

Tri State AMT Society Bylaws

Tri State (CT, RI, MA) Society of the American Medical Technologists

Connecticut, Massachusetts, Rhode Island

Preamble

This organization shall be known as the Tri State Society (“Society”) of the American Medical Technologists (AMT). It shall be an unincorporated constituent society of AMT, which is organized as a New Jersey not-for-profit corporation. Its purposes shall be as follows:

1. To advance the mission and principles of AMT at the state and regional level;
2. To advance the standards and advocate the professional interests of the Society’s member certificants;
3. To act as a medium to channel matters affecting the healthcare profession to the AMT National Office and other agencies;
4. To uphold the integrity, standards, and principles by which our registry abides; and
5. To promote functions and activities pertaining to the scientific, educational, and social growth of its members.

Article I

Members

All members in good standing of the AMT residing in Connecticut, Massachusetts and Rhode Island holding any class of AMT membership shall be members of this Society. The voting privilege is given only to AMT members whose current AMT dues are paid.

Article II

Dues

The annual renewal fees to maintain AMT membership include state dues. State funds are provided in the form of a rebate refunded by AMT, in accordance with the AMT National Bylaws. The Society shall not assess its members for dues in addition to the amount refunded by AMT.

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 revenue of this society shall be solely used for the purposes of this Society and no part of the Society funds shall be used for the private benefit of any member.

Article III

Meetings of Membership

Section 1. Society Membership Meeting

There shall be at least one regular meeting of the membership each calendar year and any additional meetings the Board of Directors deems necessary for the proper functioning of the Society. Such meeting(s) may include but shall not be limited to scientific sessions, a business meeting, and social activities.

Section 2. Rotation

Society membership meetings shall be held on a rotating schedule to the extent practicable, consistent with the relative number of members residing in each constituent State.

Section 3. Sites and Dates

The Board of Directors shall determine dates and places of such meetings. Meeting notices shall be mailed to all members with at least thirty (30) days prior to each meeting. There shall be at least four months between each Society meeting.

The membership meeting shall not be scheduled within four weeks before or after the AMT Annual Business Meeting.

Section 4. Special and Emergency Meetings

Special or Emergency Meetings may be called at the discretion of the President or the Board of Directors. All Society members shall be notified by regular or electronic mail at least fourteen (14) days prior to any such meeting.

Article IV

Officers

Section 1. Officers

The officers of this society shall include a President, Vice President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined at the discretion of the Board of Directors.

Section 2. Qualification

The President and Vice President shall have been members in good standing of AMT for at least two years prior to taking office. The Secretary and Treasurer shall have been members in good standing of AMT for at least one year prior to taking office. All officers shall be elected by majority vote at the last business meeting of the even years for a two-year term.

Section 3. Term

The term of office shall be two years. It shall commence January 1st of the calendar year following the election and terminate December 31st of the following year.

Section 4. Duties

The duties of the officers shall be in accordance with the AMT State Officers Manual and the AMT State Operations Procedure Manual.

Section 5. Vacancies

The Vice President shall succeed the President should this office be vacated. In all other cases of vacancies in an elective office, the Board of Directors shall appoint a member of the Society in good standing to fill the vacancy until the next business meeting. The membership may, by majority vote, fill the remaining term of any such vacancy at the next business meeting of the Society.

Article V

Board of Directors

Section 1. Executive Authority

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

Section 2. Composition of the Board

The Board shall consist of the officers of this society, the immediate past president, the editor of the state society publication, and at least one at-large director.

Section 3. Qualifications and Term of Office

The officers and at-large director(s) shall be elected by majority vote at the last business meeting of the even years for a two-year term. The editor shall be appointed by and shall serve at the pleasure of the Board.

The qualifications and term of office for officers and the at-large director shall be consistent with Article IV, Sections 2 and 3 of these bylaws.

Section 4. Meetings

At least two regular meetings of the Board 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 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.

Section 5. Quorum

A majority shall constitute a quorum for transaction of business at any meeting. If less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting to a date and time subsequent, in which case the absent directors shall be given notice of the rescheduled meeting.

Section 6. Vacancies

Should any director absent himself 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, his office may be declared vacant on the vote of the majority of Board members. Any vacancies of Board members, excluding vacancy in the office of President, may be filled by appointment by the Board consistent with Article IV, Section 5 of these bylaws.

Article VI

Committees

Section 1. Committees

The standing committees of this society may consist of:

- a.] Membership
- b.] Scientific Program
- c.] Publications
- d.] Proctoring
- e.] Auditing
- f.] Legislative
- g.] Such other committees as the Board may create to facilitate the proper functioning of this Society.

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. 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.

Section 2. Appointment

The President shall appoint the members of all committees subject to the Board's approval.

Article VII

Publications

The Society shall publish and mail a copy of its publication (or a notice that said publication has been posted on the society's website) by electronic or regular mail to all AMT members residing in Connecticut, Massachusetts and Rhode Island in accordance with the AMT National Bylaws and such policies as may be adopted by the AMT Board of Directors or Council.

Article VIII

Delegates

Section 1. Representation

The society shall be entitled to representation at the 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.

Section 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. Delegates must be current AMT members in good standing and be duly elected at the Society business meeting to represent the Society.
- b. Members in good standing of the Society who attend the AMT Annual Business Meeting but have not met 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 Section 4 of this Article.

Section 3. 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.

Section 4. Assistor Fee

If the Society's funds allow, the 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 Board shall determine the amount of the assistor fee subject to such limitations and guidelines as may be established in the AMT State Officers Manual.

Article IX

Law of the Society

Section 1. Parliamentary Procedures

The rules contained in the most current edition of Robert's Rules of Order, shall govern the society in all cases to which they apply and in which they are not inconsistent with these bylaws or with the bylaws, policies, and directives of AMT.

Section 2. Amendments

These bylaws may be amended by a two-thirds majority vote at any state society business meeting, provided the members have been given thirty days notice by mail of the proposed amendment, and that the amendments have received prior approval by the AMT Judiciary Councillor. Publication in the State Society Publication shall serve as notice by mail.

Adoption Clause

These bylaws were adopted by a two-thirds vote of the members of the Tri State Society of the American Medical Technologists present at a duly called and held meeting of such state society at Southington CT, on 10/15/2011.

Approved by: Signature on file

AMT Judiciary Councillor

Date Approved: 4/19/2011