership is a requirement for all AMT members, therefore it is the responsibility of the society to provide this opportunity to all of its membership. When organizing these meetings, the full range of disciplines of the membership as well as the location and cost to each member should be considered. These are traditionally held in the spring and autumn of the year with sites rotated according to the Board of Directors recommendation. Joint meetings will be considered after discussion with District Councilor and State Board and will not take place more than every three years.

Section V: Officers and Board of Directors:

A. The Officers of Missouri 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 officers)
 - b. Must contain all elected officers as members.
 - c. Shall automatically include the immediate past-president as a member.
 - d. Shall include the state editor.

B. Chain of Command



C. Duties:

1. State President: The State President is the official representative of Missouri and must be well informed about the 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 for state and national property.
 - c. Will conduct the two general membership meetings, all board members and other meeting deemed necessary.
 - d. Is ultimately responsible for the state publication.
 - e. Must sign the business meeting minutes if serving as chairperson of

such Board. These will be forwarded to District Councilor within 30 days following the meeting.

- f. Will submit the State Society News Report Form to the AMT office according to the designated schedule. See form.
- g. Will petition the Executive Councilor via the District Councilor for approval to hold joint meetings with other state societies and/or organizations.
- h. Must see that the guidelines established for the bylaw changes as followed.
- i. Will use the Robert's Rules for Parliamentary Procedure.
- j. Will inform the District Councilor of any incident detrimental to the society of AMT.
- k. Will conduct annual audits.
- l. Will submit a quarterly report to the District Councilor.
- m. Is directly responsible for the Membership Committee of Missouri.
- n. Will appoint a chairperson for each of the society committees.
- o. Will inform the AMT office of officers' address of information change.
- p. Must be informed of all proctoring activities by the Proctoring committee.
- q. Will report on financial status.
- r. Will obtain prior approval for District Councilor 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 yearly.
- t. Will petition the District Councilor for permission to purchase state society equipment the current allowed rate (\$100.00).
- u. Will not schedule a state meeting three weeks prior or three weeks after a district or national meeting.
- v. Will cooperate and communicate with state officers, members, District Councilor and other Councilors.
- w. Will submit information for "Hall Of Memories" to the Council.
- x. Will promote the best interest of both the state society and AMT.

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?

- a. Must know the contents of the state and national bylaws and the State Officer's Manual.
- b. Will aid and assist the state President with committee assignments and other society functions.
- c. May exercise executive supervision over all state committee except the membership committee.
- d. May officiate as the societies official host/hostess to guest and speakers, arrange for their proper welcome, accommodations and departure.
- e. Will chair the Scientific Committee.

3. State Secretary: The secretary is to maintain completed permanent records of all the state society activities in an efficient and orderly manner.

- a. Must know the contents of state and national bylaws and State Officers Manual.
- b. Will be informed on parliamentary procedures and handle all correspondence in an efficient manner.
- c. In the absence of the Vice President, will administer duties of that office.
- d. Must prepare copies of minutes of Board and/or general meetings. His/her signature on the original copy is sent to the President within fourteen days after the meeting.
- e. Will act as the state Historian and upkeep photo albums and other memorabilia.

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 held.

- a. Receive, record and forward all deposits, receipts, and vouchers to AMT.
- b. Review itemized financial report from AMT.
- c. Submit monthly bank statements for review at the annual audit.
- d. Will chair the Ways and Means Committee.
- e. Mail quarterly reports to the President.

5. Board of Directors: The Board of Directors is responsible for 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 Missouri State Society.

- a. Responsible for the proper execution of the state society business.
- b. Responsible for the ultimate proper use of the Missouri funds.
- c. Establishes the policies of the society in accordance with the state bylaws and guidelines and AMT bylaws, guidelines, and policies.
- d. Excuses the removal procedure for officers and board members.

D. Criteria: Any member of the Missouri State Society in good standing is eligible for election to any state office, as defined in the AMT bylaws, guidelines and policies.

E. Elections: The election of officers shall be defined in the state bylaws of Missouri.

1. Candidates must be active AMT members and in good standing. Candidates must have attended one previous state AMT meeting/seminar within one year of elections.

F. Term of Office: The term of office shall be defined in the bylaws of Missouri with the newly elected officers assuming office as defined in the state bylaws, and is as follows:

1. State Society Officers shall be elected for two-year terms beginning in the first day of the year following elections.
2. Abandoned or unfilled positions shall be appointed by the President and approved by the Board of Directors.

G. Removal: Removal from office shall occur in accordance with the National Bylaws.

1. Vacated offices will be filled by appointment by the President until the next election meeting.
2. Members inflicting grievances of the same nature will undergo the same procedure and be submitted to the Judiciary Committee of the national AMT organization.

Section VI: Committees and their Functions

A. Required by AMT:

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 growth of AMT.
2. Scientific Committee: This committee is composed of members approved by the State President and chaired by the 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. This committee works with the state editor to ensure meeting notices and printed and mailed appropriately. This committee is appointed yearly by the State president.
3. Publication Committee: This committee and its chairperson (the Editor) are appointed by the State President and functions under the supervision of the Vice President. The committee members (editorial staff) shall be appointed with the help of the editor. The duty of this committee is to publish and distribute the state society publication with the National AMT guidelines. The committee is appointed yearly with the help of the Editor in conjunction with the President. The chairperson of this committee when establishing the state publication and maintain periodic contact with that person. The State Society Editor's Manual should be obtained and the guidelines in it adhered to.

4. **Publicity Committee:** This committee and its chairperson (President) are appointed by the state President yearly and are comprised of the state officers and Board members. The duty of this committee is to keep the state society before the public eye by news releases to local newspaper and other media contract. 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 national publications.
5. **Proctoring Committee:** This Committee and its chairperson are appointed by the state President, and shall not have less than three members, with such additional members as the President shall direct to ensure a proctor for each designate site. Any member who serves as a proctor is thus a member of this committee and is appointed yearly. The duty of the committee is to proctor examinations for certification in MAT, in accordance with the directives from AMT office and the current published Proctor Guidelines. The committee is accountable to the state President for all proctoring activities. The committee chairperson is the lesson between the AMT office and the state proctors. All members must be well acquainted with the procedure for proctoring examinations. All proctors will submit a list of those they proctor to the chairperson following each exam.
6. **Legislative Committee:** This committee shall function under a chairperson (President), appointed by the President, and shall contain such additional members as the President shall appoint. The purpose if 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 Presidents to see that this committee efficiently performs the following suites.
 - 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. A state member could be assigned to each legislator. This person would be responsible for contacting the legislator if the need arises.
 - b. It is mandatory that one copy of the names and addresses, as required in the above, shall be sent annually to the Judiciary Committee of the AMT together with the names and addresses of the state chairperson of the Missouri legislative committee with copies to the AMT office and the AMT Legal Counsel. This is to be done prior to the first of January of each calendar year.
 - c. This committee will, when necessary, communicate with their U.S. Senators, Congressmen, and State Legislators by activating the “grassroots” chain, supporting or opposing legislation, in the best interest of Missouri members and AMT.
 - d. The chairperson of Missouri society legislative committee will work with the state President, the state Secretary and the members of the committee on all matters pertinent to legislation as directed by the Judiciary Committee of AMD or the AMT Legal Counsel.
 - e. The committee shall have the duty and responsibility of obtaining copies of

any legislative bills filed in the state legislature pertinent to AMT registrants and to forward one copy to the state President, the AMT Judiciary Committee, AMT office, and AMT Legal Consul. To be certain the committee is immediately aware of the introduction of such legislation, it is suggested that one member of the committee be a resident of Jefferson City, Missouri, with responsibility of reading the legislative journal printed in a newspaper each day to see what bills have been introduced. Before any member may promote state legislation, it must be submitted to and approved by the state legislative committee, the AMT Judiciary Committee, and the AMT Executive Committee.

f. This committee is appointed annually by the state President.

B. Removal: The procedure is outlined in Section V, Item G.

Section VII: Publications

A. The name of the Missouri Journal will be known as MOSSAMT Link.

B. The MOSSAMT Link is a journal because it contains 12 pages or more and has a cover. The cover contains the publication name and the society state name and is distinguishable as a cover because of the design and the paper quality. The first page of the journal contains a list of officers and their addresses, including the editor and District Councilor and his/her address, and the volume number and issues number.

C. Each issue will include the required editorial and educational information as it is listed in the AMT Editor's Manual.

D. Copy deadlines: February 1st and August 1st

E. The publication date deadlines: March 15th and September 15th

F. Will be accountable to the President for all state or national property in his/her possession.

G. Will mail a meeting notice to all state members, the Executive Councilor and the District Councilor at least thirty days prior to the meeting.

Section VIII: Delegates to the Annual Business Meeting

A. Criteria: The number of delegates elected is dependent upon the number of members per discipline in good standing of current AMT members. A delegate must be a dues paid member for the current year (or show just cause), have attended the last two state meetings and capable of fulfilling all the responsibilities of a delegate. A delegate must receive, read and sign the list of delegate responsibilities given to him/her stating that the responsibilities are understood and will be performed.

B. Exception: If delegation is not full per discipline, a member may be seated upon request pending approval of current delegation, No assessor fee shall be paid.

C. Election: The quota of delegates from Missouri will be filled by elections. Nominations from the floor will be accepted at the state business meeting just prior to the Annual Business Meeting. From the delegates, a chairperson will be appointed by the state president if he/she is not in attendance. First consideration will be the attending officers and then any Missouri members the chairperson will fulfill the following requirements:

1. All delegates must have a valid AMT membership.
2. All delegates must attend the Annual Business Meetings.
3. All delegates must credential prior to the Annual Business Meeting.
4. All delegates must assemble at the designated place and time as determined by the chairperson of the committee to enter the hall together and be seated together.
5. All delegates must attend the District Meetings.
6. All delegates must attend the "Meet the Candidates".
7. All delegates must attend the "Resolutions Presentation".
8. All delegates are encouraged to attend the exhibits.
9. All delegates must attend the "Town Hall Sessions".
10. All delegates must attend the "AMT Annual Reports".
11. All delegates must attend the "AMT AMTIE Business Meeting".
12. Each delegate must submit a written report covering one of the above meetings or scientific programs, or committee meeting prior to receiving any stipends.
13. Each delegate is asked to participate in providing an item or two for the Missouri "basket" for the Welcoming Social, of a low to nominal price.
14. Any delegate signing the agreement to fulfill all responsibilities but does not do so, will not be eligible to be a state delegate for one year, and therefore will not qualify for the stipend. The delegate-elect are to contact the President if they choose not to be a delegate after election.

D. Delegate Fees: As is allowed by the state account balance and approved by the state members at a duly called state business meeting, a delegate stipend of \$100.00 will be given to all delegates meeting the above listed responsibilities. In addition, an assister fee will be granted based on States Financial ability. The amount of the assister fee will be voted on during the fall business meeting.

1. Disbursement of Delegate Fees: The delegate stipend will be given to each delegate when they have fulfilled all their responsibilities including the written report which needs to be submitted prior to the stipend to be paid. This can be done prior to leaving the convention but must be done prior to the editorial deadline of the next scheduled] publication of the MOSSMT Link.
2. In the event that a delegate stipend and/or assister fees are granted prior to the convention and delegate requirements are not met, repayment in full of the delegate stipend and the assister fee's must be returned in full to the state society within 30 days.

Section IX: Awards

A. Nominations for National Awards: Nominations must be adhere to current guidelines as listed on the AMT Bylaws and AMT State Officers Manual. Note, Award Lists, Criteria, and Nominations, Selection and Presentation based on National Guidelines.

B. State Awards:

1. Awards are presented at the discretion of the state board.

Section X: Expenses

A. All State Society funds shall be deposited in the state AMT account in accordance to current National and State Bylaws and the State Officers Manual.

B. Society Expense – Responsibilities

1. Publications

- a. Printing
- b. Postage
- c. Revenue
- d. Flyers for meetings

2. Administrative

- a. Official stationary and envelopes.
- b. Postage used for official purposes.
- c. Official long distance phone calls made by offers and Board.
- d. Office supplies for Officers to complete duties.
- e. State Society Awards, pins, plaques, certificates, speaker gifts, etc.
- f. Film and processing cost for state use.
- g. Printing and mailing of meeting notices.

3. Offers and Board of Directors

*Note: Depending on availability of funds

- a. Travel: State Officers and Board members will receive mileage reimbursement, based on the current federal mileage allowances, for traveling to and from required State Board Meetings.
- b. Lodging: Officers and board members will receive one night's lodging during a called meeting of the Board of Directors. The board, during a called meeting of the Board of Directors. The board, based upon mileage and meeting time scheduled, may approve additional nights.

4. Delegate Fees: See section VIII, Item E and Note.

5. State Meetings

- a. Room rental fees, if applicable.
- b. Speakers honorariums and their supplies and expenses (if preapproved), such

- as copies, overheads, etc.
- c. Meals during meeting, is applicable.
- d. Other expenditures seen fit for the progression of the meeting.

6. Miscellaneous Expenses

- a. Post cards to welcome and give complementary registration to new members for the first attended meeting.
- b. Other items to promote the state society and morale of the members as funds allow.

- 7. All state expenditures will need approval of the Board, not outlined in the aforementioned criteria. Above reimbursements are not applicable if the individual's employer provides for expenses.

Section XI. Review of Manual

- A. The state Bylaws and Standard Operating Manual shall be annually reviewed and documented in any actions on the minutes of a State Board Meeting.

Revised 04-14-2012 (Alberta Smith)