

# **ALPHA MU TAU FRATERNITY**

## **HANDBOOK**

Revised 2017

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## INTRODUCTION

This Handbook is published as a service to all members with the hope that specific duties outlined will aid the officers and committees in maintaining efficient, high standards of work performed whenever meetings are conducted or individual activities are undertaken.

The Handbook is considered a working document. It is to be reviewed periodically by the Board with appropriate changes made upon the recommendations of officers or members.

The current policy and procedures of the Fraternity are listed in the Handbook.

Up-to-date examples of sample letters, forms, etc. for each office and committee are included in the Appendices. The Executive Secretary, officers and committee chairs will receive copies of the Handbook or the section of the Handbook pertaining to the office or committee at the beginning of the term. It can be kept after completion of service. Changes or suggested changes to the Handbook should be sent to the Past President and to the Executive Secretary.

Revised	1993	Revised	2014
Updated	1997	Revised	2015
Updated	2002	Revised	2017
Revised	2003		
Revised	2004		
Revised	2005		
Revised	2011		
Revised	2013		

## **GENERAL INFORMATION**

### **1. FILES:**

Officers and committee chairs should be prepared to give all files and pertinent materials to successors either at the time of, or within one month after, the Annual Meeting.

### **2. CORRESPONDENCE:**

- A. All correspondence of the President should be copied to the President Elect, and Executive Secretary.
- B. All important/pertinent correspondence should be distributed to the President, President Elect, Past President, Recording Secretary, Executive Secretary, and voting Board members.

### **3. SUPPLIES:**

- A. The Executive Secretary shall supply the following:
  - 1. Membership Roster (distributed in the newsletter)
  - 2. Bylaws, handbook and history
  - 3. Membership Certificates (created by the Executive Secretary)
  - 4. Scholarship certificates for AMTF recipients (created by the Executive Secretary)
  - 5. Membership cards (active and emeritus)
- B. The Official Seal and other legal documents of the Fraternity shall be available from the Executive Secretary.

### **4. EXPENSES:**

- A. Expenses shall be allocated in the budget for each activity.
- B. Reimbursement for approved expenses shall be requested on forms provided by the Treasurer
- C. Requests for reimbursement, with receipts, should be submitted to the Treasurer.
- D. Expenses of a committee shall be handled through the Chair of that committee for transmission to the Treasurer.

- E. An annual activity accounting of funds spent shall be provided by the Committee Chair/Officer to the Treasurer prior to the close of the fiscal year (December 31<sup>st</sup>).
- F. Any member performing a society function which involves more than \$100.00, may receive a cash advance in the amount of the anticipated expenses, and submit receipts for the amount spent to the Treasurer at the conclusion of the function.

## **OFFICERS**

The following are general responsibilities pertaining to all officers.

1. Attend all meetings of the Fraternity unless arrangements have been made with the President prior to the meeting. Complete and submit any assignments or reports for the meeting. Absences shall be granted for legitimate reasons.
2. Vote by phone, e-mail or mail when called upon by the President for decisions.
3. Assist the President in all possible matters.
4. Assist Committee Chairs when so requested by a Committee or President.

NOTE: No member except the Executive Secretary may hold the same office for more than two consecutive terms nor serve on the Board of Directors for more than four consecutive terms.

## **Board of Directors**

# PRESIDENT

**TERM:** 1 year

## **DUTIES:**

1. Preside at all meetings and perform all duties pertaining to such office.
2. Serve as an ex-officio member of all committees except Nominations.
3. Verify that the "Corporation not for Profit" papers have been filed in January by the Resident Agent.
4. Shall send acknowledgements/receipts for donations to donors and donees in a timely way.
5. Review the Fraternity Policy Statements.
6. Represent the Fraternity at all times, or appoint a representative where appropriate.
7. Consult with Past President and Executive Secretary on duties of the position and business before the Fraternity.
8. Inform the President Elect of activities of the Society and give recommendations or suggestions for the coming year.
9. Communicate with the Board and Committee Chairs on matters related to that office or committee.
10. Appoint Ad Hoc Committee Chairs and members for necessary activities that are in addition to Committees listed in the Bylaws.
11. Send copies of all pertinent correspondence received to the Past President, President Elect, Executive Secretary, and other members where appropriate.
12. Keep abreast of the activities of all Committees.
13. Prepare information for the Newsletter.
14. Notify new members of membership selection and send them annual dinner information with the acceptance letters and copy that notice to their nominators. Include in that notification that the new member's dinner is not complimentary but is oftentimes paid for by the nominators. That arrangement is between the new member and the nominators. The new member should also be notified that they will receive 2 requests for scholarship donations per year.
15. Notify nominee(s) of their non-acceptance into the fraternity and copy that notice to their nominators
16. Notify scholarship recipients and Program Directors/Teaching Supervisor via email of their selection and invite the winners to attend the AMTF Annual Dinner as guests of the Fraternity.
17. Notify the winning candidates for office of their selection if they are not present at the annual meeting.



18. Send thank you letters to Officers and Committee Chairs upon completion of their terms.
19. Notify committee members of appointment in writing or email.

## **MEETINGS:**

1. Prepare agenda and preside at all meetings (annual and board). See Appendices for a sample agenda.
2. For ASCLS Annual Meeting:
  - A. Make arrangements with the ASCLS Annual Meeting Steering Committee Chair for the AMTF Annual Dinner Meeting, and two board meetings to be held in conjunction with the ASCLS annual meeting; a light meal should be requested for the pre-dinner Board meeting and snacks for the post-dinner Board meeting, when applicable. This should be done early in the year, so the AMTF Program Committee can make the proper Annual Dinner arrangements.
  - B. Work with Program Committee to check past programs and make changes in the agenda if necessary
  - C. At the Annual Meeting, appoint an Election Committee of three members not on the ballot to serve as tellers and report election results before conclusion of the meeting. Have "Duties" from the Handbook ready to give to them.
  - D. At the Annual Meeting, appoint a Minutes Committee of two members at all meetings. Have "Duties" from Handbook ready to give to them.
  - E. Appoint at least two members to be Sergeant at Arms at Annual Dinner meeting.
  - F. Appoint Parliamentarian for Annual Dinner meeting.
  - I. Present membership certificates and membership card to new members.
  - J. Install newly elected officers. See Appendices for script.
3. Coordinate with the ASCLS Awards Chair for the presentation of AMTF Scholarships at the ASCLS Awards Ceremony. If you are to present the awards, check with Chair of E&R Fund, Inc, for presentation of E&R Fund Scholarships (by AMTF President or E&R Fund Chair).
4. Provide notification of meetings to all individuals involved:
  - A. For Board meetings at the ASCLS Annual Meeting. Remind Board and Committee Chairs to submit a report, and bring at least 20 copies of their report to the Pre-Board Meeting. Invite Candidates for Office to attend the Pre-Board Meeting.
  - B. Members for the Annual Dinner meeting by an announcement in the Newsletter.

# PRESIDENT ELECT

**TERM:** 1 Year

## DUTIES

1. Preside over meetings in the absence of the President.
2. Perform duties as are requested by the President or Board of Directors.
3. Serve as Chair of the Membership Committee.
4. Review the Policy Statements in the Handbook.
5. Become familiar with the activities of the various Committees and the business of the Fraternity.
6. Aid the President (consulting, assisting, and performing other duties as requested).
7. Appoint committee chairs and committee members (for your presidential term) as specified in the Bylaws. Current Committees and end of term dates are listed in the Roster.
8. Fill additional vacancies or other committees as deemed necessary to carry out the functions of the Fraternity.
9. Invite newly appointed Committee Chairs to attend the Post Dinner Board meeting. See sample invitation in the Appendices.
10. Purchase a gift for the president.
11. Annual Dinner meeting:
  - A. Present the new members to the President for acceptance in the Fraternity. (May appoint current AMTF members to be the escort for the new members, in addition to their sponsors).
  - B. Confer with Past President on presentation of plaque to outgoing President at the installation ceremony. Plaque is purchased by the Executive Secretary.
  - C. Present a short acceptance speech when the gavel is presented at the installation ceremony.
12. Prepare agenda for Post Dinner Board meeting following Annual Dinner meeting.
13. Preside over the Post Dinner Board Meeting. Copies of officer and committee reports (from the Pre Dinner Board Meeting) should be available for new officers and committee chairs.
14. Inform new officers of the availability of the By-Laws and Handbook on the AMTF website.

## **PAST PRESIDENT**

**TERM:** 1 Year

### **GENERAL DUTIES:**

1. Act as consultant to the President.
2. Chair the Bylaws Committee.
3. Confer with the Executive Secretary and President Elect regarding the plaque for the outgoing President.

## **SECRETARY**

**TERM:** 2 years (alternating with Treasurer)

### **DUTIES**

1. Keep a true and accurate report of all the proceedings of the Fraternity in a secure record which shall be the property of the Fraternity.
2. Prepare and distribute minutes of all meetings (Annual and Board).
3. Maintain a list of standing rules and motions of the Board and a record of attendance.
4. Sign all documents with the President, as authorized by the Board of Directors.
5. Conduct the correspondence of the Fraternity under the direction of the President and Board of Directors, including the sending of notices as directed by the President.
6. Refer to the policy statements in the Handbook.
7. Coordinate the activities of the Minutes Committee:
  - A. Inform members of their duties. (Present with copy of page of Handbook or review with the committee members.)
  - B. Submit minutes to committee for corrections and approval before sending to list below.
8. Distribute minutes to appropriate individuals (officers, Board members, Executive Secretary, and committee chairs) within one month of the meeting.
9. Transfer original (official/signed) copy of all minutes to the Executive Secretary for the permanent file.

## TREASURER

**TERM:** 2 years (alternate with Secretary)

### DUTIES

1. Distribute all funds of the Fraternity under the supervision of the Board of Directors in a timely manner.
1. Maintain custody of the corporate funds and securities
  - A. Maintain a General Fund account.
  - B. Maintain Memorial Scholarship Fund accounts.
  - C. Maintain accounting of custodial funds (ASCLS E & R Fund).
3. Provide an accounting (report) to the President and/or Board of Directors when so requested.
4. Submit books to Audit Committee for audit after close of fiscal year.
5. Submit an annual Financial Statement (receipts, disbursement, and balance) at the Pre-Dinner Board Meeting.
6. Provide the Resident Agent the fee to maintain the corporate status of the Fraternity in the State of Illinois.
7. Approve change of status from active to Emeritus membership and send appropriate membership card. Notify President, Executive Secretary, Newsletter Editor, Program Chair and Membership Chair of approval of change of status.
8. Refer to "Treasurer's" section of the AMTF Policy Statements for additional duties.
9. Keep accurate records of monies received as dues, scholarships, and other contributions. General fund includes dues, dinner fees, sales, and 10% of scholarship funds
10. Provide reimbursement forms to all appropriate individuals.
11. Pay all legitimate debts upon presentation of reimbursement form and receipts. (Expense forms should be filled out for refunds and scholarship checks).
12. Keep accurate records of all bills paid.
13. Send a bill in July to the Executive VP of ASCLS for \$450.00 as the administration fee for processing the scholarship applications for the E & R Fund, Inc.
14. Function without bonding with approval by the Board of Directors-
15. Work with Finance Committee/Board in preparing budget for the following year.
16. When alerted by the Executive Secretary, send past due notices to members.
17. In compliance with IRS filing regulations, complete all appropriate tax forms (Federal) by May 15. Send confirmation/copies to Resident Agent and Executive Secretary.

18. Maintain two bank accounts. One for general operating funds that has relative ease of access for the Executive Secretary. The other to provide a higher yield and be primarily for scholarship funds.

## **JUNIOR AND SENIOR BOARD MEMBERS**

**TERM:** 2 years

### **JUNIOR BOARD MEMBER (1<sup>st</sup> Year)**

#### **DUTIES:**

1. Serve as a member of the Public Relation committee.
2. Send a letter to the hometown newspaper of the new members announcing their nomination for membership in AMTF.
3. Send a letter to the hometown newspaper of the scholarship awardees announcing their receipt of a scholarship.

### **SENIOR BOARD MEMBER (2<sup>nd</sup> Year)**

#### **DUTIES:**

1. Serve as Chair of the Public Relation committee.
2. Send a letter to the employer of new members, indicating their nomination for membership in AMTF.

## EXECUTIVE SECRETARY

**TERM:** Appointed by the Board to serve until resignation or Board relieves individual of duty.

**QUALIFICATIONS:** Must be an active, emeritus, or honorary member of the Fraternity.

**DUTIES: Note:** Executive Secretary neither sets nor interprets policy of the Fraternity. Executive Secretary is not a voting member of the Board of Directors

1. Shall be selected by the Board of Directors to serve until resignation or replacement by the Board. Shall attend all meetings of the Board of Directors.
2. Shall serve as a permanent contact for the Fraternity under appointment and directives of the Board of Directors.
3. Shall maintain a central office in which records, properties, charters, and legal papers of the Fraternity shall be preserved in properly maintained files, and shall maintain supplies and record of sources thereof.
4. Receive all funds of the Fraternity under supervision of the Board and deposit such funds within five (5) business days to the general operating account. Send original deposit slips, dues forms, reservation forms, and donation forms to the Treasurer. Keep copies of all forms as back up.
5. Maintain accurate accounting for each member noting dues payments; scholarship donations; dinner reservations/payments; and change in membership status. Move deceased members to appropriate file and notify the Executive Secretary (if necessary).
6. Provide form for Scholarship donation, Annual dues, and Annual Dinner Reservation for publication in appropriate newsletter.
7. Shall be authorized by the President to write checks and withdraw funds from Fraternity accounts in the absence of the Treasurer.
8. Maintain a supply of and a record of sources or supply for:
  - A. Certificates, Forms (scholarship, membership, etc)
  - B. Handbooks, Bylaws, and History
9. Maintain a copy of the membership list for each year, and prepare an updated Membership Roster for publication in the Fall Newsletter.
10. Consult with the President on Fraternity business that should be undertaken.
11. Serve as Historian, maintain historical records of the Fraternity, and publish updated history in newsletter on a periodic basis.
12. Maintain copies of the Bylaws, Handbook, Policies, and History
13. Secure the plaque for the outgoing President each year, consulting with the Past President and President Elect.
13. Coordinate the reservation form for the Annual Dinner meeting with the Program-Chair. Send a copy to the newsletter editor and Web Master.



14. Coordinate with Program chair on reservation number, payment of fees, and the last possible date additional reservations can be made.
15. Upon receipt of the list of the new member information, (a) provide the new AMTF number for each, (b) notify the Treasurer and Newsletter Editor, (c) send names of the new members and their employers with addresses, to the Senior Board member and (d) send the names and home newspaper, with addresses, to the Junior Board member.
16. Send scholarship information and a copy of the undergraduate application for both AMTF and E & R Fund Scholarships, and to the ASCLS Executive Office to be sent to all NAACLS accredited programs in November of each year.
17. The Executive Secretary will be listed on scholarship information as the source of scholarship application forms, will receive all applications, and acknowledge receipt of all complete application forms. The Executive Secretary will calculate the GPAs and Performance Score Sheet totals and send an alphabetical list of applicants with copies of the application to committee members and the original to the Chair, as soon as possible after the due date for receiving completed applications.
18. In January, send a letter to committee members with a copy of the graduate and undergraduate scholarship applications and tally sheets for their review, and to answer any questions before the applications start to arrive. The deadline is April 1<sup>st</sup> for the undergraduate and graduate applications. Indicate to Committee Members the amount of time they will have to review the applications and a date when results are to be sent to the Chair.
  - a) President – for notification of scholarships awarded to winners and Program Directors.
  - b) Treasurer – for issuance of checks to President, for distribution to awardees.
  - c) Newsletter Editor – for publications in Fall Newsletter
  - d) Program Chair – for inclusion in Annual Dinner meeting program.
  - e) Chair of the ASCLS Awards Committee – for inclusion in the ASCLS awards program.
  - f) Junior Board Member – for informing the newspapers of the awards.

## COMMITTEES

**TERM:** 1 or 2 years (may be reappointed)

The chair shall be designated either by the Bylaws or the President. It is recommended that the Chair be a member of the committee the previous year.

### GENERAL DUTIES OF CHAIR:

1. Attend Board Meetings whenever possible.
  - A. Voice opinions
  - B. Vote on straw votes
  - C. Propose motions relating only to his/her committee
2. Provide written reports for all Board meetings (20 copies).
3. Work closely with the President.
4. Notify President of all meetings of the committee.
5. Submit copies of the committee meeting minutes to the President, President Elect and Executive Secretary.
6. Maintain a file of activities and duties to be passed to the next Chair.
7. Involve as many members as possible in the committee activities and actively seek their suggestions for future improvements.
8. Supply information to Newsletter Editor relative to activities and functions of committee.
9. Authorize and transmit reimbursement forms for all committee expenses to the Treasurer.
10. Submit important materials (or copies thereof) to the Executive Secretary for maintenance in Fraternity file.
11. Send thank you letters to committee members at the end of term.

# AUDIT

**COMPOSITION:** Chair and 2 members (Treasurer ex-officio member)

**Note:** The committee members appointed should be geographically close to each other and the Treasurer to keep expenses of conducting an audit to a minimum and to facilitate the meeting of the committee to conduct the audit.

**TERM:** 2 years, to coincide with term of the Treasurer.

## DUTIES

1. Examine the financial records of the Fraternity and ensure their accuracy.
2. Perform the audit as soon as possible after the taxes are filed.
3. Examine the following records:
  - A. Treasurer's recording of total member income and expenses.
  - B. Account statements and canceled checks.
  - C. Treasurer's checkbook.
  - D. Annual membership dues/contribution forms returned by each member.
4. Process to be used by the committee in examining the above item:
  - A. Check every entry of deposit and withdrawal in the record against the bank statements and the Treasurer's checkbook stubs.
  - K. Check the record against itself by taking random entries and comparing the income/expense line against the individual member record line.
  - L. Check annual membership dues/contribution forms against bank deposit.
  - M. Submit a report to the Board of Directors.

## **BYLAWS**

**COMPOSITION:** Chair (Past President) and 4 members

**TERM:** 2 members appointed each year for a 2 year term

### **DUTIES:**

1. Receive and prepare proposed amendments to the Bylaws of the Fraternity as directed in Article XIV of the Bylaws.
2. Study the Bylaws and Articles of Incorporation under the laws of the state of Illinois, and eliminate any conflict with the laws and codes of the state, giving the Fraternity the broadest scope of operation legally possible.
3. Prepare proposed amendments:
  - A. Submit to President and Board
  - B. Submit to general membership by time specified in the Bylaws, through the Newsletter.
  - C. Consult legal counsel if necessary
4. Arrange for copies of proposed changes to be presented at the Annual Dinner meeting.
5. Arrange for the Nominations Committee Chair to include proposed Amendments on the Ballot.
6. Assist in including amendments in current electronic Bylaws and send updated file to the Executive Secretary and Webmaster. Notify the Finance Committee of the amount of funding needed to print/reprint the Bylaws, so this amount will be included in the budget. (Bylaws on file electronically with Executive Secretary).
7. Suggest changes in Handbook to reflect the Bylaws, AMTF Policies and current procedures. Consult past officers and committee chairs for suggestions.
8. Annually, after the Annual Dinner meeting, update the AMTF Policy Statements and distribute them to the Board Members and Committee Chairs.

## **ELECTIONS**

**COMPOSITION:** Chair and 2 members.

A committee member shall not be a candidate nor serve in an elected position.

**TERM:** Appointed at time of Annual Dinner meeting. Duties conducted during meeting.

### **GENERAL DUTIES:**

1. Distribute ballots for the election to AMTF Active Members. (Obtain from Nominations Committee Chair)
2. Collect and tally ballots for the election.
3. Report election results to the membership at the Annual Dinner meeting. Report should be by name of winner(s) only, and include number of ballots cast, number of invalid ballots, and number of ballots counted. Actual votes per candidate shall remain confidential with the committee, President and Secretary. A copy of the votes per candidate shall be given to the Secretary, after review by the President, prior to declaring election winners(s), for attachment to the official minutes.
4. Following declaration of the election results, present a motion to destroy the ballots.

## **FINANCE**

**COMPOSITION:** Chair, Treasurer, and 3 members.

**TERM:** 1 year

### **DUTIES:**

1. Prepare budget for approval of the Board of Directors.
2. Suggest ways and means of accumulating both scholarship and general fund monies.
3. Study the preceding year's budget and Treasurer's reports for information and estimation of regular expenses.
4. Request list of budgeted items and/or requests for the next year from officers, Executive Secretary and committee chairs to aid in developing the following year's budget.
5. Submit proposed budget to Board of Directors at the post dinner Board Meeting.
6. Following Board approval, submit proposed budget for inclusion in the Fall Newsletter.
7. Sell AMTF items available to benefit scholarship fund, etc. at the Annual Dinner meeting.

### **BUDGET INFORMATION:**

1. Annual dues of active member
2. Income from Annual Dinner ticket sales
3. Projected scholarship donations
4. Sale of AMTF items
5. Annual corporation filing fee to State of Illinois
6. Officer expenses
7. Committee expenses
8. Executive Secretary expenses (stationery, labels, postage, etc.)
9. Scholarships to be awarded and complimentary dinners for attendees
10. Gift to outgoing President (plaque)
11. Banquet expenses, e.g., meals, beverages, flowers, programs, transportation
12. Consult President Elect to ascertain proposed activities for coming year.

## MEMBERSHIP

**COMPOSITION:** Chair (President Elect) and 4 members

NOTE: Any person who serves on the Membership Committee shall not nominate anyone for membership in that same year.

**TERMS:** 2 members appointed each year to serve a 2 year term

**DUTIES:**

1. Review policy statements relating to the Membership Committee. Policy statements are in the Handbook.
2. Send copy of the membership nomination form to the Editor of the Newsletter for inclusion in the Fall Newsletter.
3. Notify nominators of that nominee's application receipt.
4. Select candidates for membership according to regulations and Bylaws.
5. Notify President and Board of Directors of recommendations and confer with them on questionable applications.
6. When all the applications have been received, make copies or send electronically to the committee members, as soon as possible. Give the committee a one-month deadline to review the applications and return the tally sheets.
7. Notify the President as soon as possible of (a) those selected so letters can be sent to the new members and their nominators and they can make plans to attend the AMTF Annual Dinner meeting and (b) unsuccessful candidates and their nominators of areas on which they need to work to be successful in the future.
8. Send the list of names, addresses, phone, email of the new members to the Executive Secretary.
9. Send the names, newspaper contact information, and a short bio of the new members to the Junior Board Member.
10. Review and update forms and tally sheets with Board approval.

Note:

- Total membership shall not exceed 300 active members at any time.
- Members may not nominate more than 2 applicants each year.
- Refer to membership selection point system.
- The new member applications must be submitted electronically and e-dated by March 17<sup>th</sup> to the Membership Chair.

## **MINUTES**

**COMPOSITION:** Two members (Secretary provides coordination)

**TERM:** Two members appointed at the beginning of each meeting to serve until the minutes are approved and signed. Members will receive a copy of this page of the Handbook when appointed by the President or receive an explanation of the duties to be performed.

### **GENERAL DUTIES:**

1. Take notes (minutes) during Annual Dinner meeting.
2. Review written minutes prepared by Secretary. (Should occur within a few weeks of meeting).
3. Notify Secretary of needed changes within one week of receiving reports.
4. Initial all changes made.
5. Sign last page of minutes. Minutes are sent to Executive Secretary to be copied and distributed.



## **NEWSLETTER EDITOR**

**COMPOSITION:** Editor and associate editors as deemed necessary

**TERM:** Editor appointed for a 1-year term; may be reappointed.

### **GENERAL DUTIES:**

1. Prepare and mail two editions of Newsletter annually. The first issue is mailed after the Annual Dinner meeting (September or October); the second issue is mailed in the spring (April or May).
2. Seek information from general membership for inclusion in Newsletter issues.
3. Request the Executive Secretary to prepare membership labels for the Newsletter mailings.
4. The first Newsletter issue is mailed in the Fall (September or October) and contains:
  - Membership Roster – with list of officers, committees, new and new emeritus members, List of past presidents, including phone numbers. (Prepared by Executive Secretary).
  - Request for Scholarship donations.
  - Report of Annual Dinner meeting (from the President or Past President).
  - Summary of financial report and Annual Dinner meeting.
  - Application form for new members (from President-Elect).
  - Call for nominations for officers and Board members.
  - Articles from officers, committees and members.
  - Article about deceased members, if any.
5. The second Newsletter issue is mailed in the Spring (April or May) and contains:
  - Request for scholarship donations.
  - Reservation form for Annual Dinner meeting.
  - List of Scholarship donations “in memory of” and “in honor of” from Executive Secretary.
  - Article about deceased members, if any.
  - Slate of candidates for election with their qualifications.
  - Articles from officers, committees and members.
  - Any amendments to the Bylaws.

## NOMINATIONS

**COMPOSITION:** Chair and two members (elected at Annual Dinner meeting)

**TERM:** 1 year

### DUTIES:

1. Notify the membership of the vacancies to be filled at the upcoming election. Notification usually in the Fall Newsletter issue.

**NOTE:** Each year nominations needed for President-Elect and Junior Board Member (2 year term). In even numbered years, Treasurer is elected for a two year term; in odd numbered years, Secretary is elected for a two year term.

2. Seek nominations for vacancies from the general membership.
3. Select a slate of candidates for presentation at the Annual Dinner meeting. Whenever possible, two individuals should appear on the slate for each position.
4. Obtain written permission of all candidates prior to inclusion on the slate of candidates to membership. File this permission slip until after the elections.
5. Notify nominators of receipt of nomination.
6. Send information sheet to all nominees for completion prior to selecting slate of candidates.
7. Prepare report for submission to general membership (generally through spring newsletter issue) to include:
  - A. Slate of candidates
  - B. Qualifications of slate of candidates
    - 1). Education
    - 2). Certification
    - 3). Employment summary
    - 4). Professional society membership and activities
    - 5). AMTF activities
8. Prepare sufficient ballots (about 100) for election at annual meeting. Ballots must provide space for nomination committee nominations (have space for at least four names of people who are nominated at the annual dinner), and nominations from the floor.
  - A. Arrange to have ballots at annual meeting.
  - B. Send letter to each nominee thanking them for their cooperation and willingness to serve the Fraternity.

## **PARLIAMENTARIAN**

**TERM:** Appointed to serve at Board meetings and Annual Dinner meeting each year. May be different person for the three meetings.

**TERM:** 1 year

### **GENERAL DUTIES:**

1. Provide parliamentary duties at the meetings as requested.
2. Provide parliamentary counsel as needed.

## **SERGEANT AT ARMS**

**COMPOSITION:** Chair and at least one other member. Appointed at the Annual Dinner Meeting.

**TERM:** 1 year

### **GENERAL DUTIES:**

1. Help maintain order at the Annual Dinner meeting.
2. Count votes (except ballots) at the Annual Dinner meeting when the President is in doubt of majority or 2/3 vote.

## PROGRAM

**COMPOSITION:** Chair (should reside in or be familiar with the host city of the next Annual Dinner meeting) and two members.

**TERM:** 1 year

### DUTIES:

1. Arrange location for Annual Dinner meeting (social hour, dinner and business meeting). If location is not in ASCLS meeting hotel or within walking distance, arrange for transportation or notify members of location and recommend means of transportation to location. Attendance is between 150 and 200 people. Finalize site in September if possible. Treasurer will issue a deposit check when contract is finalized.
2. Select menu for dinner. Include a vegetarian choice.
3. Recommend social hour 6 or 6:30 p.m. Check with President for Sponsor of Social Hour. If cost seems excessive, give one free drink (provide tickets) and/or have cash bar for extra drinks.
4. Determine cost and recommend fees for Annual Dinner meeting dinner. Hold fee for the dinner as low as possible. Fee to cover food, tax, tip. The Treasurer should review the proposed dinner budget, since AMTF has to pay the difference in the amount collected and the final bill, no matter what the cause.
5. Coordinate Announcement and Reservation Form with Editor of newsletter. Give members two months notice for reservations and payment when possible.
6. Coordinate with Treasurer on reservation number and payment of fees. The Treasurer prepares name tags for attendees and guests.
7. Provide a table at entrance to distribute name tags and a table for the Finance Committee to show and sell AMTF items.
8. Have a portable microphone for President to use and for members to “introduce” their guests.
9. Design and print program, to include menu, officers, committee chairs, new members, scholarship awardees, blessing and agenda. Cost of printing the program is part of the Annual Dinner meeting budget.

Note: Centerpieces – use what the restaurant can provide, i.e. candles, etc.

10. The Chair will give a brief oral report at the Pre and Post Dinner Board Meetings. A written report should also be given to the next years Chair, the Past-President and Executive Secretary, within 6 weeks after the event.
11. Prepare name tags for members and their guests attending the Annual Dinner meeting. Use different colored tags for each. New members’ labels should have “NEW MEMBER” prominently displayed.

## **PUBLIC RELATIONS**

**COMPOSITION:** Chair (Senior Board Member) and the Junior Board Member.

**TERM:** 1 year

**DUTIES:**

1. Provide information on Fraternity, Fraternity members, or other items of interest to newsletter Editor and to other publications.
2. Undertake other public relations projects as directed by the President or Board of Directors.
3. See Senior and Junior board Member duties.

## **RESIDENT AGENT**

**TERM:** Appointed by the Board to serve until resignation or Board relieves individual of duty.

**QUALIFICATIONS:** Must be a member of the Fraternity (Active or Emeritus) and a resident of the state of Illinois.

### **DUTIES:**

1. Receive notice and forms for ANNUAL REPORT for the Corporation from the state of Illinois.
  - A. Fraternity's File No. – N-3045-855-9
  - B. Complete forms and file as soon as possible, but prior to the submission deadline. Late penalties are assessed.
2. Maintain a copy of the Annual Report in Agent's File (send copy to the President and Executive Secretary.)
3. Keep current on Illinois law regarding General Not for Profit Corporate Act of Illinois and apprise the President and Executive Secretary of any changes.
4. Upon request, payment check for the fee for the Annual Report will be sent by Treasurer to the Registered Agent.

**NOTE:** The Resident Agent neither sets nor interprets policy of the Fraternity and is not a voting member of the Board of Directors.

## SCHOLARSHIP

**COMPOSITION:** Chair plus 4 members

**TERM:** 5 members for a 2 year term to maintain committee compositions. Chair is appointed by the President from the committee for one year. Members shall be appointed for staggered two year terms. It is recommended that the Chair and committee members serve no more than two consecutive terms.

**DUTIES:** (NOTE: see Executive Secretary duties also; efforts will be coordinated with him/her)

1. Refer to AMTF Policy regarding scholarships.
2. In September, the chairman checks the scholarship information on the AMTF and ASCLS websites, in the award guidelines, and communicates any discrepancies or updates to the ASCLS Awards chair and the AMTF website coordinator.
3. Submit Scholarship information to AMTF Newsletter
4. Review applicants for scholarships, select awardees, and determine the amount of the award. The Board will determine the total amount of scholarship money available.
5. Award winners will receive a form to sign, declaring the funds will be used for educational purposes. The awardees will be asked for a permanent address. A follow-up letter will be sent at a later date asking them for news of themselves and their careers.
6. The President will notify the scholarship winners, and the chair of the Scholarship Committee will send out the non-acceptance letters.
7. Send list of Scholarship awardees with addresses, amounts, newspaper information. Program Director name and scholarship awarded to the Executive Secretary, who will then notify the following :
  - A. President – for notification of scholarships awarded to winners and Program Directors.
  - B. Treasurer – for issuance of checks to President, for distribution to awardees.
  - C. Newsletter Editor – for publications in Fall Newsletter
  - D. Program Chair – for inclusion in Annual Dinner meeting program.
  - E. Chair of the ASCLS Awards Committee – for inclusion in the ASCLS awards program.
  - F. Junior Board Member – for informing the newspapers of the awards.
8. Do a follow up on the scholarship winners for the newsletter.

# APPENDIX A

Sample Agendas, Letters, & Documents



**INSTALLATION OF OFFICERS**  
**(President - Bring to Annual Meeting)**

Will the newly elected officers please come forward?

Will the members of the Fraternity please rise? .....Members of the Fraternity, You have chosen these officers to guide you in the coming year. Upon you rests the responsibility of giving whole-hearted assistance to each of them so that they may direct the affairs of the Fraternity with dignity and distinction. Will you pledge these newly elected officers your support and assistance?

Will the members please be seated.

The members have pledged their interest and support. They have shown confidence in your ability and judgment. Your election is your authority to serve during the coming year. As new officers, you will need wisdom, patience, and understanding. We are confident you will show yourselves worthy of the trust placed in you.

\_\_\_\_\_, you have accepted the responsibility of a Junior Board Member. You will become the Senior Board Member next year. In both years, you will have the joy of sharing the news of a new member's acceptance into our Fraternity and the awarding of Fraternity scholarships to those winners' newspapers and employers/supervisors. Will you accept these responsibilities?

\_\_\_\_\_, as Treasurer, it will be your duty to maintain custody of the corporate funds and securities of the Fraternity and shall keep full and accurate accounts of receipts and disbursements. Will you accept these responsibilities?

\_\_\_\_\_, as Secretary, it is your duty to keep a faithful record of all meeting, and to perform other duties as assigned in the Bylaws. Do you accept these responsibilities?

\_\_\_\_\_, you are to serve as President-Elect. It will be your duty to preside at all meetings in the absence of the President, aiding her/him in any way you can. You should become familiar with the responsibilities of the office of President so that you may carry out the affairs of the Fraternity when necessary. As President-Elect you are also the chair of the Membership Committee. Do you accept these responsibilities?

\_\_\_\_\_, is our new President. Faith is placed in your leadership and in your ability to carry out the requirements of this office. Do you promise to fulfill to the best of your ability the duties of the president?

The officers of Alpha Mu Tau Fraternity are now duly installed.

It is now my pleasure to turn the podium over to our new President. Congratulations!

# Logo for Stationery

Alpha Mu Tau Fraternity



## **SAMPLE LETTERS FOR THE PRESIDENT**

NOTE: All letters are copied to the President Elect and Executive Secretary.

### **CANDIDATES FOR OFFICE:**

#### MEMORANDUM

TO: Candidates for Office  
\_\_\_\_\_President, (year)

FROM:

As a candidate for office in AMTF you are cordially invited to attend the Pre-Dinner Board of Directors meeting scheduled for the room and location and date. Please check the final ASCLS meeting program for room assignment.

I have included a copy of the agenda for your convenience.

### **PRE-DINNER BOARD MEETING INVITATION**

TO: Alpha Mu Tau Officers, Board members, Committee Chairs.

FROM: AMTF President

SUBJECT: Pre-Dinner Board Meeting

DATE:

For me, this has been ONE BUSY YEAR!! I can't believe it is almost Annual Dinner meeting time. I hope all of you are well AND planning to attend the Annual Dinner meeting.

You are invited to attend the Pre-Dinner Board Meeting at the (name of hotel) on (day, date and time). Please check the program for room location. An AGENDA is enclosed.

Please bring 20 copies of your reports(s) to the meeting. If you are unable to attend, please send me your report.

Please let me know if you will attend the meeting; refreshments will be served. Let me know either by email at (list email address) or call me (list work and home phone numbers) no later than (date).

Looking forward to seeing you at the meeting.

## **ASCLS PRESIDENT'S INVITATION**

Date, name and address

Dear \_\_\_\_\_,

It is with great pleasure that I invite you, as President of ASCLS, to be the Fraternity's guest at the (date) banquet/member's meeting to be held at the (place and time).

You will receive the meeting notice and banquet registration with the AMTF Newsletter. For your convenience, I am including the dinner announcement and registration form in this letter. When you send your form to (AMTF treasurer) just list yourself as "comp" and, if you bring guests you can add that information and send the check for the guest(s) dinner(s).

I am certain this has been a busy year for you and the meeting will also be busy but I do hope you will be able to attend the annual meeting.

See you in (city).

Sincerely,

(President, name, address, phone numbers)

**SOLICITATION OF SPONSOR FOR COCKTAIL PARTY**

**Following Initial Contact**

Date

Dear

Plans are well developed for the (date) Alpha Mu Tau Fraternity annual dinner meeting in (City) on (date). The event will be held (place and location). (Name/s of social chair/s) are co-chairing the event and have a great night planned, complete with (entertainment) during the cocktail party.

(I hope \_\_\_\_\_ is willing to continue their tradition of sponsoring the cocktail party) or We would like to confirm \_\_\_\_\_'s sponsorship. The opportunity for members, active and emeritus, to renew friendships and make new ones is facilitated by the pre-dinner event.

Please let me know of the wishes of Infolab and I hope to see you in (city).

Sincerely,

President, address

**THANK YOU TO SPONSOR:**

**(contact person)**

Address

Dear (Mr/Ms). :

As a member of the Alpha Mu Tau Fraternity and its President for (list year), I would like to thank you so very much for supporting our activities. As you know, the annual banquet is the only time during the year that our members can get together to provide the necessary enthusiasm and recommitment for our fund raising activities. We have found over the years that the greater the attendance, the greater the scholarship activity. This year's banquet had a large attendance and your help made that possible and exceptionally enjoying.

In addition, because of increased commitment from our members and loyal supporters such as yourself, we have been able to increase the amount of scholarship aid to be give at the (list year) AMTF Annual Meeting.

On a personal note, this particular banquet will always be a fond memory for me and you who helped to make that event of my presidential year the high light of which every president dreams.

Thank you so much.

Sincerely,

President



**NOTES TO DONORS & DONATIONS IN HONOR OF**

Can be hand written on note cards. Past President will have the template

On behalf of the membership I would like to  
thank you for your generous donation to the  
(Alpha Mu Tau Scholarship Fund or named scholarship).

Sincerely,  
(your name), President

I am pleased to advise you that (\_donor name\_) has  
made a generous donation to the  
(Alpha Mu Tau Scholarship Fund or named scholarship)  
in (honor/memory of \_\_\_\_\_).

Sincerely,  
(your name), President

**NEW MEMBER:**

Date, New member name and address)

Dear \_\_\_\_\_.

It is with a great deal of pleasure that I write to inform you that you have been selected for membership in Alpha Mu Tau Fraternity. Your many contributions to the profession have been recognized by the membership committee as significant. I am delighted to be the President to notify you, \_\_\_\_\_ of your selection.

Our next meeting will be in (city) in conjunction with the Annual Meeting of the American Society of Clinical Laboratory Science (ASCLS). The members' meeting/banquet is on (day and date). At the time we will present new members with their membership certificates. I hope you will be able to attend this function. I am enclosing a dinner registration form that should be filled in and submitted to our Executive Secretary as noted on the form.

As you are aware, one of the primary functions of the Fraternity is to provide monies for scholarships to help encourage future laboratory scientists to enter the field or attain a higher level of expertise. Last year we distributed (amount) in scholarships. You will have an opportunity to donate in both the spring and the fall. Donation information is provided in the newsletter which is published twice a year.

Again, my congratulations to you. Welcome to Alpha Mu Tau Fraternity! I hope you get as much pleasure and enjoyment from the fellowship which exists as I have over the past years.

Sincerely,

President



## **APPLICANT NOT ACCEPTED INTO MEMBERSHIP**

(Date, name and address)

Dear \_\_\_\_\_,

On behalf of the Membership Committee of Alpha Mu Tau Fraternity, I am very sorry to notify you that you have not been chosen for active membership in the Fraternity.

The committee utilizes a detailed and organized system to evaluate each candidate and to recognize that individual for contributions and service to the profession of Clinical Laboratory Science. Areas on which you need to work include \_\_\_\_\_.

We do thank you for your application and suggest that you may wish to reapply sometime in the future.

Sincerely,

(Name address of President)

**OR**

(Date, name and address)

Dear \_\_\_\_\_,

The (date) membership committee of the Alpha Mu Tau Fraternity has reviewed your application for membership to the fraternity. On behalf of the committee, I want to convey our thanks for your interest in seeking membership.

The committee received many applications and used a quantitative scoring system to evaluate each candidate regarding their contributions and service in several areas. Your application was carefully screened. However, your application was not chosen for active membership at this time.

The committee found that you did not list sufficient activities at \_\_\_\_\_. We strongly suggest that you speak with your two sponsors and determine if there are areas which you can improve.

Thank you again for your interest in AMTF. I sincerely hope that you will reapply in the future, and that soon we may number you among our members.

Thank you for applying and again, I am sorry we were not able to accept you this year.

Sincerely,

President, name and address.

## SCHOLARHIP AWARDEES

(NOTE: The Scholarship Chair notifies the non-winners.) (AMTF Memorial Scholarship, Graduate Scholarship, Dorothy Morrison Memorial Scholarship, Ruth M. French Memorial Scholarship, Ida and Mae Reilly Scholarship, James Holley Memorial Scholarship, Martha Winstead Memorial Scholarship, Royce Watson Scholarship, Alpha Mu Tau Fraternity Scholarship)

(Date, name and address of winner)

Dear \_\_\_\_\_,

Congratulations on being selected to receive (name of scholarship from above) of (amount) for fulltime graduate/undergraduate study. Alpha Mu Tau Fraternity (AMTF) was founded in 1948 to provide laboratory scientists with scholarship funds for educational endeavors. Since that time the criteria for awards have become more refined and competitive. In (year) there are (number) scholarship recipients sharing the (total amount) in undergraduate and graduate scholarship funds donated by our members and friends.

The scholarships will be awarded during the Awards Ceremony at the annual meeting of the American Society for Clinical Laboratory Science at the (list place, date and time) **So that we may know whether you plan to attend the ceremony or if someone else will accept your check, RSVP to me no later than (date) using the attached form. All participants in the Awards Ceremony are requested to be in the Awards Session Room (will be announced in final ASCLS program) by the time sent to you by the ASCLS Awards Chair. If you or your representative is unable to attend the ceremony, your check will be mailed to the address you indicate on the scholarship application form.**

In addition to the above ceremony, an acknowledgement of AMTF scholarship recipients will be given during the Alpha Mu Tau Fraternity Annual business meeting and dinner on the evening of (list day, and date). If you will be attending the ASCLS meeting, we invite you to be the guest of the AMTF at the dinner. Please RSVP to me on the attached form by (date).

Again, congratulations and best wishes on being chosen to receive this prestigious award in recognition of your past academic and professional accomplishments.

I look forward to meeting you in (list city and month).

Sincerely,

President

(NOTE: Confirm with the Awards Chairman as to the wording of this response form )

AMTF SCHOLARSHIP RECIPIENT RESPONSE FORM

\_\_\_\_\_ I plan to attend the Awards Ceremony in city on date and time as announced in the ASCLS program.

\_\_\_\_\_ I do not plan to attend the Awards Ceremony, but will be represented by (Please Print below), and I have notified this person that I want him/her to do this for me. **If you do not indicate a name and you are not present at the ceremony, we will NOT give the check to anyone else but will mail it to you)**

---

\_\_\_\_\_ I do not plan to attend the Awards Ceremony and wish to have my check mailed directly to me at the following address:

---

\_\_\_\_\_ I plan to attend the AMTF banquet on (date and time). Reservations must be made in advance. If you attend, you will be the guest of AMTF and the AMTF President will send you the reservation form for the dinner.

(NOTE: LEAVE SPACE HERE TO MAKE FOLLOWING STATEMENT STAND OUT AND IMPORTANT)

\_\_\_\_\_ **I hereby testify that the application information which I have provided regarding my future academic plans are true and correct, and that should I not use this award for my education, I will return the amount awarded.**

Signed this \_\_\_\_\_(month, day, year)

Full Name (Print)

Signature

Return to: President email at \_\_\_\_\_ no later than (date)

## PRESIDENT-ELECT'S LETTER TO NOMINATORS OF NEW MEMBERS



### *Alpha Mu Tau Fraternity*

(insert date)

Dear (insert names of nominators):

It is with a great deal of pleasure that I write to inform you that (name of new member) has been selected for membership in Alpha Mu Tau Fraternity. (Her/his) many contributions to the profession have been recognized by the membership committee as significant. Thank you for your nomination of this worthy candidate. Addition of valuable members will assure that the goal and the purpose of the Fraternity will be carried on.

Our next meeting as you know, will be in [city, state] in conjunction with the Annual Meeting of the American Society of Clinical Laboratory Science (ASCLS). The members' meeting/banquet is on [day, date, year]. At the time we will present new members with their membership certificates. I hope you will be able to attend this function so you can present your nominee.

As you are aware, one of the primary functions of the Fraternity is to provide funds for scholarships to help encourage future laboratory scientists to enter the field or attain a higher level of expertise. With everyone's assistance we have been able to continue with this tradition.

Thank you again for your contributions to the AMTF. Congratulations to you and your nominee.

Sincerely,

(Insert President-Elect Name)  
Membership Chair / President-Elect  
AMTF

## SAMPLE AGENDA: PRE-DINNER BOARD MEETING

Date

Time

Location (Site, City, etc.)

Call to Order each)	President (enter incumbent names for
Reading of Minutes	Secretary
Treasurer's Report	Treasurer
Reports of Officers/Board Members/ Executive	Secretary
	President
	President Elect
	Past President
	Senior Board Member
	Junior Board Member
	Executive Secretary
Committee Reports	
Audit	Chair
Bylaws/Handbook	Chair (Past President)
Finance	Chair
Membership	Chair (President-Elect)
Nominations	Chair
Annual Dinner Meeting	Social Chair
Public Relations	Senior Board Member
Scholarship	Chair
Special Committees	
New Business	
Adjourn	

## SAMPLE AGENDA: POST-DINNER BOARD MEETING

Date/Time

Location

Call to order	President
Housekeeping	President
A. Appointments	
B. Board/committee needs	
C. Update addresses, phone numbers, etc.	
D. Other	
Officer/office reports	
A. President	
B. President-Elect	
C. Past President	
D. Secretary	
E. Treasurer	
F. Senior Board Member	
G. Junior Board Member	
H. Executive Secretary	
Committee reports	Chairs
A. Audit	
B. Bylaws/Handbook	
C. Finance	
D. Membership	
E. Newsletter	
F. Nominations	
G. Annual Dinner Meeting	
H. Public Relations	
I. Scholarship	
Special committees	Chairs
New business	
Announcements	
Adjournment	

## SAMPLE AGENDA: ANNUAL DINNER MEETING PROGRAM

Date/Time

Location

- |  |    |                 |
|--|----|-----------------|
| A. Cocktail reception                      |    |                 |
| B. Blessing                                |    | Member Leading  |
| C. Introduction of Board Members           | .. | President       |
| D. Dinner                                  |    |                 |
| E. Reading of Letters sent by AMTF Members | .  | President       |
| F. Entertainment                           |    |                 |
| G. Business Meeting                        |    | President       |
|  |    |                 |
| 1. Call to Order                           |    |                 |
| 2. Appointments                            |    |                 |
| a. Sergeant of Arms                        |    |                 |
| b. Minutes Committee                       |    |                 |
| c. Tellers                                 |    |                 |
|  |    |                 |
| 3. Treasurer's report                      |    | Treasurer       |
| 4. Nominations Committee                   |    | Chair           |
| 5. Bylaws Committee                        |    | Chair           |
| 6. Scholarship Committee                   |    | Chair           |
| 7. Membership Committee                    |    | President-Elect |
| 8. President's report                      |    | President       |
| 9. New Business                            |    |                 |
|  |    |                 |
| a. Installation of Officers                |    | President       |
| b. Incoming President's Remarks            |    |                 |
|  |    |                 |
| 10. Adjournment                            |    |                 |



# Alpha Mu Tau Fraternity

## Expense Form

Expenses charged to \_\_\_\_\_

Individual submitting request \_\_\_\_\_

### Request for reimbursement

### Amount

Telephone \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Copying / Printing \$ \_\_\_\_\_

Other (itemize) ..... \$ \_\_\_\_\_

..... \$ \_\_\_\_\_

..... \$ \_\_\_\_\_

..... \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### Make check payable to

Name \_\_\_\_\_

Address \_\_\_\_\_

state/zip street city

state/zip

### Attach receipts and submit to

AMTF Treasurer



Date Received \_\_\_\_\_

Date Paid \_\_\_\_\_

Comments: \_\_\_\_\_

Check Number \_\_\_\_\_



## Sample Press Releases

**Junior Board Member:**

**FOR IMMEDIATE RELEASE** (or if future give date)

For more information contact: Name

Office

Address

Phone

Email

Website: [alphamutau.org](http://alphamutau.org)

\_\_\_\_\_ **WINS SCHOLARSHIP**

Date, City Press Release Originated (?)

Who what when where why

**About Alpha Mu Tau** Alpha Mu Tau Fraternity (AMTF) was founded in 1948 to provide laboratory scientists with scholarship funds for educational endeavors. Since that time the criteria for awards have become more refined and competitive. In (year) there are (number) scholarship recipients sharing the (total amount) in undergraduate and graduate scholarship funds donated by our members and friends.

For further information, contact \_\_\_\_\_ at \_\_\_\_\_

**Junior Board Member, for newspaper notification of New Member:**

**FOR IMMEDIATE RELEASE** (or if future give date)

For more information contact: Name

Office

Address

Phone

Email

Website: [alphamutau.org](http://alphamutau.org)

\_\_\_\_\_ **ELECTED TO MEMBERSHIP**


Date, City Press Release Originated (?)

Who what when where why

**About Alpha Mu Tau** Alpha Mu Tau Fraternity (AMTF) was founded in 1948 to provide laboratory scientists with scholarship funds for educational endeavors. Since that time the criteria for awards have become more refined and competitive. In (year) there are (number) scholarship recipients sharing the (total amount) in undergraduate and graduate scholarship funds donated by our members and friends.

For further information, contact \_\_\_\_\_ at \_\_\_\_\_

Senior Board Member, for employer notification of New Member:

 **Alpha·Mu·Tau·Fraternity**  
CHARTERED BY THE STATE OF ILLINOIS

Date

New Member employer/supervisor  
Employer address  
City, State, zip code

Dear supervisor's name:

This letter is to inform you of the nomination and acceptance of **FIRST-NAME-LAST-NAME of new member** as a member of the Alpha Mu Tau Fraternity (AMTF), a national fraternity whose purpose is the advancement of professionals in the clinical **laboratory** sciences. Individuals are selected based upon their local, regional, and national contributions to the medical laboratory science field. To be nominated is an honor in itself and to be selected is acknowledgement of **New Member's first name** influence and commitment to excellence in the practice of laboratory medicine.

The Alpha Mu Tau Fraternity was incorporated, as a non-profit corporation, in Chicago, Illinois on February 20, 1948. It is a 501(c)(3) organization with one of its most important activities being the granting of graduate and undergraduate scholarships for medical laboratory science students to ensure that our profession continues to be served by well-trained and qualified individuals. For more information about AMTF, please visit our website at: [alphamutau.org](http://alphamutau.org).

**FIRST-NAME-LAST-NAME of new member** will be inducted into the Alpha Mu Tau Fraternity on **Friday, August 2, 2013 (update to meeting information)** during the annual dinner meeting which will be held at the **Royal Sonesta Hotel, Houston, Texas (update to meeting information)**.

In closing, induction into Alpha Mu Tau speaks highly of **Salutation-LAST NAME of new member** and her work within our professional societies. Her positive contributions deserve recognition and we proudly welcome **FIRST-NAME of new member** into our membership. We are certain that **FIRST-NAME of new member** provides "added" value to your organization as well. Please join me in congratulating **Salutation-LAST NAME of new member** on her entrance into our fraternity.

Warm regards,

Senior Board Member's name  
Senior Board Member

# APPENDIX B

## Policy Statements

## **SCHOLARSHIP GRANTS**

### **1. Policies for Scholarships and Awards:**

- a. Applicants must be members of ASCLS to be eligible (2014)
- b. AMTF will accept contributions from members, nonmembers, organizations, and institutions/facilities which are given expressly to support the AMTF or Memorial Scholarship Funds. (1985, 1989)
- c. AMTF reserves the right to establish policies and procedures for acceptance and distribution of all contributions to the scholarship fund. (1985)
- d. AMTF will not accept contributions for those scholarships or awards administered by other clinical laboratory professional organizations. (1985)
- e. The minimum amount accepted to establish a memorial scholarship is \$10,000. (2011)
- f. The Board of Directors is authorized to utilize up to 10% of money donated for scholarships for operational expenses. (1990)

### **2. Scholarships Available**

- a. One scholarship each year shall be designated the AMTF Memorial Scholarship. This scholarship shall be awarded to the highest qualified candidate. The names of individuals in whose memory money was donated shall be printed in the Newsletter. (1984, 2014)
- b. AMTF will present at least one \$1500 undergraduate scholarship annually, in addition to the graduate scholarships. The Board shall annually determine the amount of scholarships. The Scholarship Committee shall decide the number of graduate or undergraduate scholarships awarded based on point tally evaluation. (1989, 2015)
- c. The amount of undergraduate scholarships will be at least \$1,500 each. (2005)
- d. Provided qualified applicants, at least one scholarship shall be given annually for each memorial scholarship fund with the amount to be determined by the Board. Such awards should be based upon investment earnings only. (1989, 2005, 2017)
- e. AMTF will administer ASCLS's E&R Fund undergraduate and graduate scholarships, with an administration fee of \$600 paid to AMTF. (1993, 1999, 2014)
- f. ASCLS will provide a free mailing to all NAACLS accredited schools advertising the AMTF and E&R Fund Scholarships, annually. (1993)
- g. Scholarships not given in one year will not be carried over to the next year. (1990)

### **3. Eligibility for Scholarships**

- a. AMTF funds will be available for studies in the clinical laboratory field. (1967, 1989)
- b. Eligibility for an AMTF graduate scholarship will be limited to individuals pursuing advanced degrees or specialist certification programs in areas directly related to the Clinical Laboratory Sciences. (1983, 1989)

#### 4. Scholarship Funding

- a. Each year the Board of Directors will set a maximum for funds to be made available for scholarships. (1967)
- b. The amount of scholarships awarded each year will be the amount of earnings generated from invested scholarship funds plus about 70% of the amount of member donations the previous year. eg. In 1994 (the fiscal report for the 1995 meeting), \$14,565.50 was contributed, 70% = about \$10,000 plus \$3,130 in investment earnings, evened off to \$13,000 in scholarships for 1997. (1996, 2017)
- c. Scholarship funds should remain in Alpha Mu Tau Fraternity accounts, since monies need to be readily available. (1965)
- d. Exact amount of money in each Memorial Scholarship shall be kept by the Treasurer and reported to the membership annually.
- e. Investment earnings shall be credited to each Memorial Fund based on the percentage the fund is of the total treasury at the close of the fiscal year. (2017)
- f. Selection of Awardees
  - (1) The Scholarship Committee will select recipients, but may refer to AMTF president when problems arise. (1965)
  - (2) The President will notify the scholarship winners, and the chair of the Scholarship Committee will send out the non-acceptance letters.
  - (3) E & R will send out letter to E & R recipients. The Scholarship Chair will notify the E & R Fund Chair of the scholarship winners. The ASCLS Awards Committee will make certificates for the E & R Fund and AMTF awardees. (1999)
  - (4) The Scholarship Chair shall work with the Public Relations Committee with news releases of recipients. (1988)
- h. Scholarship awardees who attend the Annual Dinner meeting will be guests of the Board of Directors. An amount of \$500 will be added to the Scholarship budget to cover this expense.
- i. An official AMTF communication will be sent to the school of the scholarship recipients informing each of them of this honor. (1990, 2014)
- j. An official AMTF communication will be sent to the awardees' local newspapers so scholarship recipients can be announced in his/her local newspapers. (2000, 2014)
- k. The Executive Secretary's address will be used on all scholarship forms and letters to expedite the applications going to the new scholarship chair. (1991)
- l. The Treasurer will send an invoice to the Executive Director of ASCLS in July for \$600 for the Education & Research administration fee for handling scholarship selection. (2014)
- m. At the discretion of the Chair of the E&R Fund, AMTF will present the E&R Fund Scholarship awards at the ASCLS Awards Ceremony. (1996)
- n. Files of scholarship applicants and winners will be destroyed after (1) one year. (1988)

## **MEMBERSHIP**

### **1. General**

- a. Any person who serves on the Membership Committee shall not be a nominator of anyone for membership in that same year. (1989)
- b. Members cannot sponsor more than two (2) new members per year. (1994)
- c. When elected to Active Membership, an individual shall be given a permanent membership card which states "valid pending payment of current dues." (1965)
- d. Requests for Emeritus Membership are to be sent to the Treasurer, who will confirm current dues, notify the new Emeritus members of their membership status and send them the Emeritus Membership Card. New Emeritus Members will be recognized at the Annual Dinner Meeting. (1991)
- e. All problems related to membership shall go to the Membership Committee and the Chair will consult with the President when necessary. The President should make the decision or resolve the problem. (1985)
- f. Emails rather than certified letters will be sent as dues reminders. Letters will be sent in the event that email contacts are unsuccessful. (2009)

### **2. Selection of Candidates**

- a. Selection of new members shall be determined by the point system. (1989)
- b. Nominees shall be members in good standing of ASCLS for at least 5 years (including student, FYP and emeritus)
- c. Points for each section of the application will be published on the new member application form. (1998) All new member applications must be typed or computer generated. (1999)
- d. The new point system, adopted in 2004 and revised in 2005 and 2015, defines the minimum number of points a candidate must achieve to be accepted into the Fraternity. (1992, 2005, 2017)
- e. Points shall be assigned each nominee by the five members of the Membership Committee. The Chair shall tabulate the results and prepare a membership report for Board approval. (1989, 2005, 2015, 2016)
- g. f. A listing of all nominees, state, nominators, point tally, and individuals selected for membership shall be sent to the Executive Secretary for permanent filing. (1969, 2016) All application materials shall be kept until completion of the annual meeting. (1989)

### **3. Communications**

- a. Nominees, whether accepted or not accepted for membership, shall be notified by letters signed by the President. (1989)
- b. In the acceptance letter, the president will indicate that the new member will receive information about the Annual Dinner meeting that should be returned to the Executive Secretary. The new member should also be informed that they will receive a dues notice in the fall (1994, 2013).
- c. Information on new members shall be sent to the Public Relations Chair who will notify the new members' employer. (1989)

- d. A listing of all new members and new Emeritus members shall be sent to the Program Chair for printing in the Annual Dinner Meeting Program. (1989)

#### **4. Certificates**

- a. Certificates of membership shall be signed by the AMTF President at the time members are accepted. (1965)
- b. The assignment of numbers to new members will be done alphabetically. (1988)
- c. A packet will be presented to each new member at the Annual Dinner Meeting. It will include a certificate of membership, a permanent membership card, and a copy of the spring Newsletter. (1983, 2013)

#### **PRESIDENT**

1. A token of appreciation shall be given to the President at the close of his/her term. (1962, 1989) by the President Elect.
2. A plaque with the AMTF logo and an attached gavel will be purchased by the Executive Secretary and given to the outgoing president by the incoming president. (1990, 2013)
3. The president should submit an article in the Fall Newsletter giving information on funds received for scholarships, the amount of scholarships awarded, and encourage response to contributions requested. Emphasis will be placed upon the fact that awarding scholarships is the primary function of the fraternity. (1994)

#### **TREASURER**

1. An accountant shall be hired to assist the Treasurer in income tax filing. (1997)
2. The treasurer is authorized to send checks for budgeted items prior to expenditure of \$100.00 or greater. (1989)
3. Since it is almost impossible to obtain bonding for a "Fraternity", and the Board of Directors decided not to bond the Treasurer and Executive Secretary, but to use that money for scholarships instead. (1991)
4. The AMTF account should remain in the Desert Schools Credit Union with investments with Edward Jones. The account manager (Julie Gunn at the Phoenix branch) is most helpful with questions and with offering advice on the investments. (1993, 2014)
  - a. The Executive Secretary should obtain a "Date Received" stamp and stamp in all membership dues/contributions as they are received. (1993, 2014)
  - c. Continue to use different colors of paper for dues statements to expedite the auditing accounting process. (1995)
  - d. Dues/contributions notices be mailed out separately from any other AMTF information.(1993)
5. The treasurer will send an invoice to the Executive Director of ASCLS for \$450 for the E&R Fund Scholarship administrative fee for handling the selection of E&R scholarships. (1996, 2014)
6. The Treasurer and Executive Secretary are authorized financial account signatures (1970, 2005)



7. An official audit shall take place as soon as possible after close of the fiscal year. The auditors, whenever possible, should reside close to the treasurer, or the auditors reside close to each other. When the report is complete, copies shall be sent to the Executive Secretary for filing, to the Secretary for the next meeting minutes attachment, President, President-Elect, and Past President.
8. The tax returns and related documents should be kept for 7 years. The monthly statements and original donation forms should be kept for 3 years from the year of filing and then destroyed. (2015)
9. Prepare membership cards for the new members and provide to the President for the new member packet. (2015)

## **BOARD OF DIRECTORS**

### **1. General Policies**

- a. A member residing in the State of Illinois shall serve as Resident Agent until another such member is selected by the Board to serve. (1969)
- b. A member shall be selected by the Board to serve as Executive Secretary. They shall serve until the Board selects another individual to serve. (1969)
- c. Officer nominees shall be invited to the Pre-Dinner Meeting Board Meeting. (1964)
- d. Policy can be changed by the Board and the Bylaws changed by the membership. (1964)
- e. The Board of Directors is to determine at its post dinner meeting a recommended number of new members to be accepted for membership for the ensuing year. (1969)
- f. AMTF received 501-C3 IRS exemption so donations to AMTF are tax deductible. (1973)
- g. A copy of the AMTF Bylaws will be included in the Handbook which will be given to new Officers, Committee Chair, and Editor (1996)
- h. All of the officers and committee chairs are to receive a copy of the minutes. (1974)
- i. All correspondence shall be copied to the President, President-Elect and the Executive Secretary. (1975)
- j. Duties, policies and forms used are types of items included in the Handbook. (1984)
- k. Include \$500 in the budget for the Audit Committee Travel Expenses. (2012)

### **2. Meetings Information**

- a. Annual meeting and dinner meeting dates/times will be decided by the ASCLS Annual Meeting Steering Committee. (1968 2005)
- b. Refreshments served at the pre- and post- dinner board meetings will be paid out of the treasury. (1970)

- c. The presence of a Head Table will be determined by the President. (1992)
- d. Hold dinner fee as low as possible – fee to cover food, tip. (1990 2005)
- e. Cost is picked up by AMTF from operational monies in order of priority.
  - (1) Centerpieces – use what the restaurant has, i.e. candles, etc. when possible. (1990)
  - (2) Amounts for each of these items must be approved by the President.
  - (3) The cost of printing the Annual Dinner Program will be added to the budget. (1993)
- f. Names of contributors to the Scholarship funds “In Memory of “ and “In “honor of” will be printed in the Fall newsletter. (2015)

### **3. Roster\Newsletters\Mailing List**

- a. A roster of AMTF members is to be sent to all members. (1974)
- b. Wherever possible, preferred telephone numbers are identified. (1993)
- c. The membership roster will be mailed out with the Fall Newsletter, (1981)
- d. A chronological list of AMTF Past Presidents and dates will be added to the Roster. (1996)
- e. At least two newsletters will be published each year.
  - (1) Fall, with roster, new member application, Annual Dinner meeting reports, dues notice
  - (2) Spring, with activity update, notice for the Annual Dinner/scholarship donations. It also serves as a reminder to those who have not paid dues. (1988, 1989, 1994, 2005)
- f. The newsletter publication dates will be October and June. (1999)
- g. All newsletters shall include a form for scholarship donations. (1988)
- h. Members who are no longer able to correspond will be removed from the mailing list. Persons in nursing homes, or incapacitated to the extent their affairs are handled by others will be removed from the mailing list. Families may request that correspondence be discontinued. (1968)

### **SENIOR/JUNIOR BOARD MEMBER**

1. The Public Relations Committee is to send out news releases about new officers, new members, new emeritus members, and scholarship recipients. (1988)
2. The Junior Board member will share some of the Senior Board member’s duties, if assigned. (1997)

### **FINANCE COMMITTEE**

1. Include \$500 in the budget for the Audit Committee Travel Expenses. (2012)

## Investment Policy and Guidelines

1. Established in 2013, revised 2014
2. **AUTHORITY:** The Board of Directors delegates the day-to-day investment management to the Treasurer and Executive Secretary, with the understanding that all investments are to conform to the guidelines incorporated in this statement
3. **INVESTMENT GOAL:** To maximize the yield with an investment strategy dedicated to the preservation of the AMTF capital. The Treasurer and Executive Secretary shall convey instructions to the Financial Advisor (broker).
4. **REPORTING REQUIREMENTS:** All investments shall be approved or ratified by the Treasurer and Executive Secretary. They shall meet as often as necessary. Meetings by telephone or internet are expressly permitted.
5. All investments shall be reported to the BOD periodically, as deemed appropriate, but no less than annually. Compliance with this investment policy must be included.
6. **INVESTMENT POLICY:** there shall be two accounts, Operational and Investment.
7. The distribution of investments of the accounts shall be maintained within the following limits:

<u>Type of investment (+/- 10%)</u>	<u>Operational</u>	<u>Investment</u>
g. Cash or equivalent	20-100%	0-10%
h. Fixed income	0-50%	10-100%
i. Capital appreciation	0-30%	0-60%

9. Cash or Equivalent investments are defined as follows:
  - a. CDs in Federally insured banking organizations, exclusive of “saving and loans”
  - b. Savings accounts in Federally insured banking organizations, exclusive of “savings and loans”
  - c. US Government Securities maturing in less than 2 years
  - d. Money market Funds with a minimum of \$1 billion in assets and with average maturity of less than 60 days
10. Fixed outcome investments are obligations with maturities of 2-10 years, as follows:
  - a. Corporate Bonds rated AAA
  - b. US Government Securities
  - c. Income Bond Funds
  - d. High Yield Bond Funds
11. Capital Appreciation investments with a Morning Star rating of 5 determined by an annual review by December 31<sup>st</sup> of each AMTF fiscal year.
  - a. Equity Mutual Funds
  - b. Equity Income Mutual Funds

12. Not more than \$100,000 shall be invested in any single instrument or single financial institution other than obligations of the US Government.
13. The Financial Advisor (broker) shall make timely investment recommendations to the Treasurer and Executive Secretary. Monthly reports to the T and ES are required for all investments.

# APPENDIX C

## Presidential Protocol

## PRESIDENTIAL PROTOCOL

Reference: Basic Principles of Parliamentary Law and Protocol by M. Grumme.

1. After installation, the incoming president makes a short acceptance speech, and, if possible, announces committees and adjourns the meeting.
2. The incoming President should offer a choice of some important assignment to the runner-up in the election.
3. The incoming President should secure all files from the predecessor.
4. The President should prepare the agenda before the meeting and give a copy to the Secretary, Parliamentarian and to the President-Elect whenever the president may be absent or late.
5. Prepare a timetable for each meeting and try to stick to it.
6. Open meetings on time. Only 10 minutes grace period can be allowed.
7. The president should invite all Board of Director members to all Board meetings and include the Parliamentarian and the Committee Chairs as the occasion requires.
8. A President should never be ex-officio of the Nominating Committee or even contact that committee after election or appointment.
9. Check with the committee chairs and leadership throughout the year as needed.
10. Prior to the Annual Dinner meeting, the President notifies officers and chairs regarding reports for the Pre and Post Dinner Board meetings and the Annual Dinner Meeting
12. At the end of the term, the President should
  - a. thank each officer and chair who contributed to the work of the term.
  - b. pass all files to the incoming president.