

SOUTH CAROLINA STATE ASSEMBLY

SOUTH CAROLINA STATE ASSEMBLY of
AST, Inc.
POLICY MANUAL

January 2011

SCSA



Association of Surgical Technologists

South Carolina State Assembly of AST, Inc.
112 Tram Court
Columbia, SC 29210
<http://sc.ast.org>

**Articles of Incorporation
Certificate of Incorporation of the
South Carolina State Assembly of the Association of Surgical Technologists, Inc.**

November 12, 2003

**Article 1:
Corporate Name**

The corporation formed is a non-profit corporation. The name of the corporation is as set forth below: South Carolina State Assembly of the Association of Surgical Technologists, Inc.

**Article 2:
Registered Agent and Registered Office**

The initial registered agent is an individual resident of the state whose name is set forth below:

James C. Leventis
Rogers, Townsend, & Thomas, PC
220 Executive Center Dr.
Columbia, SC 29210
(803) 771-7900

**Article 3:
Management**

Management of affairs of the corporation is to be vested in its board of directors. The number of directors, which must be a minimum of five, that constitutes the initial board of directors and the names and addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and qualified are set forth below:

As of elections at November 10, 2001 meeting

**Article 4:
Organizational Structure**

The corporation will have members that consist of: President, Vice-President, Secretary, Treasurer and five (5) Board of Directors.

**Article 5:
Duration**

The period of duration is perpetual.

Article 6:

The corporation is organized for the following purposes or reasons:
Educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Supplemental Provisions/Information

None at the time of filing.

Incorporator

James C. Leventis
Rogers, Townsend, & Thomas, PC
220 Executive Center Dr.
Columbia, SC 29210
(803) 771-7900

Effectiveness of Filing

This document will become effective when the document is filed by the Secretary of State.
Signed by, Mark Hammond, Secretary of State on November 3, 2003

State Assembly Bylaws

**Article I:
Name**

The name of this State Assembly is the South Carolina State Assembly of the Association of Surgical Technologists Inc., hereinafter referred to as the "SCSA," a State Assembly of the Association of Surgical Technologists, Inc., hereinafter referred to as the "AST." The State Assembly is comprised of the state of South Carolina.

**Article II:
Purposes**

Section 1:

The purposes of the State Assembly are the following:

- A. To study, discuss, and exchange professional knowledge, expertise and ideas in the field of surgical technology.
- B. To promote a high standard of surgical technology performance for quality patient care.
- C. To stimulate interest in continuing education for surgical technologists.
- D. To encourage employment of certified surgical technologists through cooperative efforts with other professional health care organizations and individuals.
- E. To promote and maintain communication and cooperative relationships with other professional health care organizations.

- F. To explore and encourage the diversified roles of the certified surgical technologist, hereinafter referred to as the “CST.”

**Article III:
Membership**

**Section 1:
Definition**

- A. A surgical technologist is an allied health professional who possesses expertise in the theory and application of Sterile and aseptic techniques and who combines knowledge of human anatomy, surgical procedures, and the implementation tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures.
- B. A member of the State Assembly must be a member of AST.
- C. A member of the State Assembly may be a member residing in the state or a member who does not reside in the state but has indicated to AST that the member chooses to be a member of the State Assembly.

**Section 2:
Classification**

- A. Active Member
 - 1. One who has passed the national certifying examination and maintains certification currently as defined by The National Board of Surgical Technology and Surgical Assisting (NBSTSA), hereinafter referred to as the “NBSTSA.”
 - 2. Active members have voice and vote.
- B. Associate Member
 - 3. One who has passed the national certifying examination and not maintained certification currency as Defined by the NBSTSA.
 - 4. One who has proof of either having completed or being currently enrolled as a student in a Commission On Accreditation of Allied Health Education Program (hereinafter referred to as “CAAHEP”) – accredited surgical technology program or its equivalent.
 - 5. One who can provide notarized documentation from her/his employer that she/he is employed as a surgical technologist.
 - 6. One whose primary source of employment is teaching in a CAAHEP – accredited surgical technology program or its equivalent.
 - 7. Associate members (numbers 1 through 4) have voice but no vote.
- C. Affiliate Member
 - 8. Any individual or organization that wishes to affiliate with AST and is approved by the Board of Directors as defined in the AST *Policy Manual*.
 - 9. Affiliate members have voice but no vote.
- D. Retired Member
 - 10. One who provides proof of reaching age 65 or provides proof of permanent disability resulting in an inability to work.
 - 11. Voice and/or vote for a retired member will be based on the criteria in subsections A, B or C of this section.
- E. Honorary Member
 - 12. One who has served as a President of AST.
 - 13. One who has rendered notable service to AST and is approved by the House of

- Delegates upon recommendation of the Board of Directors.
14. Voice and/or vote for an honorary member shall be based on the criteria in subsections A, B or C of this section.

Section 3:

Dues

- A. A combined dues amount for national and State Assembly dues (“unified dues”) shall be established by the House of Delegates, paid according to established procedure, and maintained by AST.
- B. National and State Assembly dues may not be collected by any other entity other than AST.
- C. Membership benefits shall begin upon receipt of national and State Assembly dues at AST.
- D. A member who’s national and State Assembly dues are not received at AST within 30 days from the renewal date shall be delinquent and forfeit all membership privileges. Reinstatement shall be effective upon payment of dues.
- E. Dues for student members and retired members shall be fifty percent of the established annual dues.
- F. Annual dues shall be waived for honorary members.

Article IV: Finance

Section 1:

Fiscal Year.

The fiscal year shall be the calendar year.

Section 2:

Budget.

The state assembly shall adopt an annual budget. The budget shall be filed with AST by January 15th of each year.

Section 3:

Financial disclosure

The State Assembly shall prepare a minimum of 2 sets of financial statements each year. The minimum 2 sets of statements will report year to date activity for January 1st – June 30th and January 1st – December 31st. The statements will be filed with AST and be available to all members of the state assembly.

Section 4:

Examination of financial statements

The yearend financial statements of the state assembly shall be examined by an independent auditor or third party otherwise acceptable to AST. The level of examination (compilation, review, or audit) shall be determined by the AST *Policy Manual*.

Section 5:

Insurance

The officers and directors of the state assembly may have (optional) adequate directors and officers liability coverage as determined by AST.

Section 6:

Check Signing

- A. Authorization for signing checks and the amount shall be defined in the *State Assembly Policy Manual*. There are two signatures on the bank account, the treasurer's and the president's. The president and treasurer have a bank card which may be used as needed.
- B. Pre-signing of checks is not encouraged, but may be required from time to time. The President is the only officer that may pre-sign checks for the treasurer.

Section 7:

State Assembly Bank Account

- A. The State Assembly's official bank account to include checking, saving and any other type of account shall be **Branch Banking & Trust, Co. (BB&T)**.
- B. The treasurer shall be responsible for receiving, balancing and retaining all bank records and said records shall be readily available for review by the incoming treasurer at the Annual Meeting.
- C. Upon completion of the business meeting and elections at the Annual Meeting each year, the officers shall sign a signature authorization form provided by the bank, in compliance with bank policy.

Section 8:

Reimbursement Policies and Procedures

The reimbursement policies and procedures apply to the various groups of individuals who receive funds from the state assembly. All policies governing the appropriation of funds to an individual are included in this section of the South Carolina Assembly of AST, Inc. Policy Manual. The president, with the assistance of the treasurer, is responsible for the implementation of these policies. Under unusual circumstances and with the consent of the Board of Directors, the president may suspend reimbursement policies to individuals and groups as they are outlined in this section.

Section 9:

Board of Directors

- A. Members of the Board of Directors shall be reimbursed for expenses as follows:
 - a. Expenses related to copying or mailing state assembly reports, documents or information necessary for state assembly business.
 - b. Expenses related to purchasing speaker gifts or awards given to board members.
 - c. Expenses related to maintaining storage of state assembly records with the consent of the Board of Directors.
- B. The President shall be reimbursed for travel expenses when required to represent the SCSA at legislative events, meetings of other professional healthcare organizations, and AST/SCSA meetings and/or workshops conducted in South Carolina. Out of state travel requires the Board of Directors approval.
- C. The Vice-President shall be reimbursed for travel expenses when he/she must represent
- D. the SCSA in the absence of the president at legislative events, meetings of other professional healthcare organizations, and AST/SCSA meetings and/or workshops conducted in South Carolina. Out of state travel requires the Board of Directors approval.

- E. The Treasurer shall be reimbursed for expenses relating to the annual audit and copying/ mailing of monthly and annual reports.
- F. The Secretary shall be reimbursed for copying and mailing expenses of minutes, reports, manuals and other necessary documents/supplies of the state assembly.
- G. Delegates to the AST National Conference will be provided a one-time travel reimbursement for representing the state Assembly in the AST House of Delegates. The Board of Directors will determine the amount of the payment according to the budget and state treasury. The Board of Directors reserves the right to not provide delegates with a payment due to fiscal restraints. In addition, the Board of Directors will receive an additional stipend solely for the purpose of attending the State Assembly Leadership Forum.
- H. The Board of Directors and the Executive officers will receive the following re-imbursements to assist in offsetting the cost of attending the two (2) main SCSA meetings each year: (adopted: 09/14/12, updated 09/27/14)
 - a. Mileage: a \$0.50/mile, (up to \$350 or 700 miles per meeting,) re-imbursement for gas will be given provided the Board member must travel more than 20 miles round trip to attend. This cap is to cover the distance a Board member would travel to cover the extent of the entire state. Officer must provide to the treasurer a map documenting the round trip mileage in order to receive this payment. The Board of Directors reserves the right not to provide this re-imbursement due to fiscal restraints of the Assembly. (Adopted: 09/14/12, updated: 09/27/14)
 - b. Lodging: The SCSA will provide to each BOD/Officer \$100.00 to offset the cost of lodging for the attendance of each of the bi-annual meetings. The BOD/Officer must provide to the treasurer a copy of the lodging receipt in order to receive these funds. Sharing of accommodations is strongly encouraged. The Board of Directors reserves the right not to provide this re-imbursement due to fiscal restraints of the Assembly.

Section 10:

Protocol for Reimbursement

- A. Complete reimbursement form (see Addendum #1) and attach original receipts with said form.
- B. Submit reimbursement form with attached receipts to the treasurer.
- C. The treasurer shall issue a check for reimbursement of expenses within seven (7) business days upon receiving reimbursement form and original receipts. In the event the treasurer is unable to fulfill the reimbursement time frame, the president will fulfill this obligation.

Section 11:

Responsibilities

- A. Individuals who are responsible for expenditure of state assembly funds have a fiduciary responsibility to the membership to obtain the most cost effective prices available.

Section 12:

Special Provisions

- A. The President may not approve any travel or meeting expenses, in or out of the state of South Carolina, without the Board of Directors approval.
- B. No reimbursement can be made without a signed reimbursement form and the original receipt. If a receipt does not exist, Board of Directors approval is required for reimbursement. **(No exceptions)**
- C. Board of Directors approval shall be required for any contract the President signs on behalf of the

state assembly requiring reimbursement or payments. **(No exceptions)**

Article V: Nominations and Elections

Section 1: Nominations

- A. No less than 30 days prior to the elections, each potential candidate shall present to the Credentials Committee a Curriculum vitae and a written consent to serve if elected. All nominees who meet the qualifications for office shall be eligible for election.
- B. No less than 30 days prior to the elections, the Credential Committee shall present a list of candidates for each office to be filled at the elections via a State Assembly mailing/publication distributed to the entire State Assembly membership.
- C. Nominations may also be made from the floor provided written consent of the nominees has been obtained in advance and their credentials have been verified by the Credentials Committee. The credentials committee will meet the morning of or immediately before the start of the state assembly business meeting to accept curriculum vitae and consent to serve and determine the eligibility of candidates who will be nominated from the floor.
- D. A member holding a current elective position may not be nominated for another position for which the term would begin before expiration of the term of the current position unless the member resigns from her/his current position.
- E. A member employed by AST shall not be nominated for a State Assembly elected position.

Section 2: Elections

- A. Elections shall be held in the state by ballot at the Annual Meeting.
- B. Election of officers shall be by a majority vote. In the event a second ballot is needed to establish a majority, the two candidates receiving the highest number of votes shall be placed on the second ballot.
- C. Election of Directors shall be by plurality vote. In the case of a tie, a decision shall be by ballot between the tied candidates and plurality shall elect. In the event of a second tie, a decision shall be by lot.
- D. **A Tellers Committee shall be appointed by the President with due regard to geographic distribution.** Teller's duties are listed in the tallying and voting procedures policy.
- E. The president, Vice President, Treasurer and Two (2) Directors shall be elected in odd-numbered years. The secretary and three (3) Directors shall be elected in even-numbered years.

Section 3: Voting Protocol

- A. Voting will take place in the following order:
 - a. Tellers who are active members
 - b. Board of Directors
 - c. Past Presidents
 - d. Candidates
 - e. Active members
- B. Active members should have their membership cards available and be wearing their ID badge.
- C. No talking shall occur in the voting area, the only exception being a question directed to a teller.

- D. Candidates will leave the voting area immediately after voting and be sequestered by the board during the duration of the voting process. Candidates may not speak to any voting member while waiting to vote or immediately after voting.
- E. All active members must wear a marking noting voting status.
- F. Active members will proceed to the voting area and vote. If a member mismarks his/her ballot, they may return the mismarked ballot and exchange it for a new ballot.
- G. Members will leave the voting area immediately after voting.
- H. The election shall conclude when all eligible active members have voted.
(Refer to the AST Annual Conference **Procedures for Voting and Tallying**, pp. 72-73, AST State Assembly Policy Manual, copyright 2009)

**Section 4:
Procedures for Tallying**

The count will proceed as follows:

- A. Once the ballot has been declared valid and complete, that teller shall pass the ballot to the next two (2) tellers for counting of the ballot.
- B. The two (2) tellers shall start at the top and call out the votes marked to the teller recording the count. If the tellers do not agree on how a ballot is marked, then the ballot shall be placed aside until the remainder of the ballots has been counted.
- C. The count will continue until the ballots have all been counted. Disputed ballots shall be examined by the entire Tellers Committee and if a consensus cannot be reached on disputed ballots, then the ballots shall be recorded as illegal.
- D. Once all ballots have been accounted for and recorded as a vote for a candidate or illegal, the Tellers Report will be completed and signed by all tellers.
- E. No one is permitted to leave the area until the above procedures are completed. No one, except for the Tellers Committee is allowed to be present during the above procedures.
- F. After all ballots have been counted and the Teller's Report has been completed and signed,
 - a. the tellers should appoint one person to stand up and make a motion in the Business
 - b. Session to retain the ballots for ninety (90) days after the vote then destroyed. This motion
 - c. should be made immediately after the voting results are made known.
- G. The officers must receive a majority of the votes cast for their office. If no one receives the
 - a. majority vote, then a run-off between the two (2) candidates receiving the most votes shall
 - b. occur. The individual receiving the most votes in the run-off shall be awarded the office
 - c. he/she was seeking. All other positions shall be won by plurality.
- H. If a revote is required, after the business session is called to order by the president,
 - 1. he/she will announce that:
 - i. A majority could not be reached for a particular office or offices and that the
 - 2. active members will break immediately to revote.
 - 3. The revote will occur in the same room that the first vote took place.
 - 4. The business session will resume after all active members who chose to have re-voted. Ballots will be tallied immediately followed the revote and, if completed, the results will be announced immediately upon resuming the session. If the results are not available, they will be announced at the end of the business session. All tellers must resume their post and duties if there is a revote.

(Refer to the AST Annual Conference **Procedures for Voting and Tallying**, pp. 72-73, AST State

Section 5:

Illegal Ballots

Illegal ballots shall be determined by the following:

- A. Writing in names that are not eligible for the ballot
- B. Erasures (invalidates that section only)
- C. Voting for more than the number to be elected (invalidates that section only)
- D. Active members conversing about the ballot in the voting area (invalidates both ballots)
- E. Unclear marking of the ballot (invalidates the mismarked names)
- F. Stray lines or circles that do not clearly indicate a vote (invalidates that section only)

Section 6:

Format for Tellers Report

- A. Number of eligible voters
- B. Number of votes cast
- C. Number of invalid ballots
- D. List of candidates for each office in ascending order starting with the Board and ending with the office of president, indicating the candidates alphabetically in each category.
- E. Signatures of the Teller's Committee
(Refer to the AST Annual Conference **Procedures for Voting and Tallying**, pp. 72-73, AST State Assembly Policy Manual, copyright 2009)

Article VI: Officer's

Section 1:

The officers of the South Carolina State Assembly shall be the following:

President, Vice President, Secretary and Treasurer.

Section 2:

Eligibility of Officer's

- A. A candidate shall have been an active member for one year immediately preceding nomination and, if elected, shall maintain that active status.
- B. Other than submitting the required Curriculum Vitae and consent to serve, one year of active membership in the state assembly and confirmation of a previous term on the Board of Directors are the only eligibility criteria that will be considered by the Credentials Committee.
- C. A candidate for the office of president shall have served at least one full term as a Director or officer during the previous six years on the Board of Directors.
- D. Members must be free of debt to the South Carolina State Assembly in order to qualify to run for an elected position. Elected position being defined as a Board member and/or delegate or alternate.
(Adopted 09/19/14)

Section 3:

Term of Office of Officers

- A. The Vice President shall serve for a term of two years or until a successor is elected. The

President shall serve for a term of **two years** or until a successor is elected.

- B. The Secretary and Treasurer shall serve for a term of **two years** or until their successors have been elected.
- C. All newly elected officers shall assume office at the close of the elections.
- D. No officer may serve more than two full consecutive terms in the same office.
- E. Any amount of time served that equals more than half of a term shall be considered a full term of office.

Section 4:

Duties of Officers

- A. The President of her/his designee selected from the remaining officers and directors shall be the official Representative of the State Assembly at all times and places.
- B. The officers shall perform the duties prescribed by these Bylaws, the State Assembly *Policy Manual*, and *Robert's Rule of Order Newly Revised*.
- C. It is the responsibility of each officer and Director to notify the Secretary and President of any change in availability status (i.e. out of state travel, out of country travel, hospitalization, etc.) or personal contact information change.

Section 5:

Vacancies of Officers

- A. A vacancy occurring in the office of President shall be automatically filled by the Vice President.
- B. A vacancy occurring in the office of Vice President shall be filled by the State Assembly Board of Directors from among the Board members.
- C. In the event there is a vacancy in both the offices of President and Vice President, both offices shall be filled by the State Assembly Board of Directors from among the Board members. Both offices shall then be elected at the next Annual Meeting.
- D. A vacancy occurring in the office of Secretary or Treasurer between the Annual Meeting shall be filled for the unexpired term by the State Assembly Board of Directors.

Section 6:

Within ten days following the completion of a term or a resignation, the respective officer shall transmit to the successor all State Assembly records and property of that officer.

Section 7:

Duties of the President

Definition:

The President shall be the official representative of the State Assembly at all times and places. He/she shall be responsible in discussions with the State Assembly Board of Directors for the activities of the State Assembly and shall preside at all meetings of the State Assembly, the Annual July Business Meeting and the Board of Directors.

Duties:

- A. Consult with the Vice-President to determine the appointments of standing committees with approval from the Board of Directors.
- B. If a vacancy occurs on a committee during the year, reappointment shall be made by the President with input from the Vice-President. If a vacancy of a chairperson occurs, this appointment will also

- be made by the President with the consultation of the Vice-President.
- C. Establish and maintain communications with committees (both standing and special) throughout the course of his/her term.
 - D. Address problems within the workings of the committees in a professional non-biased manner at all times. Written documentation of any said incident is imperative.
 - E. Submit presidential message for the newsletter in a timely manner.
 - F. Maintain regular communication with the Board of Directors through updates submitted for distribution in Board communications.
 - G. Work with committee chairpersons to prepare agenda for annual business meeting.
 - H. Be an ex-officio member of all committees and chairperson if necessary.
 - I. Develop relationships with national headquarters in regard to liaison role to facilitate committee work when national guidelines or Bylaws change or are amended by the AST House of Delegates.
 - J. Report to the Board on the activities of the committees.
 - K. Terminate committee appointments when committee members are nonfunctioning with the approval of the Board of Directors.
 - L. Prepare documents for the incoming President prior to the July Annual Business Meeting and Elections which indicate the status of all Board and committee activities.
 - M. Assist the Vice-President in preparation for the position of the President in case the Vice-President assumes the President role and maintains open communication with the Vice-President on a regular basis.
 - N. I knowledgeable of the AST Policy Manual and AST Bylaws.
 - O. Is knowledgeable of the South Carolina State Assembly of AST, Inc. Policy Manual and Bylaws.
 - P. Attend state assembly education workshops as often as possible.
 - Q. Works to maintain dialogue with other professional organizations, i.e. AORN, NNA, etc.
 - R. Recognize outstanding achievements among members and those who support the profession.
 - S. Recruit qualified candidates to be placed on the annual slate for elected officers.
 - T. Maintain open dialogue with the Directors of AST to include the CEO in order to ensure the state assembly is in compliance with national goals and policies.
- (Refer to p. 30-31, AST State Assembly Policy Manual, Copyright 2009)

**Section 8:
Duties of the Vice-President**

Definition:

The Vice-President shall, by active aid to the President, acquaint himself/herself with the duties and responsibilities of the presidency. Shall perform the duties of the president during his/her absence or inability to serve, and shall perform other duties as delegated to him/her by the Board of Directors.

Duties:

- A. Assist the President with orientation of newly elected appointed officers and committee members.
- B. Consult with the President regarding the termination of committee appointments when said committees or members are nonfunctioning.
- C. Assist the President with replacements for committees for vacancies during his/her term.
- D. Maintains communication with the President on a regular basis.
- E. Is knowledgeable of current AST Policy Manual and AST Bylaws.
- F. Is knowledgeable of the current Nebraska State Assembly of AST, Inc. Policy Manual and Bylaws.

- G. Attend the annual business meeting and one additional state assembly educational workshop annually.
- H. Recognize outstanding achievements among members and those who support the profession.
- I. Recruit qualified candidates to be placed on the annual slate for elected officers.
Attend a parliamentary procedure class.
(Refer to p. 32, AST State Assembly Policy Manual, Copyright 2009)

**Section 9:
Duties of the Treasurer**

Definition:

The treasurer will bear responsibility to assure that all Nebraska State Assembly funds be collected, safeguarded, disbursed, and accounted for in a manner determined by the Board of Directors pursuant to the Nebraska State Assembly of AST, Inc. Policy Manual. He/she shall be chairperson of the Budget and Finance Committee and shall prepare monthly statements for AST and the Nebraska State Assembly President. He/she will deliver an annual report to the membership at the Annual July Business Meeting and Elections.

Duties:

- A. Countersign with the President all checks for withdrawal of funds from the savings and/or checking account of the State Assembly.
- B. Prepare a monthly accounting of beginning balance, disbursements, deposits, and ending balance. Three copies will be made and signed by the treasurer, one copy for the treasurer's record, one to be sent to the state assembly president and one copy to be sent to AST.
- C. Advise the Board of Directors of unbudgeted financial expenditures.
- D. Assist the Education Coordinator with registration of members at continuing education workshops.
- E. If the treasurer must vacate the office before the conclusion of his/her term, a complete financial statement and review must be submitted within thirty (30) days to the Board of Directors and the President before the new officer assumes the duties.
- F. Shall prepare state assembly records for annual audit of all funds to be performed in December of each calendar year. The Board of Directors will advise the treasurer of the individual Certified Public Accountant that will perform the actual audit.
- G. Shall serve as Chairperson of the Budget and Finance Committee.
- H. Shall transfer records and cash on hand within seven (7) days after the end of his/her term to the incoming treasurer.
- I. Attend the annual business meeting and one additional state assembly educational workshop annually.
- J. Attend a parliamentary procedure class.
- K. Recognize outstanding achievements among members and those who support the profession.
Recruit qualified candidates to be placed on the annual slate for elected officers.
(Refer to pp. 34-35, AST State Assembly Policy Manual, Copyright 2009)

**Section 10:
Duties of the Secretary**

Definition:

The secretary shall maintain a record of the proceedings of the Board of Directors and the Annual July Meeting and Elections. He/she shall forward to the president for distribution to the Board of Directors and membership all minutes and correspondence related to the state assembly business.

The president shall distribute the materials at the appropriate time to the appropriate persons. At all meetings, he/she shall have a copy of the Nebraska State Assembly of AST, Inc. Policy Manual and Bylaws, a copy of the AST Policy Manual and Bylaws and a copy of Robert's Rules of Order available for reference. He/she shall perform duties pertaining to his/her office or as delegated to him/her by the president or the Board of Directors.

Duties:

- A. Provide a copy of the Board meeting minutes within fourteen (14) days of the meeting to all members of the Board.
- B. Assist with writing motions during the Annual July Meeting and Elections.
- C. Take roll call during the Board meetings.
- D. Present minutes to the membership during the Annual July Meeting and Elections.
- E. Be responsible for developing a file system to maintain motions made during the Annual July Meeting and Elections.
- F. Be responsible for developing a file system to maintain all state assembly records relating to Board meetings, Executive Board meetings, and the Annual July Business Meeting and Elections.
- G. Assist the Education Coordinator with registration of members at the continuing education workshops as needed.
- H. Maintain the permanent record of the state assembly correspondence that is received from the outgoing secretary until the record is passed to the incoming secretary.
- I. Recognize outstanding achievements among members and those who support the profession.
- J. Recruit qualified candidates to be placed on the annual slate for elected officers.
Attend the annual business meeting and one additional state assembly educational workshop annually.

(Refer to pp. 36-37, AST State Assembly Policy Manual, Copyright 2009)

Section 11:

Outgoing Elected Officers and Board of Directors Guidelines

- A. The term of office expires immediately upon the election of the replacement officer/board of director (unless that person is re-elected).
- B. All business that is still pending should be completed before the annual meeting is adjourned.
- C. All items of importance, specifically the Nebraska State Assembly of AST, Inc. Policy Manual and the AST Policy Manual, shall be given to the incoming officer/board of director at or before the annual meeting ends. No officer or board of director may continue to use state assembly funds for any purpose once the incoming officer/board of director is elected.
(Refer to p. 38, AST State Assembly Policy Manual, Copyright 2009)
- D. At the successful completion of an SCSA office's term, the assembly will present the officer with a plaque commemorating their dedication and service to the membership.

Article VII: Meetings

Section 1:

- A. The South Carolina State Assembly shall meet bi-annually.
- B. Fall Meeting shall be considered the "Annual Meeting". This meeting will consist of a business meeting and elections. This meeting shall be held within the greater Columbia, SC area.
- C. Spring Meeting shall be rotated within the state, location dependent on the availability of a host site.

- D. SCSA will offer to its membership a minimum of 13 CEU's per calendar year to be divided between the fall and spring meetings as deemed necessary. The CE's will meet the requirements as outlined in the AST Continuing Education Policy.

Section 2:

- A. The voting body for the Annual Meeting shall be the active members of the State Assembly. Voting by active members shall be in person and each active member will be entitled to one vote.

Section 3:

Business Meetings

- A. There shall be a minimum of **one** business meeting at each Annual Meeting.
- B. Sixty days written notice shall be given via a State Assembly mailing/publication/website distributed to the entire State Assembly membership of the time, place and business to be considered at the meeting.
- C. Business meetings shall be open to AST members in the State Assembly. Every member shall have voice, but only active members may make motions and vote.
- D. The quorum requirement for states with less than fifty (50) active members is three (3) active members, states with 50-100 active members is five (5), states with 101-150 active members is ten (10) members, states with 151-200 active members is fifteen (15) members, and states with over 200 active members, a minimum of twenty (20) members or three percent (3%) of the total active members (whichever is greater) shall constitute a quorum.
- E. Special Meetings
 - a. Special meetings of the active members may be called by two-thirds of the State Assembly Board of Directors or by two-thirds of the active members. Ninety (90) days written notice shall be given via a State Assembly mailing/publication distributed to the entire State Assembly active membership of the time, place and business to be considered at the special meeting.

Section 4:

Delegate representation to the AST Annual National Conference

- A. SCSA will elect five (5) delegates and six (6) alternates to the AST National conference. Delegates and alternates shall be active members elected by the state assembly. The sixth (6th) delegate seat will be held by the SCSA President. He/she will act as the chairperson of the delegate committee. If the President is unable to attend, then the Vice-President will fill the Chairperson seat. If the President and Vice-President are both unable to attend, then the Chairperson seat will be filled by the next highest ranking officer/Director in attendance. (Adopted 06/28/14)
- B. The names shall be submitted to national headquarters at least sixty days prior to the national conference. Any forms received after that deadline must be presented to the AST Credentials Committee during designated hours at the national conference.
- C. SCSA will offer Delegates to National conference monetary assistance with covering some of the expenses of attendance. The amount of this assistance will be dependent on the fiscal stability of the Assembly and will be voted on by the Board members. This assistance will be handled in a reimbursement form and not a pre-paid stipend form. Once they have attended conference and fulfilled their delegate responsibilities, they will need to turn in receipts to the assembly, and at that time they will be issued a reimbursement check in the predetermined amount. Each Delegate/Alternate will be required to sign a Delegate agreement. This agreement is considered a

binding contract between the Delegate and the SCSA. Delegates will be notified of the predetermined amount by the end of December prior to the conference in May. (See Article IV, Section 9, part 6.) (Adopted 06/28/14)

Article VIII: State Assembly Board of Directors

Section 1:

- A. The State Assembly Board of Directors shall consist of the officers and five (5) other elected Directors.

Section 2:

Eligibility of Directors

- A. A candidate for the State Assembly Board of Directors shall have been an active member for one year immediately preceding nomination and if elected, shall maintain that active status.

Section 3:

Term of Office of Director

- A. Directors shall serve for a term of **two** years or until their successors have been elected.
- B. All newly elected Directors shall assume office at the close of the business meeting at the Annual Meeting.
- C. No Director may serve more than two full consecutive terms in the same office.
- D. Any amount of time served that equals more than half a term shall be considered a full term of office.

Section 4:

Vacancies of Directors

- A. Vacancies for Directors occurring between Annual Meetings shall be filled for the unexpired term by the State Assembly Board of Directors.

Section 5:

Duties of the Board of Directors

Directors shall have the following duties:

- A. Read and review the State Assembly's Bylaws annually and any other materials as directed by AST.
- B. Have the authority to transact business between meetings of the active members.
- C. Formulate policies and procedures to be included in the *State Assembly Policy Manual*.
- D. Foster the growth and development of the State Assembly.
- E. Have the authority to establish State Assembly Board of Directors standing committees, the composition and duties of which shall be stated in the *State Assembly Policy Manual*.
- F. Review all committee reports and determine action to be taken.
- G. Submit a written report to the active members for all State Assembly Board of Directors' activities.
- H. Authorize the awarding of all contracts.
- I. Authorize the exclusive use of the official insignia of the State Assembly.
- J. Fulfill any other duties as specified in these Bylaws.

Section 6:

Meetings of the State Assembly Board of Directors

- A. The State Assembly Board of Directors shall hold at least **two (2)** meetings per year.
- B. Special meetings may be called by the President or upon written request of three (3) members of the State Assembly Board of Directors. Written or electronic notice of such a special meeting shall be sent at least **thirty (30)** days prior to the meeting unless waived by a majority vote of the State Assembly Board of Directors.
- C. Five (5) members of the State Assembly Board of Directors, and at least two officers, shall constitute a quorum of the State Assembly Board of Directors.
- D. Minutes of all State Assembly Board of Directors' meetings shall be maintained and available for inspection upon request.
- E. The SCSA Board may call for the resignation of any officer or Board of Director member after the 2nd consecutive absence of any scheduled meeting.

Section 7:

Voting by the State Assembly Board of Directors shall be by voice, mail ballot, telephone conference call, or any other form of electronic transmission which complies with state law.

Section 8:

Motions and Votes During a Business Meeting

- A. Any member seeking to be recognized shall rise, address the chair, and identify himself/herself, and wait to be recognized.
- B. All main motions and amendments shall be presented in triplicate and signed by the secretary.
- C. The maker of the motion shall have the first opportunity to debate his/her motion and shall not end the debate with a motion to close the debate. The first debater on any motion shall not end his/her debate with a motion to close the debate.
- D. Debate shall be limited to three (3) minutes per speaker unless authorized by two-thirds vote of the assembly. The debate shall be alternated one for and one against the motion.
- E. No speaker shall speak more than twice on any one issue.
- F. There shall be no audio or video at the business sessions.
- G. There shall be no smoking during the business session.
- H. There shall be no alcoholic beverages in the business session.
- I. Only materials pertinent to the business session shall be passed out.
- J. No voting members may leave the floor while a motion is on the floor.
- K. Members shall conduct themselves in a professional manner at all times and refrain from abusive or profane language.
(Refer to pp. 58-60, AST State Assembly Policy Manual, copyright 2009)

Article IX: Committees

Section 1.

Standing Committees

- A. The standing committees shall be Bylaws, Resolutions, and Parliamentary Procedure, Education and Professional Standards; and Government and Public Affairs and shall be appointed by the President with the approval of the State Assembly Board of Directors.

- B. With the approval of the President, standing committees may appoint special committees.
- C. Committee Term
 - a. Committee members may serve for a term of three years, with a maximum of two terms on the same committee.
 - b. All newly appointed committee members shall assume their appointed positions at the close of the final business session at the Annual Meeting.
 - c. Any amount of time served that equals more than half a term shall be considered a full committee term.
- D. The duties and composition of these committees shall be as stated in the State Assembly Policy Manual.

Section 2:

Special Committees

- A. A special committee may be appointed by the President, as the need arises, to carry out a specified task, at the Completion of which it ceases to exist.
- B. Guidelines for such committees shall be as stated in the State Assembly Policy Manual.

Section 3:

Eligibility of Committee Members

- A. Members of the Bylaws, Resolutions, and Parliamentary Procedure committee, Education and Professional Standards Committee, Government and Public Affairs Committee shall have active membership status in AST.
- B. Committee members may be removed by the State Assembly Board of Directors based on failure to perform, as defined in the AST Policy Manual.

Section 4:

The president shall be an ex-officio member of all committees.

Section 5:

Education and Professional Standards Committee:

Definition:

The Education and Professional Standards Committee is a standing committee of the South Carolina State Assembly of AST, Inc. The committee members shall have active membership status and maintain current certification. The committee members shall be appointed by the Vice President with approval of the Board of Directors for a term of three (3) years as vacancies occur. chairperson shall serve as chairperson for a maximum of two (2) years.

Goal:

To enhance the profession for better patient care through quality education and standards of practice.

Duties:

The Education and Professional Standards Committee shall:

- A. Plan educational workshops for all state meetings
- B. Develop strategies to increase the quality of entry level surgical technology education.
- C. Develop strategies to ensure adequacy of **The Core Curriculum**.

- D. Recruit qualified candidates to be placed on the slate for elected positions.
- E. Produce a strategic plan
- F. Review production of educational material
- G. Identify persons with appropriate expertise and skills to accomplish tasks and make recommendations to the Board of Directors.
- H. Submit policy statement recommendations to the Board of Directors
- I. Publish strategically important papers.
- J. Communicate with educators the intention of the organization.

Method of Functioning:

Chair

The chairperson of the committee shall:

- A. Preside at all meetings of the committee according to *Robert's Rules of Order*.
- B. Appoint members to the necessary sub-committees. Terminate sub-committees when their assigned tasks have been completed.
- C. Prepare an agenda for meetings, with input from members of this committee.
- D. Appoint a recording secretary. Minutes are to be distributed to committee members within in thirty (30) days of the meeting.
- E. Always represent the committee at all State meetings.
- F. Be available for assistance to all committee members.
- G. Be an ex-officio member of all sub-committees.
- H. Keep committee members informed on all business concerning the committee between meetings.
- I. Prepare a written and oral report to be presented to the membership on activities of the committee.
- J. Prepare reports as specified by the *AST State Policy Manual*.
- K. Request necessary funds from the Board of Directors for the productive functioning of the committee.
- L. Maintain written records of assignments and accomplishments of all committee members throughout the year.
- M. Be responsible to immediately inform the President of any non-functioning committee member.
- N. Orient new members at the meeting following the final business session of each annual meeting.

Members:

The members of the committee shall:

- A. Be responsible for functioning on sub-committees as requested by the chairperson.
- B. Review the *State Guidelines for Continuing Education, AST State Policy Manual, and the State bylaws*
- C. Attend Pre- and Post-Conference committee meetings.
- D. Prepare and submit written reports to the chairperson of the committee prior to the mid-year and annual Board of Directors meeting.
- E. Assist as assigned at the annual business meeting
- F. Respond promptly to all communications requiring a response within two weeks unless otherwise stated.
- G. Elect a chairperson who will function in the manner required of the position.
- H. Recruit qualified candidates to be placed on the slate for elected positions.

Addition Policies:

- A. Business of this committee will be conducted primarily by correspondence or e-mail.
- B. All routine committee correspondence shall be reproduced and distributed by the committee chair.

Section 6:**Grievance Policy**

If a member feels an injustice has been done:

- A. The first step is to register the complaint in writing to the Board of Directors. The Board must concur with each other on the subject and reach a decision. This action must take place within thirty (30) days of receipt of the complaint.
- B. The member is entitled to appeal the Board's decision if not satisfied, at the next regular Board meeting. Expenses incurred by the member would be paid by the member submitting the complaint.
- C. If the problem still is not resolved to the satisfaction of the member, the next step would be to bring all information to the House of Delegates for its vote and decision from the floor.

Section 7:**Disciplinary Procedures**

- A. A member whose conduct or action obstructs the purposes of the state assembly or AST, violates the bylaws of the state assembly or AST, violates the code of conduct or ethics, or defames the name or stature of the state assembly or AST may be subject to censure or suspension or may be expelled from membership by appropriate action of the Board of Directors. Termination of a state assembly officer shall be by a two-thirds vote of the Board of Directors.
- B. If a complaint about a member of the Board of Directors is brought to the attention of the Board, the Board should first review the matter and determine if the charge appears to warrant reasonable cause for a disciplinary action of the Board. If not, the Board may dispense with the matter promptly.
- C. However, if there appears to be a reasonable basis for further consideration of the charge of the Board, then the president should appoint a special committee to "conduct a confidential investigation (usually including an interview with the accused) to determine whether further action is warranted."
- D. If, after investigation, the committee's opinion is favorable to the accused, it should prepare a report and resolution exonerating him or her.
- E. If the committee finds substance to the rumors it should make a report in writing outlining the course of its investigation and preferring charges. The charges should be set forth in the report as a resolution for the Board to consider.
- F. At that point a trial date for the accused (at least thirty (30) days in advance recommended by *Robert's Rules of Order Newly Revised*) is established and a special trial committee (different group from the investigating committee) is appointed. This too should be done by the Board in the form of a resolution. This should be followed by a letter to the accused including the date of the trial and the text of the three resolution adopted by the Board. (These resolutions require only a simple majority vote of the Board)
- G. At the trial, held in executive session, the charges are presented. The accused, who has the right to be represented by counsel (not necessarily an attorney, however, that the counsel should be a member of the association unless the trial committee approves the involvement of a non-member),

can speak in his or her own defense and present witnesses or other evidence supporting the defense.

- H. The procedure of the trial is:
 - a. The charges are read
 - b. The chair asks the accused how they plead, charge by charge, guilty or not guilty
 - c. If the accused pleads guilty, no trial, moving directly on to the penalty phase
 - d. If the plea is not guilty, then the trial proceeds with opening statements from both sides, testimony from witnesses for the defense, rebuttal witnesses from both sides, closing arguments from both sides
 - e. The accused leaves the room and the trial committee discusses and votes on each charge and the recommended penalty
 - f. After the voting, accused is brought back into the room and advised of the result
- I. The trial committee then prepares a report on the results of the trial to the Board for consideration in executive session.
- J. The Board of Directors would then vote on the guilt or innocence of the accused (simple majority) and, if convicted, move to a vote on the penalty – censure, suspension, or expel, which must, according to *AST Bylaws*, be passed by a two-thirds majority of the Board.
- K. All disciplinary action taken by the South Carolina State Assembly of AST, Inc. Board of Directors is the final decision on said matters.

Article X: Official Publication

Section 1:

The official publication of the South Carolina State Assembly shall be The **Palmetto Scrubber** and it shall be mailed to each member of the State Assembly and National Headquarters.

- A. The Palmetto Scrubber shall be mailed/emailed to all members of the state assembly once a year.
- B. The secretary is responsible for coordinating the organization, content, and deadlines for submission for the newsletter.
- D. The Palmetto Scrubber as well as the AST Journal shall serve as an official notification of the September Annual Business Meeting and Elections.
- E. The Palmetto Scrubber shall be mailed/emailed to the membership each July.
- F. Under no circumstances will The Palmetto Scrubber contain content that is negative or derogatory towards individuals, members, other state assemblies and AST.
- G. No member of the Board of Directors may use the official publication for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit. The Board of Directors shall not allow any advertising or affiliation with an organization in the newsletter that may result in the loss of non-profit status for the state assembly.
- H. The Palmetto Scrubber shall be made available on the state assembly's official website when possible.
- I. All print vendors shall be in compliance with AST guidelines.

Official Website

- A. The state assembly shall maintain an Internet website.
- B. The official website of the state assembly is <http://sc.ast.org> and said domain and web address shall remain the same.
- C. The website shall contain content related to the state assembly and its activities for the membership.

- D. The maintenance of the official website shall be the responsibility of the webmaster appointed by the President after discussion with the Board of Directors.
- E. The President shall coordinate with the webmaster to ensure the content of the website reflects the goals of the state assembly.
- F. The webmaster shall ensure the state assembly's website has an active link established on the AST official website www.ast.org.
- G. Under no circumstances shall the website contain content that is negative or derogatory towards individuals, members, other state assemblies and AST.
- H. The Board of Directors shall not allow any advertising or affiliation with an organization on the official website and/or website that may result in the loss of non-profit status for the state assembly.
- I. No member of the Board of Directors may use the official website for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit.

Article XI: Parliamentary Authority

Section 1:

The latest edition of *Robert's Rules of Order Newly Revised* shall govern the State Assembly in all cases not covered by these Bylaws.

Continuing Education Workshops

The South Carolina State Assembly of AST, Inc. shall continue to remain an approved provider of AST continuing education needs.

Special Provisions

- A. The current president will not be required to pay registration fees at any state assembly workshop and/or meeting.
- B. The current officers and Board of Directors will not be required to pay registration fees at the state assembly workshop and/or meeting.
- C. The current president of any state assembly within the AST attending a state assembly workshop and/or meeting shall not be required to pay a registration fee.
- D. Any national AST Board member attending a state assembly workshop and/or meeting shall not be required to pay a registration fee.
- E. The president of the state assembly or his/her designee shall have the discretion to waive registration fees for VIP attendees at any state assembly workshop and/or meeting.
- F. Each member shall be issued a certificate of attendance for each state assembly education workshop attended once the completed Educational Survey had been submitted.
- G. Workshop registration fees will be determined by the Board of Directors.
- H. Student members will be allowed to attend the SCSA Educational workshops at a reduced rate to be determined by the Board of Directors.
- I. Any member who has thirty (30) years or more of AST membership will be allowed to attend the SCSA Educational Workshops at a reduced rate to be determined by the Board of Directors. Members age 65 or older will also be given the reduced rate with a valid ID, in accordance with AST Bylaws. (revised July 28, 2015.)

Scholarship for Students

The South Carolina Assembly of AST, Inc. recognizes the importance of the students enrolled in the surgical technology education programs to the state assembly. Financial costs can sometimes be prohibitive and this is recognized as well. Therefore, the Board of Directors has established the "Liz Boatwright Memorial Scholarship", which will be administered by the *Foundation for Surgical Technology*.

Scholarships shall only be made available to students currently enrolled in a CAAHEP accredited surgical technology program, who are current members of AST, and who are residents of South Carolina. Applicants must submit the appropriate *Foundation for Surgical Technology* Scholarship application within the published time frame. Applications are available at www.ast.org. Recipients of the scholarship will be determined by the *Foundation for Surgical Technology* scholarship committee and will be notified by said committee.

Funding for the scholarship will be derived from a percentage of the state dues received from AST yearly. The Board of Directors reserves the right to suspend funding of the scholarship in the event of fiscal restraints.

Surgical Technologist of the Year Award

Rationale: The award is presented by the SCSA to express appreciation and recognition.

Background:

The award, which was initiated in 2011, is to recognize an outstanding surgical technologist. The purpose of the award is recognition, appreciation and visibility. A plaque and registration to two (2) workshops of the SCSA will be presented to the recipient of the award. This award is sponsored by the South Carolina State Assembly of The Association of Surgical Technologists.

There are criteria which must be met and will be enclosed with the nomination form, which must be filled out and returned to the designated contact person of the SCSA. The deadline is July 1st of that particular year.

Please Attachments 2 and 3

Logo Policy

The South Carolina State Assembly of the Association of Surgical Technologists, Inc. logo, or other artwork or themes designed by the state assembly may not be used without the expressed written permission of the state assembly Board of Directors and only then if the benefit of its use, monetary or otherwise, inures to the state assembly.



Official Logo(s) of the South Carolina State Assembly of AST, Inc.

Article XIII: Dissolution

Section 1:

In the event of the dissolution of the State Assembly, all State Assembly assets shall be assigned to the AST National Treasury. None of the funds shall inure to the benefit of individual members.

Section 2:

In the event of the dissolution of the State Assembly, the State Assembly Charter document must be returned to AST.

Article XIV: Refund Policy

Section 1:

As of March 15, 2014, our Refund Policy for Workshops is as follows:

If SCSA is notified within seven (7) days of the workshop, the member will receive a full refund of the price of the workshop. If notified within 48 hours of the workshop, the member will receive half of the price of the workshop. If notification is given within less than 48 hours, there will be no refund given.