

**Iowa State Society of American Medical Technologists  
Bylaws**

PREAMBLE

This organization shall be known as the Iowa State Society of the American Medical Technologists (AMT). It shall be an unincorporated constituent state society of AMT, which is organized as a not-for-profit corporation. The society's purposes shall be to advance the mission and principles of AMT at the State level, to advance the standards and advocate the professional interests of its member certificants, and to promote educational and social advantages and functions for its members.

ARTICLE I

MEMBERS

All members in good standing of AMT residing in this state holding any class of membership in AMT shall be members of the same class of this society. The voting members of this society shall be the members whose current AMT dues are paid. This society may accord affiliate membership to a person, and provide for dues for such persons, pursuant to guidelines established by the AMT Board of Directors but such members may not vote or hold office.

ARTICLE II

DUES

1. The annual state society membership renewal fees for AMT members are included with AMT annual dues. State dues are refunded to the State Society by AMT. The State Society shall not assess its members for dues in addition to the amount refunded by AMT.

2. The society's use and expenditure of dues received by rebate from AMT shall be subject to such National regulations and policies as may be prescribed under Article VII, Section 2 of the AMT National Bylaws. All dues and other revenues of this society shall be used only for the purposes of this society and no part of such revenues shall be used for the private benefit of any member.

ARTICLE III

MEETINGS

1. There shall be at least one meeting of the membership each calendar year, held at a place and time determined by the Board of Directors.

2. Meeting notices shall be sent by regular or electronic mail to all members at least thirty (30) days prior to the meeting.

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3. Special meetings may be called at the discretion of the President or the Board of Directors. All State Society members shall be notified by regular or electronic mail fourteen (14) days in advance of the meeting.

4. The society 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. The society may conduct official business by way of electronic communication which may include, but is not limited to, telephone conferencing, electronic mail (e-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. Whenever the society conducts meetings by electronic means (either exclusively or in conjunction with an in-person meeting), it shall establish a system to account for participants who attend via electronic means. The system shall allow for official business to be conducted electronically including attendance verification, presentation and discussion of resolutions, voting, and other items of business.

ARTICLE IV

OFFICERS AND DIRECTORS

1. The officers of this society shall include a President, Vice President, Secretary and Treasurer. The Board of Directors may combine the offices of Secretary and Treasurer. These officers shall have the duties and powers usually exercised and held by such officers in associations of this type and such as shall be given them by AMT and the Board of Directors of this society.

2. The President, and Vice-President shall have been a member in good standing of AMT for at least two years prior to taking office. The other officers shall have been members in good standing of AMT for at least one year prior to taking office.

3. The officers shall be elected by majority vote at the annual business meeting every other year.

4. All officers shall be elected for a two year term, which term shall begin immediately upon adjournment of the annual business meeting in which elections were held.

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5. The Board of Directors shall plan, manage, and conduct all business affairs of this society in accordance with established AMT policy.

6. The Board of Directors shall consist of the officers of this society, the editor of the state society publications, and at least two at-large directors.

7. The at-large directors shall have been members in good standing of AMT for at least one year prior to their election, and shall be elected for a two-year term by a majority vote every other year at the annual business meeting. The editor shall be appointed by, and serve at the pleasure of, the Board.

8. In the event of vacancy in the office of the President, the Vice President shall succeed to the presidency. Any other vacancies of Board members, including elective officers, shall be filled by presidential appointment with approval of the Board of Directors. Should any director be absent from two consecutive Board meetings (either regular or special) without valid cause in the opinion of the Board, or be guilty of acts or omissions detrimental to the best interest of the Society and/or AMT, his office may be declared vacant on the vote of the majority of the Board.

9. At least two regular meetings of the Board of Directors shall be held in each calendar year; such meetings may be held in conjunction with the meetings of the membership, and shall be preceded by at least 30 days' notice to the Board members via regular or electronic mail. The Board of Directors shall conduct special meetings at the call of the President, or any three directors, on ten days' notice by regular or electronic mail. When it is impractical to meet in person, special meetings may be held by teleconference. A majority of the Board shall constitute a quorum for any regular or special meeting.

10. The Nominating Committee shall prepare and submit a slate of candidates for election at each annual business meeting at which an election of officers and/or at-large directors will occur. Candidates selected by the Nominating Committee shall be automatically placed in nomination at the business meeting. Additional nominations shall be open to the floor.

ARTICLE V

DELEGATES

1. *Representation.* The society shall be entitled to representation at the AMT Annual Business Meeting by membership class. The quota of delegates from each membership class shall be determined by the number of such members in good standing residing within the jurisdictional boundaries of the society in accordance with Article IV, Section 2 of the AMT National Bylaws.

2. *Qualifications.*

a. All delegates (primary and alternates) shall have attended, within the past year, at least one business meeting of the society prior to the AMT Annual Business Meeting.

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Delegates must be AMT members in good standing and be duly elected at the state meeting to represent the society.

b. Members in good standing of the Society who attend the AMT Annual Business Meeting but have not met all of the qualifications in subsection (a) above may nevertheless be seated as delegates at the Annual Business Meeting if the society is unable to fill its delegate quota from members duly elected. Members seated as delegates who have not met all the requirements set forth in (a) above shall not be eligible for the Assistor Fee provided for in item (d) of this Article.

c. *Responsibilities.* Delegates shall fulfill all of their responsibilities as defined in the AMT State Officers Manual. In addition, a written report by the delegates is to be submitted to the President thirty days after the close of the AMT Annual Business Meeting.

d. *Assistor Fee.* If the society's funds allow, delegates who meet the qualifications set forth above and who fulfill all of their responsibilities as defined in the AMT State Officers Manual shall be given an assistor fee. The society's Board shall determine the amount of the assistor fee subject to such guidelines as may be established in the AMT State Officers Manual.

ARTICLE VI

PUBLICATIONS

The society shall publish an official society publication at least [twice] annually and shall send a copy of the publication (or a notice that said publication has been posted on the society's website) by electronic or regular mail to all AMT members in good standing residing in Iowa in accordance with the AMT Bylaws and any publication policies prescribed by the AMT Board or Council.

ARTICLE VII

COMMITTEES

1. The standing committees of this society may consist of:
  - a. Membership Committee
  - b. Scientific Committee
  - c. Publicity Committee
  - d. Publications Committees
  - e. Proctoring Committee
  - f. Legislative Committee
  - g. Auditing Committee
  - h. Nominating Committee
  - i. Such other committees as the Board may from time to time create to facilitate the proper functioning of this society.

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2. The President shall appoint the members of all standing committees subject to the Board's approval. The functions and responsibilities of each committee shall be as described in the current version of the AMT State Officer's Manual, or in the absence of such a description, as described in the resolution of the society's Board of Directors creating such committee.

3. In addition to standing committees, the President, with Board approval, may appoint such ad hoc committees as may be deemed necessary or desirable to address specific matters that may arise from time to time.

ARTICLE VIII

LAW OF THE SOCIETY

1. The rules contained in the most current edition of Robert's Rules of Order, shall govern the society unless the Robert's Rules are in conflict with these bylaws or AMT directives.

2. The society shall in all things be governed by the bylaws, policies, and directives of AMT.

ARTICLE IX

AMENDMENTS

The bylaws may be amended only by a vote of two-thirds of the members in good standing present at a duly called state society meeting, provided that all members are given thirty (30) days notice of the proposed amendments, and provided that the amendments have received prior approval by the AMT Judiciary Councillor.

**Adoption Clause**

These bylaws were adopted by a two-third vote of the members of the Iowa State Society of the American Technologists present at a duly called and held meeting of such state society in xxxxxxxxxxxx, Iowa on xxxxxxxxxxxxxxxxx.

APPROVED:

*Kimberly Chevront*

Judiciary Councillor \_\_\_\_\_  
Kimberly Chevront, MT PhD

Date Approved : xxxxxxxxxxx

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