

**ALPHA MU TAU FRATERNITY  
HANDBOOK  
Revised February 2026**

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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	2019
Revised	2004	Revised	2022
Revised	2005	Revised	2023
Revised	2011	Revised	2024
Revised	2013	Revised	2026

## **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:
  - a. Membership Roster (distributed in the newsletter)
  - b. Bylaws, Handbook, and History
  - c. Membership Certificates (created by the Executive Secretary)
  - d. Scholarship certificates for AMTF recipients (created by the Executive Secretary)
- 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 or e-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 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. Review the Fraternity Policy Statements.
5. Represent the Fraternity at all times or appoint a representative where appropriate.
6. Consult with Past President and Executive Secretary on duties of the position and business before the Fraternity.
7. Inform the President Elect of activities of the Society and give recommendations or suggestions for the coming year.
8. Communicate with the Board and Committee Chairs on matters related to that office or committee.
9. Appoint Ad Hoc Committee Chairs and members for necessary activities that are in addition to Committees listed in the Bylaws.
10. Send copies of all pertinent correspondence received to the Past President, President Elect, Executive Secretary, and other members where appropriate.
11. Keep abreast of the activities of all Committees.
12. Prepare information for the Newsletter.
13. 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.
14. Notify the winning candidates for office of their selection if they are not present at the annual meeting.
15. Send thank you letters via email to Officers and Committee Chairs upon completion of their terms.
16. Notify committee members of appointment via email.
17. See Appendix B for additional duties.

### **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 staff for the AMTF Annual Dinner Meeting, and one board meeting to be held in conjunction with the ASCLS Annual Meeting; a light meal should be requested for the post-dinner Board meeting, when applicable. This should be done early in the year, so the AMTF Social Committee can make the proper AMTF Annual Dinner arrangements.
  - B. Work with Social 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 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. The AMTF President should confirm 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 in preparation for the ASCLS Annual Meeting, remind Board and Committee Chairs to submit an electronic report one week prior 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. 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 registration is complimentary.
8. Notify nominee(s) of their non-acceptance into the fraternity and copy that notice to their nominators
9. 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.
10. Fill additional vacancies or other committees as deemed necessary to carry out the functions of the Fraternity.
11. Invite newly appointed Committee Chairs to attend the Post Dinner Board meeting. See sample invitation in the Appendices.
12. Purchase a gift for the president.
13. 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.
14. Prepare agenda for Post Dinner Board meeting following Annual Dinner meeting.

15. 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.
16. Inform new officers of the availability of the Bylaws 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 a copy of the page of the Handbook or review with the committee members.)
  - B. Submit minutes to the committee for corrections and approval before sending to the 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.
  - a. Maintain custody of the corporate funds and securities
  - b. Maintain a General Fund account.
  - c. Maintain all Scholarship Fund accounts.
2. Provide an accounting (report) to the President and/or Board of Directors when so requested.
3. Submit books to Audit Committee for audit after close of fiscal year.
4. Submit an annual Financial Statement (receipts, disbursement, and balance) at the Pre-Dinner Board Meeting.
5. Provide the Resident Agent the fee to maintain the corporate status of the Fraternity in the State of Illinois.
6. Refer to "Treasurer's" section of the AMTF Policy Statements for additional duties.
7. Keep accurate records of monies received as dues, scholarships, and other contributions. General fund includes dues, dinner fees, sales, and 10% of scholarship funds
8. Provide reimbursement forms to all appropriate individuals.
9. Pay all legitimate debts upon presentation of reimbursement form and receipts. (Expense forms should be filled out for refunds and scholarship checks).
10. Keep accurate records of all bills paid.
11. Send a bill in July to the Executive VP of ASCLS for \$600.00 as the administration fee for processing the scholarship applications for the E & R Fund, Inc.
12. Function without bonding with approval by the Board of Directors-
13. Work with the Finance Committee/Board in preparing budget for the following year.
14. In compliance with IRS filing regulations, complete all appropriate tax forms (Federal) by May 15. Send confirmation/copies to Resident Agent and Executive Secretary.
15. Maintain two bank accounts. One for general operating funds that has relative ease of access for the Executive Secretary and Treasurer. The other to provide a higher yield and be primarily for scholarship funds.
16. 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. Keep original

deposit slips, dues forms, reservation forms, and all paper and electronic donation forms until the audit is completed. Keep electronic copies of all forms as back up.

17. See Appendix B for additional duties.

## **JUNIOR AND SENIOR BOARD MEMBERS**

**TERM:** 2 years

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

**DUTIES:**

1. Serve as a member of the Communication and Public Relations committee.
2. Serve as an ad hoc member of the Membership Committee.
3. See Appendix B for additional duties.

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

**DUTIES:**

1. Serve as Chair of the Communication and Public Relations committee.
2. Serve as an ad hoc member of the Scholarship Committee.
3. Submit a follow-up article on the scholarship winners to the AMTF newsletter.
4. See Appendix B for additional duties.

## **EXECUTIVE SECRETARY**

**TERM:** Appointed by the Board to serve a term of five years with the ability to be reappointed by the Board.

### **QUALIFICATIONS:**

Must be an active, emeritus, or honorary member of the Fraternity. Shall be selected by the Board of Directors to serve a term of five years with the ability to be reappointed by the Board. Shall attend all meetings of the Board of Directors. Shall serve as a permanent contact for the Fraternity under appointment and directives of the Board of Directors

### **NOTE:**

The Executive Secretary neither sets nor interprets the policy of the Fraternity. The Executive Secretary is not a voting member of the Board of Directors.

### **DUTIES:**

1. 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. Examples of supplies include:
  - A. Certificates, Forms (scholarship, membership, etc.)
  - B. Handbooks, Bylaws, and History and Policies
2. Coordinate and provide form for Scholarship donation, Annual dues, and Annual dinner Reservation for publication in appropriate newsletter and in electronic form on the AMTF website.
3. Shall be authorized by the President to write checks and withdraw funds from Fraternity accounts in the absence of the Treasurer. There should always be a second signatory on all accounts.
4. Working with the Treasurer, maintain a copy of the membership list for each year and prepare an updated Membership Roster for publication in the Fall Newsletter, including a list of passed members.
5. Consult with the President on Fraternity business that should be undertaken.
6. Serve as Historian, maintain historical records of the Fraternity, and publish updated history in newsletter on a periodic basis.
7. Secure the plaque for the outgoing President each year, consulting with the Past President and President Elect.
8. Approve change of status from Active to Emeritus membership. Notify the President, Newsletter Editor, Program Chair and Membership Chair of approval of change of status.
9. When alerted by the Treasurer, send past due notices to members.
10. Serve as a member of the Social Committee.
11. Upon receipt of the list of the new member information, (a) provide the new AMTF number for each and (b) notify the Treasurer and Newsletter Editor.

12. Prepare membership certificates for the new members and provide to the President for the new member packet
13. 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 forward the applicants' materials to committee members.
14. Send acknowledgements/receipts for donations to donors and honorees in a timely manner.

## **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. Propose motions relating only to his/her committee
2. Provide electronic reports for all Board meetings.
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 email 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 whenever possible, or meeting may be held virtually. The Treasurer is responsible for keeping 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/contributions.
4. Process to be used by the committee in examining the above items:
  - A. Check every entry of deposit and withdrawal in the record against the bank statements and the Treasurer's checkbook stubs.
  - A. Check the record against itself by taking random entries and comparing the income/expense line against the individual member record line.
  - B. 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. (The master copy of the Bylaws are kept on file electronically with Executive Secretary, and a current copy is posted on the website).
7. Suggest changes in Handbook to reflect the Bylaws. Consult past officers and committee chairs for suggestions.
8. Annually, after the Annual Dinner meeting, update the AMTF Handbook and/or Bylaws, 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. See Appendix B for additional duties.

### **BUDGET INFORMATION:**

1. Annual dues of active member
2. Income from Annual Dinner ticket sales
3. Projected scholarship donations
4. Annual corporation filing fee to State of Illinois
5. Officer expenses
6. Committee expenses
7. Executive Secretary expenses (stationery, labels, postage, etc.)
8. Scholarships to be awarded and complimentary dinners for attendees
9. Gift to outgoing President (plaque)
10. Banquet expenses, e.g., meals, beverages, flowers, programs, transportation
11. Consult President Elect to ascertain proposed activities for the 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 and posted to the AMTF website.
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, send electronically to the committee members, as soon as possible. Give the committee a one-month deadline to review the applications and provide feedback/recommendations.
7. The President Elect will email as soon as possible those selected so the new members and their nominators can make plans to attend the AMTF Annual Dinner meeting and the 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, and email of the new members to the Executive Secretary.
9. Review and update nomination form with Board approval.
10. Manage and ensure that all newly inducted members will receive an AMTF pin.

### **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 the deadline listed on the application 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 the 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 (electronic signature is acceptable) 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 (November); the second issue is mailed in the spring (April or May) and posted to the AMTF website.
  - a. Members may opt out of having hard copy mailed. (2021)
2. Seek information for inclusion in Newsletter issues.
3. Request the Executive Secretary to send updated membership list. Newsletter editor prepares the labels. (2021)
4. The first Newsletter issue is published in the Fall (November) and contains: (2021)
  - a. Include the names of the individuals and their donors when made in “memory of” or “in honor of” and the names of the donors to the AMTF Endowment Fund.
  - b. Membership Roster with list of officers, committees, new and new emeritus members, list of past presidents, including phone numbers and e-mails.
  - c. Request for Scholarship donations.
  - d. Report of Annual Dinner meeting (from the President or Past President).
  - e. Summary of financial report.
  - f. Notice of availability of the application form for new members (from President Elect).
  - g. Call for nominations for officers and Board members.
  - h. Articles from officers, committees, and members.
  - i. List of deceased members, if any.
5. The second Newsletter issue is published in the Spring (April or May) and contains: (2021)
  - a. Request for scholarship donations.
  - b. Reservation form for Annual Dinner meeting.
  - c. List of Scholarship donations “in memory of”, “in honor of” and donors to the Endowment and Scholarship funds.
  - d. List of deceased members, if any.
  - e. Slate of candidates for election with their qualifications.
  - f. Articles from officers, committees, and members.
  - g. Any amendments to the Bylaws.

## WEBMASTER

**COMPOSITION:** Webmaster

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

### **DUTIES:**

1. Website Maintenance and Operations
  - a. Maintain the fraternity's official website to ensure functionality, accuracy, and professional presentation.
  - b. Perform routine updates, backups, and basic troubleshooting.
  - c. Ensure compatibility across common browsers and mobile devices.
2. Content Management
  - a. Update website content regularly, including news, announcements, events, rosters, and other information.
  - b. Archive outdated material in accordance with fraternity policy.
  - c. Coordinate with officers and committees to obtain accurate and timely content.
3. Branding and Compliance
  - a. Ensure the website adheres to Alpha Mu Tau Fraternity branding standards, including logos, colors, typography, and tone.
  - b. Confirm that website content aligns with national fraternity policies, guidelines, and applicable laws.
  - c. Remove or revise content that is inappropriate, inaccurate, or noncompliant.
4. Security and Privacy
  - a. Implement and maintain appropriate security measures to protect the website and user data.
  - b. Manage user access levels and credentials as needed.
  - c. Ensure compliance with privacy expectations regarding member information.
5. Hosting and Domain Management
  - a. Manage the website hosting service and domain registration.
  - b. Monitor hosting performance, uptime, and storage usage.
  - c. Coordinate renewals and payments with the Treasurer.
6. Communication and Coordination
  - a. Serve as a member of the Communication and Public Relations Committee.
  - b. Work closely with the President, Executive Secretary, Junior Board Member, Senior Board Member, and other officers to support communication goals.

- c. Publish official announcements, calendars, and documents as approved by the AMTF Board.
  - d. Assist with integration of forms, applications, or contact submissions when needed.
- 7. Documentation and Continuity
  - a. Maintain written documentation of website credentials, procedures, and technical configurations.
  - b. Assist with training and transition of the incoming Webmaster to ensure continuity.
- 8. Enhancement and Improvement
  - a. Recommend updates or enhancements to improve usability, accessibility, and engagement.
  - b. Monitor basic site analytics (if available) and report trends or issues to AMTF Board.
- 9. Record Retention
  - a. Preserve digital records, photographs, and historical information in collaboration with the Executive Secretary.
  - b. Ensure backups are available for critical website content.

## 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. Notify nominators of receipt of nomination.
5. Prepare report for submission to general membership (generally through spring newsletter issue) to include:
  - A. Slate of candidates
  - B. Request a bio for each candidate that may include the following:
    - 1). Education
    - 2). Certification
    - 3). Employment summary
    - 4). Professional society membership and activities
    - 5). AMTF activities
6. 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 an email 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.

## **SOCIAL**

**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. Social hour expenses such as free drinks will be determined on a year-to-year basis in consultation with the Treasurer regarding the overall budgetary considerations for the Annual Dinner meeting.
4. Determine cost and recommend fees for Annual Dinner meeting dinner. The Committee should minimize the cost of the dinner if possible. Consider fees to cover food, tax, and any tips. 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 and Webmaster. Give members two months' notice for reservations and payment when possible.
6. Coordinate event registration with Executive Secretary. Registration should be electronic and monitored by the Executive Secretary.
7. Prepare name tags for attendees and guests.
8. Provide a table at entrance to distribute name tags.
9. Have a portable microphone for President to use and for members to "introduce" their guests.
10. 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.
11. 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.

## COMMUNICATION AND PUBLIC RELATIONS

**COMPOSITION:** Chair (Senior Board Member), Junior Board Member, Newsletter Editor (Ex-Officio), and Webmaster (Ex-Officio)

**TERM:** 1 year

### **DUTIES:**

1. Shall be responsible for providing information and articles which advance the interests of the Fraternity through various communication channels (print, electronic, or social media)
2. Undertake other public relations projects as directed by the President or Board of Directors.
3. Provide outreach to the community on behalf of the Fraternity.
4. Initiate engagement of Fraternity members throughout the year, including opportunities for scholarship donations.
5. Work with the webmaster on website updates, postings or announcements as a means of publicity for the Fraternity.
6. Collaborate with the Scholarship committee.
  - a. Encourage recipients (past and recent) to submit testimonial statements on scholarship funds.
  - b. Promote scholarship applications through various venues including NAACLS ASCLS groups and forums (APF, DPF, CLEF, CEPI, etc.).
7. 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.

**NOTE:** The following list of duties is not exhaustive. The Scholarship Committee has developed procedures specific for their processes. For detailed information on the AMTF Scholarship Committee and any resources and/or procedures used during the process, please contact the Scholarship Committee Chair.

### DUTIES:

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 Webmaster
  - a. Coordinate with Executive Secretary to develop a cloud sharing platform for processing scholarship applications and confirm that all committee members have access.
3. Submit Scholarship information to AMTF Newsletter Editor and AMTF Webmaster
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. The President will notify the scholarship winners, and the chair of the Scholarship Committee will send out the non-acceptance letters.
6. Send a list of Scholarship awardees with addresses, amounts, additional designee, Program Director name, and scholarship awarded to the Executive Secretary and copy the following fraternal officers and committee chairs:
  - a. President – for notification of scholarships awarded to winners and Program Directors.
  - b. Treasurer – for issuance of checks to the President and distribution to awardees.
  - c. Newsletter Editor – for publications in Fall Newsletter
  - d. Social Chair – for inclusion in Annual Dinner meeting program.

- e. ASCLS E&R Fund – Chair should be notified, as this group shares the same application.
- f. ASCLS Awards Committee – Chair should be notified for inclusion in the ASCLS awards program.

**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

FROM: \_\_\_\_\_ President, (year)

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.

## **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 \_ \_\_\_\_\_ 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 given at the (list year) AMTF Annual Meeting.

On a personal note, this banquet will always be a fond memory for me, and you who helped to make that event of my presidential year the highlight of which every President's dreams.

Thank you so much.

Sincerely,

President

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

Can be handwritten on note cards. Executive Secretary 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), AMTF Executive Secretary

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), AMTF Executive Secretary

## **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. Your dinner will be compliments of the fraternity.

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 Elect

## **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 of President - Elect)

**OR**

(Date, name, and address)

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

The 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 - Elect, name, and address.

## 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 and Communication	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                            |    |                 |
| 1. Sergeant of Arms                        |    |                 |
| 2. Minutes Committee                       |    |                 |
| 3. 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 \_\_\_\_\_

**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 Board of Directors is authorized to utilize up to 10% of money donated for scholarships for operational expenses. (1990)
- f. **Named Scholarships:** Will be set up when the balance of \$10,000 is reached. Members/Donors have 4 years to reach the \$10,000 balance for the creation of a named scholarship. Donors should be made aware that Named Scholarships may be converted to an Endowed Scholarship if the fund balance reaches \$40,000 (see g. below). As of 2022 any currently named scholarships with a balance of <\$10,000 shall remain as named scholarships. Members/Donors should be aware that when the scholarship balance drops below the scholarship amount (to be given out) set by the AMTF Board of Directors it will be transferred to the AMTF (un-named) Endowment Fund at which time the named scholarship will be retired. (2022)
- g. **Endowed Scholarships:** Will be created when assets in a named scholarship reach \$40,000. Current Named Scholarships with a balance >\$40,000 should become an Endowed Scholarship. If possible, notify the original donor that the scholarship has reached Endowed status The Amount of scholarship (given out) from an Endowed Scholarship is income (donations and interest/dividends) from the previous year or as set by the AMTF Board of Directors. Scholarship life is in perpetuity with the caveat that if the balance of the scholarship should fall to less than \$40,000 the Endowed Scholarship will convert to a Named Scholarship. (2022)
- h. There should be communication with the donor (if possible) of either a Named Scholarship or an Endowed Scholarship should either reach a point of being upgraded or downgraded due to fund balance changes as noted in (f) or (g), above.

### 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. 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, 2022)
- 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 named and endowed scholarship fund with the amount to be determined by the Board. (1989, 2005, 2017, 2022, 2025)
- 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 communicate with all NAACLS accredited schools advertising the AMTF and E&R Fund Scholarships, annually. (1993, 2022)
- 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)
- c. No person may receive more than one AMTF scholarship. (2019)

### **4. Scholarship Funding**

- a. Each year the Board of Directors will set a maximum for funds to be made available for scholarships through the budget approval process. (1967, 2025)
- b. The amount of scholarships awarded each year will be based on a formula that includes 4% of the Endowment Fund assets, plus the amount of earnings generated from invested scholarship funds plus 80% of the total amount of member donations during the previous year. Flexibility is needed to ensure that the Board of Directors can allocate the amount necessary to fully fund each scholarship (2018). When the total amount exceeds \$50,000, the Board of Directors may (at their choosing) transfer the amount exceeding \$50,000 (or portion thereof) from the AMTF general fund to the AMTF (un-named) Endowment Funds (2018, 2025).
- 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) The Scholarship Chair will notify the E & R Fund Chair of the scholarship recipients. E & R will send letters to E & R award recipients. The ASCLS

- Awards Committee will make certificates for the E & R Fund and AMTF awardees. (1999, 2018)
- g. Scholarship awardees who attend the Annual Dinner meeting will be guests of the Board of Directors (2018).
  - h. An official AMTF communication will be sent to the school of the scholarship recipients informing each of them of this honor. (1990, 2014)
  - i. 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)
  - j. The Treasurer will send an invoice to the Executive Director of ASCLS for the Education & Research administration fee for handling scholarship selection. (2013, 2026)
  - k. 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)
  - l. Files of scholarship applicants and winners will be destroyed after (1) one year. (1988)

#### **5. Scholarship Committee Repository**

For detailed information on the AMTF Scholarship Committee and any resources and/or procedures used during the process, please contact the Scholarship Committee Chair.

## **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. 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 if 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 point system defines the minimum number of points a candidate must achieve to be accepted into the Fraternity. (1992, 2005, 2019, 2022)
- 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)
- 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 via email signed by the President Elect. (1989, 2023, 2026)
- b. A listing of all new members shall be sent to the Social Committee Chair for inclusion in the Annual Dinner Meeting Program. (1989, 2023, 2026)

### **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 certificate of membership will be presented to each new member at the Annual Dinner Meeting. (1983, 2013, 2023)

### **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. 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 operating account should be maintained at a federally insured bank and investments maintained with Edward Jones. (1993, 2014, 2020)
  - a. 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 \$600 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, 2019)
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 original donation forms should be kept until the completion of the annual audit and then destroyed. All other tax and bank documents will be kept electronically for 7 years. The official paper copy of the tax return will also be kept for 7 years. (2015, 2019)

9. In the acceptance letter, the President Elect 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).

## **BOARD OF DIRECTORS**

### **I. 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 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. Dinner charge should be kept to a minimum to cover food and tip.
- e. Cost is picked up by AMTF from operational monies in order of priority.
  1. All expenses must be approved by the President.
  2. 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 published in 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 Communication and Public Relations Committee will collaborate with the appropriate officer or committee chair to ensure new officers, new members, new emeritus members, and scholarship recipients are recognized in the newsletter. (1988, 2023)
2. The Junior Board member will share some of the Senior Board member's duties, if assigned. (1997)
3. The Junior Board member will serve as an ad hoc member of the Membership Committee, and the Senior Board member will serve as an ad hoc member of the Scholarship Committee. (2026)

#### **FINANCE COMMITTEE**

1. The BOD has established an investment fund balance minimum guardrail of \$500,000 at which the finance committee shall review the cause(s) of the funds decrease. To stabilize the fund balance, the finance should request BOD to revise the scholarship grant calculation (see scholarship grants 4.b.) to reduce the amount of scholarship grants being approved. Additional actions may be considered. (2025)
2. The BOD has established an investment fund balance maximum guardrail of \$650,000 at which the finance committee shall review the cause(s) of this increase. Possible actions to consider include taking a one-time drawing down of the account with more scholarship grants and to request the BOD revise the scholarship grant calculation (see scholarship grants 4.b.) to increase the amount of scholarship grants given to help reduce the investment fund balance. The purpose of this action is to ensure the society is not at risk for losing their non-profit status.

## Investment Policy and Guidelines

1. Established in 2013, revised 2014, 2019
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:

Cash or Equivalent (0% - 10%) investments are defined as follows:

- c. CDs in Federally insured banking organizations, exclusive of “saving and loans”
- d. Savings accounts in Federally insured banking organizations, exclusive of “savings and loans”
- e. US Government Securities maturing in less than 2 years
- f. Money market Funds with a minimum of \$1 billion in assets and with average maturity of less than 60 days

Fixed outcome (10% - 100%) 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

Capital Appreciation (10% - 60%) 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

8. Not more than \$100,000 shall be invested in any single instrument or single financial institution other than obligations of the US Government.

8. The Financial Advisor (broker) shall make timely investment recommendations to the Treasurer and Executive Secretary. Monthly reports to the Treasurer and Executive Secretary are required for all investments.

### **AMTF Endowed Scholarship Fund (Un-named fund) (2022)**

1. Established in 2018
2. The AMTF Endowed Scholarship Fund (2022) is restricted and used to support a scholarship(s) so that they may continue in perpetuity. The financial goal of the fund is to make 6% interest annually; in which 4% of the fund is distributed annually and 2% accounts for inflation. Once the endowed fund exceeds \$40,000, it should be used to give out a full scholarship in the name of AMTF. (2025)
3. The AMTF Board of Directors may, at their discretion, contribute unassigned donations to the AMTF Endowed Scholarship Fund. (2022)

#### **Purpose**

The Fund, including any additions to it from Donors or others, will be used to provide scholarships to students of the clinical laboratory sciences. If the interest earned is greater than 6% at the end of the year, the Board of Directors may, at its discretion, hold the additional funds to be spent later for the above purposes or add them to the principal of the Fund for investment.

The Board of Directors of the AMTF is responsible for ensuring that the Fund is used for its intended purpose.

#### **Recognition**

The AMTF Board of Directors will appropriately recognize the Donor which may include print or electronic media and other suitable means. Financial statements will include payments to the Fund.

#### **Payment**

The donor will transfer the entire gift amount to AMTF in cash, check, credit card or readily marketable securities.

#### **Governance**

The donation will be administered in accordance with the existing policies of the AMTF Board of Directors. The wishes of donors shall be loyally observed, so long as, in the opinion of the Directors, such wishes do not conflict with the proper administration of AMTF under changes that may develop in due course of time. If such changes occur, the Board of Directors will consult with the Donor about alternative uses for the Fund within AMTF. If the Donor cannot be consulted, the Directors will use the Fund in a manner that most closely satisfies the Donor's original intention.

Any disputes relating to the application, construction, interpretation, or enforcement of this Gift Agreement will be governed by the laws of the State of Illinois and will be heard, decided, and resolved in Illinois.

**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.