

**ILLINOIS STATE ASSEMBLY**

**ILLINOIS STATE ASSEMBLY of  
the ASSOCIATION OF  
SURGICAL TECHNOLOGISTS  
POLICY MANUAL**

September 2015



Illinois State Assembly of AST  
P.O. Box 3832  
Decatur, IL 62522  
[www.illinoisstateassembly.com](http://www.illinoisstateassembly.com)

**Articles of Incorporation**

**Certificate of Incorporation of the  
Illinois State Assembly of the Association of Surgical Technologists  
June 18, 2001**

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**Article I: Corporate Name**

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

**Article II: Registered Agent and Registered Office**

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

Sharon Szadowski  
112 Spyglass Cove  
Carpentersville, IL 60110

**Article III: Management**

Management of the affairs of the corporation is vested in its Board of Directors. The number of directors, a minimum of five, constituting the initial board of directors and the names and addresses of the persons who are to serve as directors, until the first annual meeting or until their successors are elected and qualified as set forth in the application.

**Article IV: Organization Structure**

The corporation will have members consisting of a President, Vice-President, Secretary, Treasurer and five Board of Directors.

**Article V: Duration**

The period of duration is perpetual.

**Article VI: The corporation is organized for the following purposes and reasons:**

The corporation is organized for educational and scientific purposes as defined by Section 501 (c) (3) of the Internal Revenue Code.

**Supplemental Provisions/Information**

None at the time of this filing.

**Incorporator**

Sharon Szadowski  
112 Spyglass Cove  
Carpentersville, IL 60110

**Effectiveness of Filing**

This document will become effective when filed by the Secretary of State.  
Filed on June 18, 2001 and signed by Secretary of State, Jesse White.

# STATE ASSEMBLY BYLAWS

## Article I: Name

The name of this State Assembly is the Illinois State Assembly of the Association of Surgical Technologists, Inc., hereinafter referred to as “ISA”, and it is governed by the Association of Surgical Technologists, hereinafter referred to as “AST”. The State Assembly is comprised of the State of Illinois.

## Article II: Purposes

### Section I: The purposes of the State Assembly are the following:

- A. To study, discuss, and exchange professional knowledge, expertise and ideas in the field of surgical technology.
- B. To promote a high standard of surgical technology performance for quality patient care.
- C. To stimulate interest in continuing education for surgical technologists.
- D. To encourage employment of Certified Surgical Technologists through cooperative efforts with other professional health care organizations and individuals.
- E. To promote and maintain communication and cooperative relationships with other professional health care organizations.
- F. To explore and encourage the diversified roles of the Certified Surgical Technologist, hereinafter referred to as the “CST”.

## Article III: Membership

### Section I: Definition

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

### Section II: Classification

- A. Active Member
  - a. One who has passed the National Board of Surgical Technology and Surgical Assisting (hereinafter referred to as the NBSTSA) national certifying examination in surgical technology and maintains certification currency as defined by the NBSTSA.
  - b. Active members have a voice and a vote.
- B. Associate Member
  - a. One who has passed the national certification exam and has not maintained certification as defined by the NBSTSA.
  - b. One who has proof of the completion of, or is currently enrolled as a student of, a Commission on Accreditation of Allied Health Education Program (hereinafter referred to as “CAAHEP”) accredited surgical technology program or its equivalent.

- c. One who can provide notarized documentation from his/her employer that he/she is employed as a surgical technologist.
  - d. One whose primary source of employment is teaching in a CAAHEP accredited surgical technology program or its equivalent.
  - e. Associate members have voice but no vote.
- C. Affiliate Member
- a. Any individual or organization that wishes to affiliate with AST and is approved by the Board of Directors as defined in the *AST Policy Manual*.
  - b. Affiliate members have voice but no vote.
- D. Retired Member
- a. One who provides proof of reaching age 65 or provides proof of permanent disability resulting in an inability to work.
  - b. Voice and/or vote for a retired member will be based on the criteria in subsections A, B, or C of this section.
- E. Honorary Member
- a. One who has served as a President of AST.
  - b. One who has rendered notable service to AST and is approved by the House of Delegates upon recommendation of the Board of Directors.
  - c. Voice and/or vote for an honorary member shall be based on the criteria in subsections A, B, or C of this section.

### **Section III: Dues**

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

## **Article IV: Finance**

### **Section I: Fiscal Year**

The fiscal year shall be the calendar year.

## **Section II: Budget**

The State Assembly shall adopt an annual budget. The budget shall be filed with AST by January 31<sup>st</sup> of each year.

## **Section III: Financial disclosure**

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

## **Section IV: Examination of financial statements**

The year-end financial statements of the State Assembly shall be examined by an independent auditor or third party otherwise acceptable to AST at the conclusion of each treasurer's term. The level of examination (compilation, review, or audit) shall be determined by the *AST Policy Manual*.

## **Section V: Insurance**

The officers and directors of the State Assembly may have (optional) adequate directors and officers liability insurance coverage as determined by AST.

## **Section VI: Check Signing**

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

## **Section VII: State Assembly Bank Account**

- A. The State Assembly's official bank account to include checking, savings and any other type of account shall be with CHASE bank.
- B. The treasurer shall be responsible for receiving, balancing and retaining all bank records and said records shall be readily available for review by the incoming treasurer at the Annual Meeting.
- C. Upon the election of a new treasurer and/or president, the newly elected treasurer and/or president shall be added to the State Assembly bank account and the outgoing treasurer and/or president shall be removed from the bank account within 14 days of the Annual Business meeting and elections.

## **Section VIII: Reimbursement Policies and Procedures**

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



## **Section IX: Board of Directors**

- A. Members of the Board of Directors shall be reimbursed for expenses as follows:
  - a. Expenses related to copying or mailing State Assembly reports, documents or information necessary for State Assembly business.
  - b. Expenses related to purchasing speaker gifts or awards given to board members.
  - c. Expenses related to maintaining storage of State Assembly records with the consent of the Board of Directors.
- B. The President shall be reimbursed for travel expenses when required to represent the ISA at legislative events, meetings of other professional healthcare organizations, and AST/ISA meetings and/or workshops conducted in Illinois. Out of state travel requires Board of Directors approval.
- C. The Vice-President shall be reimbursed for travel expenses when he/she must represent the ISA in the absence of the president at legislative events, meetings with other professional healthcare organizations, and AST/ISA meetings and/or workshops conducted in Illinois. Out of state travel requires Board of Directors approval.
- D. The Treasurer shall be reimbursed for expenses relating to the annual audit and copying/ mailing of monthly and annual reports.
- E. The Secretary shall be reimbursed for copying and mailing expenses of minutes, reports, manuals and other necessary documents/supplies of the State Assembly.
- F. Delegates to the AST National Conference will be provided a stipend for representing the Illinois State Assembly in the AST House of Delegates. Delegates will be provided \$500.00 once the delegate has provided to the treasurer confirmation of registration to the AST National Conference and has submitted the delegate agreement to the treasurer and/or president. The delegate will receive the remaining \$500.00 at the conclusion of the AST National Conference and upon the completion of the requirements set forth in the delegate agreement. Delegates, who are receiving funding from another source, will not be eligible for the stipend. The Board of Directors reserves the right to modify or to not provide delegates with payments due to fiscal restraints. In addition, the Board of Directors will receive an additional stipend solely for the purpose of attending the State Assembly Leadership Forum if they are attending the AST National Conference. The President is fully funded to conference and does not qualify for the delegate stipend. (Adopted: 1/12/2008, updated 9/18/2015).
- G. The Board of Directors and the Executive Officers will receive the following reimbursements to assist in offsetting the cost of attending the ISA Seminars, Workshops, or Annual Meeting.
  - a. Mileage: a \$0.57.5/mile or current mileage rate (up to \$250.00 or 500 miles per meeting) reimbursement will be given provided the Board member must travel more than 50 miles round trip to attend. The officer and/or Board member must provide the treasurer a map documenting the round trip mileage in order to receive this payment. The Board of Directors reserves the right not to provide this reimbursement due to fiscal restraints of the Assembly. (Adopted: 09/18/2015; updated 9/15/2017).

## **Section X: Protocol for Reimbursement**

- A. Complete reimbursement form (see Appendix A) and attach original receipts with said form.
- B. Submit reimbursement form with attached receipts to the treasurer.
- C. The treasurer shall issue a check for reimbursement of expenses within thirty days upon receiving reimbursement form and original receipts. In the event the treasurer is unable to fulfill the reimbursement time frame, the president will fulfill this obligation. (Adopted 9/17/2015)

## **Section XI: Responsibilities**

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

## **Section XII: Special Provisions**

- A. The President may not approve any travel or meeting expenses, in or out of the State of Illinois, without the Board of Directors approval.
- B. No reimbursement can be made without a signed reimbursement form and the original receipt. If a receipt does not exist, Board of Directors approval is required for reimbursement. No exceptions.
- C. Board of Directors approval shall be required for any contract the President signs on behalf of the State Assembly requiring reimbursement or payments. No exceptions. (Adopted 9/18/2015)

## **Article V: Nominations and Elections**

### **Section I: Nominations**

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

## **Section II: Elections**

- A. Elections shall be held in the state by ballot at the Annual Meeting.
- B. Election of officers shall be by a majority vote. In the event a second ballot is needed to establish a majority, the two candidates receiving the highest number of votes shall be placed on a second ballot.
- C. Election of Directors shall be by plurality vote. In the case of a tie, a decision shall be by ballot between the tied candidates and plurality shall elect. In the event of a second tie, a decision shall be by lot.
- D. Elections are always required even when open positions are uncontested.
- E. No officer or director may serve more than two full terms in the same office – a total of four (4) years in the same position.
- F. A Tellers Committee shall be appointed by the President with due regard to geographic distribution. Teller's duties are listed in the tallying and voting procedures policy and in Article IX: Committees, Section XIV.
- G. The President, Vice-President, Treasurer and Two (2) Directors shall be elected in odd-numbered years. The Secretary and three (3) Directors shall be elected in even-numbered years. Each office is elected for a two (2) year term.

## **Section III: Voting Protocol**

- A. Voting will take place in the following order:
  - a. Tellers who are active members
  - b. Board of Directors
  - c. Past Presidents
  - d. Candidates
  - e. Active Members
- B. Active members should have their membership cards available and be wearing their name badge.
- C. No talking shall occur in the voting area, the only exception being a question directed to a teller.
- D. Candidates will leave the voting area immediately after voting and be sequestered by the Board during the voting process. Candidates may not speak to any voting member while waiting to vote or immediately after voting.
- E. All active members must wear a marking noting voting status.
- F. Active members will proceed to the voting area and vote. If a member mismarks his/her ballot, they may return the mismarked ballot and exchange it for a new ballot.
- G. Members will leave the voting area immediately after voting.
- H. The election shall conclude when all eligible active members have voted.

## **Section IV: Procedures for Tallying**

### **The count will proceed as follows:**

- A. Once the ballot has been declared valid and complete, that teller shall pass the ballot to the next two (2) tellers for counting of the ballot. (See Appendix B for a ballot)
- B. The two (2) tellers shall start at the top and call out the votes marked to the teller recording the count. If the tellers do not agree on how a ballot is marked, then the ballot shall be placed aside until the remainder of the ballots has been counted.

- C. The count will continue until the ballots have all been counted. Disputed ballots shall be examined by the entire Tellers Committee and if a consensus cannot be reached on disputed ballots, then the ballots shall be recorded as illegal.
- D. Once all ballots have been accounted for and recorded as a vote for a candidate or illegal, the Tellers Report (See Appendix C) will be completed and signed by all tellers. No one is permitted to leave the area until all above procedures are completed. No one, except for the Tellers Committee, is allowed to be present during the above procedures. After all ballots have been counted and the Teller's Report has been completed and signed, The tellers should appoint one person to stand up and make a motion in the Business session to retain the ballots for ninety (90) days after the vote and then destroyed. This motion should be made immediately after the voting results are made known.
- E. The officers must receive a majority of the votes cast for their office. If no one receives the majority vote, then a run-off between the two (2) candidates receiving the most votes shall occur. The individual receiving the most votes in the run-off shall be awarded the office he/she is seeking. All other positions shall be won by plurality.
- F. If a revote is required, after the business session is called to order by the President, he/she will announce that a majority could not be reached for a particular office or offices and that the active members will break immediately to revote.
  - a. The revote will occur in the same room that the first vote took place.
  - b. The business session will resume after all active members who chose to have re-voted. Ballots will be tallied immediately following the revote and if completed, the results will be announced immediately upon resuming the session. If the results are not available, they will be announced at the end of the business session. All tellers must resume their post and duties if there is a revote.
  - c. Refer to the AST Annual Conference Procedures for Voting and Tallying, pp. 72-73, AST State Assembly Policy Manual, 2009.

## **Section V: Illegal Ballots**

### **Illegal ballots shall be determined by the following:**

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

## **Section VI: Format of Tellers Report**

### **Tellers report shall include the following (see Appendix C):**

- A. Number of eligible voters
- B. Number of votes cast
- C. Number of invalid ballots
- D. List of candidates for each office in ascending order starting with the Board and ending with the office of President, indicating the candidates alphabetically in each category.

E. Signatures of Tellers Committee

**Article VI: Officers**

**Section I: State Assembly Officers**

The officers of the Illinois State Assembly shall be the President, Vice-President, Secretary and Treasurer.

**Section II: Eligibility of Officers**

- A. A candidate shall have been an active member for one year immediately preceding nomination and, if elected, shall maintain that active status and not violated the Professional Code of Conduct.
- B. The required curriculum vitae and consent to serve and one year of active membership in the state assembly are the only eligibility criteria that will be considered by the Credentials committee.
- C. A candidate for the office of President shall have served at least one full term as a Director or officer during the previous six years on the Board of Directors.
- D. A candidate for the office of Vice President shall have not served two full terms as president because such a candidate is ineligible to succeed the office of president.

**Section III: Term of Office of Officers**

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

**Section IV: Duties of Officers**

- A. The President and his/her designee selected from the remaining officers and directors shall be the official representation of the the State Assembly at all times and places.
- B. The officers shall perform the duties prescribed by these Bylaws, the State Assembly Policy Manual and *Robert's Rules of Order Newly Revised*.
- C. It is the responsibility of each officer and director to notify the Secretary and President of any change in availability status (i.e. out of state travel, out of country travel, hospitalization, etc.) or personal contact information change. (Adopted 9/18/2015)

**Section V: Vacancies of Officers**

- A. A vacancy occurring in the office of President shall be automatically filled by the Vice-President.

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

#### **Section VI: Records transfer**

Within ten (10) days following the completion of a term or a resignation, the respective officer shall Transmit to the successor all State Assembly records and property of that officer.

#### **Section VII: Duties of the President**

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

#### **Duties:**

- A. Consult with the Vice-President to determine the appointments of standing committees with approval from the Board of Directors.
- B. If a vacancy occurs on a committee during the year, re-appointment shall be made by the President with input from the Vice-President. If a vacancy of a chairperson occurs, this appointment will also be made by the President with the consultation of the Vice-President.
- C. Establish and maintain communications with committees (both standing and special) throughout the course of his/her term.
- D. Address problems within the workings of the committees in a professional non-biased manner at all times. Written documentation of any said incident is imperative.
- E. Maintain regular communication with the Board of Directors through updates submitted for distribution in Board communications.
- F. Work with committee chairpersons to prepare agenda items for Annual Business meeting.
- G. Report to the Board on the activities of the committees.
- H. Be an ex-officio member of all committees and chairperson if necessary.
- I. Terminate committee appointments when committee members are non-functioning with the approval of the Board of Directors.
- J. Submit the presidential message for the newsletters in a timely manner.
- K. Develop relationships with national in regard to liaison role to facilitate committee work when national guidelines or Bylaws change or are amended by the AST House of Delegates.
- L. Prepare documents for the incoming President prior to the March Annual Business Meeting and Elections which indicate the status of all Board and committee activities.

- M. Assist the Vice-President in preparation for the position of the President in case the Vice-President assumes the President role and maintains open communication with the Vice-President on a regular basis.
- N. Is knowledgeable of the AST Policy Manual and AST Bylaws.
- O. Is knowledgeable of the Illinois State Assembly of AST Policy Manual and Bylaws.
- P. Attends state assembly education workshops as often as possible.
- Q. Reviews the monthly bank statement for irregularities.
- R. Works to maintain dialogue with other professional organizations (i.e AORN, ACS, etc.)
- S. Works with the Board of Directors to develop a 5 year strategic plan for the State Assembly.
- T. Recognizes outstanding achievements among members and those who support the profession.
- U. Recruits qualified candidates to be placed on the annual slate of elected officers.
- V. Maintains open dialogue with the Directors of AST to include the CEO in order to ensure the State Assembly is in compliance with national goals and policies.
- W. Upholds the *AST Code of Conduct*.

### **Section VIII: Duties of the Vice-President**

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

#### **Duties:**

- A. Assist the President with orientation of newly elected/appointed officers and committee members.
- B. Consult with the President regarding the termination of committee appointments when said committees or members are non-functioning.
- C. Assist the President with replacements of committees for vacancies during his/her term.
- D. Maintains communication with the President on a regular basis.
- E. Is knowledgeable of the current AST Policy Manual and AST Bylaws.
- F. Is knowledgeable of the current Illinois State Assembly of AST Policy Manual and Bylaws.
- G. Attends the Annual Business meeting and educational workshops as much as possible.
- H. Works with the Board of Directors to develop a 5 year strategic plan for the state assembly.
- I. Recognizes outstanding achievements among members and those who support the profession.
- J. Recruits qualified candidates to be placed on the annual slate for elected officers.
- K. Learns parliamentary procedure.
- L. Upholds the *AST Code of Conduct*.

### **Section IX: Duties of the Treasurer**

**Definition:** The treasurer will bear responsibility to assure that all State Assembly funds be collected, safeguarded, disbursed, and accounted for in a manner determined by the Board of Directors pursuant to the State Assembly of AST Policy Manual. He/she shall be the chairperson of the Budget and Finance

Committee and shall prepare semi-annual reports on the financial status of the State Assembly to AST and the State Assembly President. He/she will deliver a current financial report to board members at Board of Directors meetings and an annual report to the membership at the Annual Business Meeting and Elections.

**Duties:**

- A. Countersign with the President all checks for withdrawal of funds from the savings and/or checking account of the State Assembly.
- B. Prepare semi-annual reports and send a copy to the State Assembly President and a copy to AST.
- C. Prepare financial reports to be provided to the Board of Directors at board meetings.
- D. Advise the Board of Directors of unbudgeted financial expenditures.
- E. If the treasurer must vacate the office before the conclusion of his/her term, a complete financial statement and review must be submitted within thirty (30) days to the Board of Directors and the President before the new officer assumes the duties.
- F. Shall prepare state assembly records for annual audit of all funds to be performed at the conclusion of the treasurer's term. The Board of Directors will advise the treasurer of the individuals that will perform the actual audit.
- G. Serve as chairperson of the Budget and Finance Committee.
- H. Verifies automatic payments for dues from national have been received.
- I. Deposits funds from workshops.
- J. Provides a breakdown of expenses and income related to workshops to all State Assembly officers.
- K. Shall transfer records and cash on hand within seven (7) days after the end of his/her term to the incoming treasurer.
- L. Attend the Annual Business Meeting and State Assembly educational workshops as much as possible.
- M. Works with the Board of Directors to develop a 5 year strategic plan for the state assembly.
- N. Learn parliamentary procedure.
- O. Recognized outstanding achievements among members and those who support the profession.
- P. Recruit qualified candidates to be placed on the annual slate for elected offices.
- Q. Uphold the *AST Code of Conduct*.

**Section X: Duties of the Secretary**

**Definition:** The Secretary shall maintain a record of the proceedings of the Board of Directors at all state Board of Director meetings and the Annual March Meeting and Elections. He/she shall forward to the President for distribution to the Board of Directors and membership all minutes and correspondence related to State Assembly business. The President shall distribute the materials at the appropriate time to the appropriate persons. At all meetings, he/she shall have a copy of the Illinois State Assembly of AST Policy Manual and Bylaws, a copy of the AST Policy Manual and Bylaws, and a copy of Robert's Rules of Order available for reference. He/she shall perform duties pertaining to his/her office or as delegated to him/her by the President or Board of Directors.

**Duties:**



- A. Provide a copy of the Board meeting minutes within thirty (30) days of the meeting to all members of the Board.
- B. Assist with maintaining records of motions presented during the Annual March Meeting and Elections.
- C. Take roll call during the Board meetings.
- D. Take minutes at all State Assembly Board of Directors, conference calls, business and annual meetings.
- E. Present minutes to the membership during the Annual March Meeting and Elections.
- F. Be responsible for developing a file system to maintain all State Assembly records relating to Board meetings, Executive Board meetings, and the Annual March Meeting and Elections.
- G. Assist the Education Committee chairperson with registration of members at the continuing education workshops as needed.
- H. Maintain the permanent record of State Assembly correspondence that is received from the outgoing secretary until the record is passed to the incoming secretary.
- I. Serve as the chairperson for the Policy and Procedures committee.
- J. Recognize outstanding achievements among members and those who support the profession.
- K. Recruit qualified candidates to be placed on the annual slate for elected officers.
- L. Attend the Annual Business Meeting and State Assembly educational workshops as much as possible.
- M. Works with the Board of Directors to develop a 5 year strategic plan for the state assembly.
- N. Understand parliamentary procedure.
- O. Uphold the *AST Code of Conduct*.

### **Section XI: Outgoing Elected Officers and Board of Directors Guidelines**

- A. The term of office expires immediately upon the election of the replacement officer/board of director (unless that person is re-elected).
- B. All business that is still pending should be completed before the Annual Meeting is adjourned.
- C. All items of importance, specifically the Illinois State Assembly of AST, Policy Manual and the AST Policy Manual, shall be given to the incoming officer/board of director at or before the annual meeting ends. No officer or board of director may continue to use State Assembly funds for any purpose once the incoming officer/board of director is elected.

## **Article VII: State Assembly Board of Directors**

### **Section I: Board of Directors**

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

### **Section II: Eligibility of Directors**

- A. A candidate for the State Assembly Board of Directors shall have been an active member for one year immediately preceding nomination and if elected, shall maintain that active status and not violated the Professional Code of Conduct.
- B. The required curriculum vitae and consent to serve and one year of membership in the state Assembly are the only eligibility criteria that will be considered by the Credentials committee.

### **Section III: Term of Office of Director**

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

### **Section IV: Vacancies of Directors**

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

### **Section V: Duties of the Board of Directors**

- A. Read and review the State Assembly's Bylaws annually and any other materials as directed by AST.
- B. Have the authority to transact business between meetings of the active members.
- C. Formulate policies and procedures to be included in the State Assembly Policy Manual. No State Assembly policy or procedure may supersede or take precedence over the State Assembly Bylaws.
- D. Foster the growth and development of the State Assembly.
- E. Have the authority to establish State Assembly Board of Directors standing committees, the composition and duties of which shall be stated in the State Assembly Policy Manual.
- F. Review all committee reports and determine action to be taken.
- G. Submit a written report to the active members for all State Assembly Board of Directors' activities.
- H. Authorize the awarding of all contracts.
- I. Authorize the exclusive use of the official insignia of the State Assembly.
- J. Fulfill any other duties as specified by these Bylaws.

### **Section VI: Meetings of the State Assembly Board of Directors**

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

## **Section VII: Voting by the State Assembly Board of Directors**

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

## **Article VIII: Meetings**

### **Section I: Meeting Frequency and Locations**

- A. The Illinois State Assembly shall meet annually in March and that meeting shall be known as the Annual Meeting with Elections.
- B. This meeting will consist of a business meeting and elections. The location of the meeting shall be rotated throughout Illinois.
- C. ISA will offer to its membership a minimum of 9 CEU's per calendar year divided between the Annual March Meeting and fall workshop/seminar as deemed necessary. The CE's will meet the requirements as outlined in the AST Continuing Education Policy. The location of the fall workshop/meeting is rotated throughout Illinois. (Adopted 9/18/2015)

### **Section II: Voting Body**

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

### **Section III: Business Meetings**

- A. There shall be a minimum of **one** business meeting at the Annual Meeting.
- B. Sixty days written notice shall be given via a State Assembly mailing, publication, website or electronic mail distributed to the entire State Assembly membership of the time, place and business to be considered at the meeting.
- C. Business meetings shall be open to AST members in the State Assembly. Every member shall have voice, but only active members may make motions and vote.
- D. A quorum is the minimum number of members of a deliberative assembly necessary to conduct the business of that group. According to *Robert's Rules of Order Newly Revised*, the "requirement for a quorum is protection against totally unrepresentative action in the name of the body of an unduly small number of persons."
- E. The quorum requirement for elections is based on the amount of "active" members, not total members of your state. Active members are eligible to vote.
- F. The quorum requirement for states with less than fifty (50) active members is three (3) active members, states with 50-100 active members is five (5) active members, states with 101-150 active members is ten (10) active members, states with 151-500 active members is fifteen (15) active members, states with 501-800 active members is twenty (20) members, states with 801-1100 active members is twenty-five (25) members, states with 1101-1400 active members is thirty (30) members, states with 1401 -1701 active members is thirty-five (35)members, states with 1701-2000 active members is forty (40) members, and states with over 2000 active members is 45 members shall constitute a quorum.
- G. If a quorum is not met, elections cannot be held and the officers stay in place.

- H. Special meetings of the active members may be called by two-thirds of the State Assembly Board of Directors or by two-thirds of the active members. Ninety (90) days written notice shall be given via a State Assembly mailing, publication, website, or electronic mail that is distributed to the entire State Assembly active membership at the time, place, and business to be considered at the special meeting.

#### **Section IV: Delegate representation to the AST National Conference**

- A. In order for the state assembly to have delegate representation at the AST National Conference, the state assembly shall be in good standing as defined in the AST Policy Manual. The state assembly is entitled to six (6) delegates and up to six (6) alternates.
- B. A state assembly in good standing is defined as one that has:
- a. A Board of Directors consisting of a minimum of four (4) Executive Officers; President, Vice President, Secretary and Treasurer and has submitted an updated Board of Directors Change Form to national each time elections and changes occur.
  - b. Has a current State Assembly Agreement, State Assembly Acceptance Form, Articles of Incorporation, and Tax Exempt status on file at National.
  - c. Submitted the comprehensive Annual Report, Annual Financial Report, Budget, Midyear Financial Report and corresponding bank statements as defined in the State Assembly Bylaws.
  - d. Met the minimum requirements for state assemblies as set forth in the State Assembly Bylaws.
  - e. Not had any disciplinary action as defined in the AST Bylaws toward the state assembly within the last two calendar years.
  - f. An infraction of any of the above is cause for withholding state assembly dues reimbursement, immediate disbandment, or other form of disciplinary action as determined by the Board of Directors and as defined in the AST Bylaws.
- C. Delegates and alternates shall be active members elected by the state assembly at the annual business meeting for a term of one year or until their successors are elected.
- D. Qualifications to be a delegate at the AST National Conference include:
- a. A member of AST/ISA in good standing and current on dues.
  - b. Current certification as a CST.
  - c. Have attend the previous State Assembly Annual Meeting or an ISA approved workshop during the previous year.
- E. Individuals interested in becoming a delegate must submit a short paragraph to the ISA President stating why they feel they should be chosen to represent the ISA at the AST National Conference as a delegate. Submission must be received by December 31 of each year. Intentions may also be declared at the Annual Meeting, but qualifications must be met and the individual will be required to provide the State Assembly with a verbal statement of why they feel they should be chosen. (Items C through E adopted 1/12/2008).
- F. The names shall be submitted to national at least sixty (60) days prior to the National Conference. Any forms received after that deadline must be presented to the AST Credentials Committee during designated hours at the National Conference.

- G. The ISA will offer Delegates to the AST National Conference a stipend to cover some of the expenses related to attendance. One half of the stipend will be paid once conference registration confirmation is forwarded to the treasurer. Once the delegate has attended the conference, fulfilled their delegate conference and post-conference responsibilities, the delegate will receive the remaining portion of the stipend. Each delegate/alternate will be required to sign a Delegate Agreement which outlines the requirements of a delegate. This agreement is considered a binding contract between the Delegate and the ISA.
- H. The obligations of the delegate are the following:
- a. Attend the Opening Ceremony, AST Business Session's I and II, the Candidate's Forum in order to make an informed voting decision and cast a vote during voting time.
  - b. Report to the delegate chair before each business meeting, during the Candidate's Forum, before voting and any other time the chair deems necessary.
  - c. Work a two (2) hour shift at the State Assembly merchandise table in the exhibit hall, if the State Assembly has chosen to sell items at the National Conference.
  - d. Transport merchandise items to the National Conference in a checked bag of luggage.
  - e. Act and dress appropriately at conference. Business attire is required for meetings. No shorts or tank tops and midriff must be covered.
  - f. Write a brief article post-conference about the delegate's experiences at conference and the serving as a delegate to the State Assembly President within three (3) weeks after conference.
- I. If the delegate fails to meet any of the above criteria, the individual will be asked to step-down as a delegate and the stipend will be forfeited. (Items G through I adopted 1/12/2008 and revised on 9/18/2015).

## **Section V: Continuing Education Workshops**

The Illinois State Assembly of AST shall continue to remain an approved provider of AST continuing education needs.

### **A. Special Provisions**

- a. The current President will not be required to pay registration fees at any state assembly workshop and/or meeting.
- b. The current officers and Board of Directors will not be required to pay registration fees at any state assembly workshop and/or meeting.
- c. The current President of any state assembly within AST attending a state assembly workshop and/or meeting shall not be required to pay a registration fee.
- d. Any national AST Board member attending a state assembly workshop and/or meeting shall not be required to pay a registration fee.
- e. The President of the state assembly or his/her designee shall have the discretion to waive registration fees for VIP attendees at any state assembly workshop and/or meeting.
- f. Each member shall be issued a Certificate of Attendance for each state assembly education workshop attended once the completed Education Survey has been submitted.

- g. Workshop registration fees will be determined by the Board of Directors.
- h. Student members will be allowed to attend the ISA educational workshops at a reduced rate to cover the cost of food only.
- i. Any member who has thirty (30) years or more of AST membership will be allowed to attend the ISA educational workshops at a reduced rate to be determined by the Board of Directors.  
(Adopted 9/18/2015).

## **Article IX: Committees**

### **Section I: Standing Committees**

- A. The standing committees shall be Bylaws, Resolutions, and Parliamentary Procedure, Education and Professional Standards, and Government and Public Affairs and shall be appointed by the President with the approval of the State Assembly Board of Directors.
- B. The Illinois State Assembly shall also have Membership, Fundraising, Student and Community Outreach committees and shall be appointed by the President with the approval of the State Assembly Board of Directors.
- C. The Illinois State Assembly shall have Board Standing Committees of Budget and Finance, Policy and Procedures and the Credentials Committee.
- D. With the approval of the President, standing committees may appoint special committees.
- E. Committee Term
  - a. Committee members may serve for a term of two years, with a maximum of three terms on the same committee.
  - b. All newly appointed committee members shall assume their appointed positions at the close of the final business session at the Annual Meeting.
  - c. Any amount of time served that equals more than half a term shall be considered a full committee term.
- F. A Credentials committee shall be appointed by the President with the approval of the Board of Directors for a term of one year.
- G. A Tellers committee shall be appointed by the President for the tallying of votes for elections.
- H. The duties and composition of these committees shall be as stated in the State Assembly Policy Manual.

### **Section II: Special Committees**

- A. A special committee may be appointed by the President, as the need arises, to carry out a specified task, at the completion of which it ceases to exist.
- B. All members of special committees shall serve a term as long as necessary to fulfill their service to the State Assembly.
- C. Duties of Special Committees
  - a. Prepare, research, and review all aspects of their purpose of formation.
  - b. Prepare a written report to the Board of Directors.
  - c. Provide information to all members of the State Assembly.
- D. Duties of Special Committees chairperson
  - a. The President selects the chairperson of the committee.

- b. Assign members to various tasks necessary to fulfill their service.
  - c. Appoint a secretary within the committee to record minutes of any meeting held by the committee and said minutes are to be distributed within 30 days of the meeting.
  - d. Represent the special committee or designate an alternate to serve in this capacity at the state meetings.
  - e. Formulate and/or terminate any subcommittee of the special committee to which appointed.
  - f. Prepare an agenda for all meetings of the appointed special committee.
  - g. Keep the members informed on business concerning the special committee in the period between meetings.
  - h. Be responsible for immediately informing the President of any non-functioning committee member.
  - i. Be responsible for inactive special committee members and be willing to fulfill the inactive committee member's duties until a replacement has been appointed.
  - j. Relinquish all material pertinent to committee functions at the completion of his/her appointment.
- E. Duties of Special Committees members
- a. Communicate committee activities to the chairperson.
  - b. Be prepared as assigned to conduct activities of their appointed special committees
  - c. Assist as assigned with committee functions during the Annual Meeting.
  - d. Be responsible for functions on subcommittees of appointed special committees as requested by the chairperson.
  - e. Solicit suggestions from the membership and forward them to the chairperson.
  - f. Consider recommendations from the Board of Directors and be prepared to report thoughts on those suggestions.
  - g. Attend committee meetings scheduled depending upon activity of the committee.
  - h. Respond to all communication requesting responses within fourteen (14) days, unless another time frame has been established.
- F. Business shall be conducted primarily by correspondence.
- G. Committee correspondence shall be forwarded to President, reproduced, and forwarded when necessary.

### **Section III: Eligibility of Committee Members**

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

### **Section IV: Committee Membership**

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

## **Section V: Committee Protocol**

- A. Committee members must adhere to the ethical standards of the State Assembly as stated in the *AST Code of Ethics and AST Code of Conduct*.
- B. Committee members shall conduct themselves in accordance with the position held, so as to reflect prestige upon the State Assembly.
- C. Members shall acquaint themselves with all responsibilities and policies and maintain a current working knowledge of these for the duration of their appointment.
- D. Members shall arrive promptly for meetings and be prepared to discuss items on the agenda by having previously read and studied reports and related correspondence.
- E. Submit a letter of resignation if the committee member finds it impossible to fulfill the obligations of the position.
- F. If a member of a committee is charged with misconduct or unethical conduct in relation to any committee function, the grievance policy of AST shall be implemented.

## **Section VI: Procedure for Complaint Against Committee Members**

- A. A written complaint must be submitted to the committee chairperson and Board liaison.
- B. If the complain is against a committee chair, the Board of Directors should be notified.
- C. A consultation is held with the said committee person.
- D. After investigation, a written recommendation is made to the President for action.

## **Section VII: Disciplinary Procedure**

- A. Disciplinary action will be carried out in an expedient manner in regard to any committee member not performing his/her duties.
- B. If it is discovered that a committee member has lapsed membership dues, a phone call will be made to the member by the President requesting immediate rectification of the situation.
- C. Immediate rectification shall mean within five (5) working days of the phone call.
- D. Failure to meet the five-day deadline will result in a certified letter from the President relieving the committee member of his/her duties as a committee member.

## **Section VIII: Bylaws, Resolutions, and Parliamentary Procedures Committee**

**Definition:** The Bylaws, Resolutions, and Parliamentary Procedures Committee is an appointed standing committee of the Illinois State Assembly as needed. The committee members shall have active membership status and maintain current certification. The committee members shall be appointed by the Vice President with the approval of the Board of Directors for a term of two (2) years as vacancies occur. This committee shall be composed of no less than five (5) members. The President shall appoint the chairperson for a maximum of two (2) years.

**Goal:** To obtain the most workable Bylaws for the state assembly.



**Duties:**

- A. Prepare, review, and recommend amendments to bylaws that shall include bylaw amendments proposed by the membership of the state assembly.
- B. Prepare Bylaws for the state assembly.
- C. Chairperson must also serve on the Policy and Procedures committee.
- D. Shall present to the members 60 days prior to the Annual Meeting the proposed Bylaws revisions and rationale for review and information.
- E. Prepare a written report that the chairperson reports to the Board of Directors.
- F. Serve as tellers on the Teller's Committee.
- G. Serve as business session monitors.

**Section IX: Education and Professional Standards Committee**

**Definition:** The Education and Professional Standards Committee is a standing committee of the Illinois State Assembly. The committee members shall have active membership status and maintain current certification. The committee members shall be appointed by the President with approval of the Board of Directors for a term of two years as vacancies occur. The President shall appoint a chair and the chairperson shall serve in that capacity for a maximum of two (2) years.

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

**Duties: The Education and Professional Standards committee shall:**

- A. Assist with the planning of all educational workshops for all State Assembly meetings with submission of required reports/forms to National.
- B. Develop strategies to increase the quality of entry level surgical technology education.
- C. Serve as a resource for the surgical technology programs and advisory boards.
- D. Assist the State Assembly Board of Directors with the development of a strategic plan.
- E. Communicate with educators the intention of the organization.
- F. Serves as a resource for hospital clinical ladders.
- G. Maintain a filing system to retain documentation related to continuing education programs.

**Method of Functioning:****The chairperson of the committee shall:**

- A. Preside at all meetings of the committee according to *Robert's Rules of Order*
- B. Appoint members to the necessary subcommittees. Terminate subcommittees when their assigned tasks have been completed.
- C. Prepare the agenda for meetings, with input from the members of this committee.
- D. Appoint a recording secretary. Minutes are to be distributed to committee members within thirty days of the meeting.
- E. Always represent the committee at all state meetings.
- F. Be available for assistance to all committee members.

- G. Be an ex-officio member of all sub-committees.
- H. Keep committee members informed on all business concerning the committee between meetings.
- I. Prepare a written and oral report to be presented to the membership on activities of the committee.
- J. Prepare reports as specified by the State Assembly Policy Manual.
- K. Maintain written records of assignments and accomplishments of all committee members throughout the year.
- L. Be responsible to immediately inform the President of any non-functioning committee member.
- M. Orient new members to the committee.
- N. Register members at State Assembly continuing education workshops and at the Annual Meeting.

**The members of the committee shall:**

- A. Be responsible for functioning on sub-committees as requested by the chairperson.
- B. Review the State Guidelines for Continuing Education, AST State Policy Manual and the State Bylaws
- C. Assist as assigned at the annual meeting.
- D. Respond promptly to all communications requiring a response within two weeks unless otherwise stated.
- E. Elect a chairperson who will function in the manner required of the position.
- F. Recruit qualified candidates to be placed on the slate for elected positions.

**Additional Policies:**

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

**Section X: Government and Public Affairs Committee**

**Definition:** The Government and Public Affairs Committee is a standing committee of the Illinois State Assembly that is activated as legislative activities are developed and planned. The committee members shall be appointed by the President with the approval of the Board of Directors for a term of two years with the possibility of reappointment of a second three year term. The committee members are selected by evaluation of their skills, expertise, and talent within the legislative arena. The committee will oversee all government and public affairs activities within the organization. The President shall appoint the chairperson and the chair shall serve in that capacity for a maximum of two (2) years.

**Goal:** To develop and oversee the implementation of a strategic plan of the legislative actions on behalf of the surgical technologist.

**Duties:**

- A. Coordinate and drive the grassroots portion of the legislative efforts of the Illinois State Assembly including networking, communication, and gathering support for lobby days and hearings.
- B. To actively communicate and coordinate legislative efforts with the AST Department of Government Affairs.
- C. To advise the State Board of Directors on current regulation and regulated activities.
- D. Educate and motivate surgical technologists to move toward legislative involvement within each state.
- E. Recruit qualified candidates to be placed on the slate for elected positions.

**Additional Policies:**

- A. Business of this committee will be conducted primarily by correspondence and email.

**Section XI: Standing Board Committees****Subsection I: Budget and Finance Committee**

**Definition:** The Budget and Finance Committee is a standing committee of the Illinois State Assembly Board of Directors. The committee shall be comprised of the Treasurer and appointed committee members.

**Duties:**

- i. Recommend how state assembly funds are to be invested within set investment guidelines.
- ii. Monitor compliance with the annual budget
- iii. The Treasurer shall be the chair.
- iv. Uphold the *AST Code of Conduct*.

**Subsection II: Policy and Procedures Committee**

**Definition:** The Policy and Procedure Committee is a standing committee of the Illinois State Assembly Board of Directors. Committee members are appointed annually by the President. The committee shall consist of three members from the Board of Directors and the chairperson of the Bylaws, Resolutions, and Parliamentary Procedures Committee.

**Goal:** To obtain workable policies and procedures for the Illinois State Assembly.

**Duties:**

- i. Formulate recommendations for implementing Bylaws.

- ii. Submit recommendations for policies and procedures to the Board of Directors.
- iii. Cause approved policies to be incorporated into the AST Policy and Procedure Manual and supply it for distribution (revisions to be dated).
- iv. Update and review policy and procedure annually.
- v. Uphold the *AST Code of Conduct*.

**Method of Functioning: Chair**

- i. Shall preside at all meetings.
- ii. Assign committee members to various projects.
- iii. Work in harmony with all committee members on all projects.
- iv. Communicate with all committee members.
- v. At the end of term, relinquish files to incoming chairperson.

**Method of Functioning: Committee members**

- i. Shall work in harmony with all committee members of all projects.
- ii. All business of the committee shall be by correspondence unless a problem arises of utmost urgency.

**Subsection III: Credentials Committee**

**Definition:** The Credentials Committee is appointed annually by the President with the approval of the Board of Directors for a term of one year. The Credentials Committee will be comprised of three (3) members of the Board of Directors, one of which must be an officer. The chairperson shall be the highest-ranking officer. Any member of the Credentials Committee who is a candidate for office shall withdraw from the committee. A replacement shall be appointed by the President.

**Duties:**

- i. Reviews the credentials, delegate power, and the eligibility of all candidates for office including those nominated during the state assembly business meeting. All candidates' Consent to Serves and CVs are submitted for review of accuracy to the Credentials Committee.
- ii. Follows established procedures for ruling on membership credentials and eligibility of candidates. (See AST policy Manual).
- iii. Presents a slate of candidates for the state assembly ballot.
- iv. Presents the slate of candidates to the President who in turn announces the candidate's names to the state assembly.

**Section XII: Fundraising Committee**

**Definition:** The Fundraising Committee is appointed by the President with the approval of the Board of

Directors for a term of one year. The Fundraising Committee will be comprised of three (3) members. The chairperson shall be appointed by the President.

**Goal:** To research and/or develop products or events to be utilized by the state assembly for raising funds.

**Duties:**

- A. Research products the state assembly can market and sell at state assembly events and the AST National Conference that are unique, cost efficient and sellable.
- B. Develop new design to place on a T-shirt/sweatshirt.
- C. Suggest and coordinate fundraising events for the state assembly.

**Method of Functioning:**

**The chairperson shall:**

- A. Provide a report to the Board of Directors at all meetings.
- B. Maintain an inventory of the products held by the state assembly available for sale.
- C. Assign committee members to various projects.
- D. Maintain a written inventory of the state assembly products.
- E. Communicate with all committee members.

**The committee members shall:**

- A. Shall work in harmony with all committee members.
- B. All business of the committee shall be by correspondance.

**Section XIII: Membership Committee**

**Definition:** The Membership Committee is appointed by the President with the approval of the Board of Directors for a term of two (2) years. The Membership Committee will be comprised of three (3) members. The chairperson shall be appointed by the President.

**Goal:** To foster development and recruitment of the state assembly members and non-members through communication.

**Duties:**

- A. Develop a postcard/email to members who have dropped their AST membership to encourage them to renew.
- D. Develop a postcard/email to new members welcoming them to the state assembly.
- E. Develop a postcard/email to newly certified state assembly members offering congratulations.
- F. Reach out to the military installations in the state assembly to inform military members of the state assembly and its purposes.
- G. Develop a survey for the state assembly membership as needed to determine the needs of the members.
- H. Develop a postcard/email to non-members encouraging them to join AST and the state assembly.

**Method of Functioning:****The chairperson shall:**

- A. Provide a report to the Board of Directors for all meetings.
- B. Assign committee members to various projects.
- C. Communicate with all committee members.
- D. Present the Board of Directors with any correspondence developed by the committee for approval.

**The committee members shall:**

- A. Shall work in harmony with all committee members.
- B. All business of the committee shall be by correspondence unless a matter arises of the utmost urgency.

**Section XIV: Student Involvement Committee**

**Definition:** The Student Committee is appointed by the President with the approval of the Board of Directors for a term of (2) years. The student committee shall be comprised of three (3) Members, with at least one member being an educator. The chairperson shall be appointed by the President.

**Goal:** To encourage and develop student participation in the state assembly.

**Duties:**

- A. Assist with the development of content to be included on the student page on the state assembly website.
- B. Plan a student track for students attending the state assembly Annual Meeting.
- C. Work in conjunction with the Education and Standards Committee to reach out to educators and surgical technology programs by encouraging students to attend workshops, the Annual Meeting and participation in the state assembly.

**Method of Functioning:****The chairperson shall:**

- A. Provide an oral/written report to the Board of Directors for all meetings.
- B. Assign committee members to various projects.
- C. Communicate with all committee members.
- D. Present to the Board of Directors any completed committee projects that require approval.
- E. Provide the website administrator with the information to be included on the student page of the website.

**The committee members shall:**

- A. Work in harmony with all committee members.
- B. All business of the committee shall be by correspondance unless a matter arises of the utmost urgency.

**Section XV: Community Outreach Committee**

**Definition:** The Community Outreach Committee is appointed by the President with the approval of the Board of Directors for a term of two (2) years. The Community Outreach Committee shall be comprised of four (4) members – two from downstate and two from upstate. The chairperson shall be appointed by the President.

**Goal:** To involve the state assembly in community/volunteer projects and to promote the profession of surgical technology.

**Duties:**

- A. Identify and encourage member participation in community or volunteer projects
- B. Enhance public awareness of the surgical technology profession.

**Method of Functioning:**

**The chairperson shall:**

- A. Provide an oral/written report to the Board of Directors for all meetings.
- B. Assign committee members to various projects.
- C. Communicate with all committee members.
- D. Provide the website administrator and Board of Director in charge of the newsletter with the information to be included on and in these publications.

**The committee members shall:**

- A. Work in harmony with all committee members.
- B. All business of the committee shall be by correspondance unless a matter arises of the utmost urgency.

**Section XVI: Tellers Committee**

**Definition:** The Tellers Committee is responsible for monitoring the voting area and tallying votes for elected offices. The chairperson and committee members are appointed by the President.

**Duties:**

- A. Follows the procedures for tallying votes as outlined in Article V, Nominations and Elections, Section IV.
- B. Prepares the report to be given by the chairperson to the membership.

- C. Chair recognizes the members of the Teller's Committee and reads the names along with the number of votes for each candidate, but does not indicate who has been elected.
- D. No candidates can serve on the Tellers Committee.
- E. The chair hands the report to the President and takes a seat. The President states that each each elected officer will take office at the end of the annual meeting.

## **Article X: Professional Code of Conduct**

**The professional conduct of individuals serving AST state assemblies in appointed and elected positions shall reflect the highest standards. The AST Professional Code of Conduct requires all members in appointed or elected positions to adhere to the following:**

- A. Shall refrain from any behavior that would be determined by the Board of Directors to be Discriminatory, harassing, or unprofessional to include verbal or written personal statements Regarding fellow members.
- B. Shall maintain confidentiality of association business and matters under review or investigation at all times.
- C. Shall adhere to the bylaws and policies and procedures of the association at all times when conducting business in any capacity.
- D. Shall provide just and equitable treatment to all member and staff of the association in terms of professional rights and responsibilities.
- E. Shall not use coercive means or promise special treatment in order to influence professional decisions of fellow members.
- F. Shall accept no gratuities, gifts or favors that might impair or appear to impair professional judgment, or offer any favor, service, or thing of value to obtain special advantage.
- G. Shall not use the association or one's position in the association for private gain.
- H. Shall present professional qualifications and credentials honestly to the association, membership and public at all times.
- I. Shall honestly represent the association or the constituent division with which that person is affiliated and shall refrain from expressing personal opinions that are contradictory to the association's positions.
- J. Shall follow this code of conduct and report without hesitation to the Board of Directors any fellow member who violates this code.
- K. The Board of Directors has the sole authority to determine violations of this Code of Conduct and enforce the approved protocol for Code of Conduct violations.

## **Article XI: Protocol for Code of Conduct Violations**

Code of Conduct violations pertaining to AST state assemblies shall first be reported in writing to the state assembly Board of Directors and the state assembly President shall notify the AST Board that a review has been initiated.



- A. Written complaint to the Board of Directors alleging violation(s) of the Code of Conduct is required to initiate the process. The complaint must be received within thirty (30) days of the incident.
- B. The President will have seven (7) days after receiving the complaint to notify the member of the allegation, inform the member of an official review, and require a written response. The Board of Directors will be provided with appropriate documentation.
- C. The member will have ten (10) days to respond in writing.
- D. The President will forward the response to the Board of Directors within seven (7) days of receiving the member's response to the allegation(s).
- E. The President will call for a Board conference call or meeting to review the alleged Code of Conduct violation and render a decision.
- F. The Board's decision will define the severity of the Code of Conduct violation and may issue a warning or take other disciplinary action. The parties to the complaint will be notified of the decision within five (5) days.
- G. The State Assembly President will notify the AST Board of Directors of the outcome immediately upon completion of the review.
- H. Elected officials are subject to disciplinary action in accordance with the AST Bylaws and/or Policies.
- I. This process will take no longer than forty-five (45) days to complete.

**Timeline:**

Complaint initiated	7 days	President respond to complaint
Member response	10 days	Member to respond to the President
Board notification	7 days	Relay member's response to the Board
Board conference call/meeting	14 days	Board deliberation and decision
Parties notified	5 days	President notify parties of decision
Total days	45 days	From complaint to Board action

**Article XII: Grievance Policy**

A grievance is a complaint by a member directed toward AST as a result of decisions, policies or actions by the AST Board of Directors or an AST Committee which adversely affects the member and which does not involve a violation of the AST Professional Code of Conduct policy.

**If a member feels an injustice has been done:**

- A. The first step is to register the complaint in writing to the Board of Directors. The Board must concur with each other on the subject and reach a decision. This action must take place within twenty-one (21) days of receipt of the complaint.
- B. The member is entitled to appeal the Board's decision if not satisfied at the next regular Board meeting. Expenses incurred by the member would be paid by the member submitting the complaint. The Board's decision on the appeal is final.

**Article XIII: Disciplinary Procedures**

- A. A member whose conduct or action obstructs the purposes of the association, violates the bylaws of the association, or defames the name of the association may be subject to censure or suspension or may be expelled from membership by appropriate action of the Board of Directors. Termination of a national officer shall be by a two-thirds vote of the Board of Directors.
- B. If a complaint about a member of the Board of Directors is brought to the attention of the Board, the Board should first review the matter and determine if the charge appears to warrant reasonable cause for a disciplinary action of the Board. If not, the Board may dispense with the matter promptly.
- C. However, if there appears to be a reasonable basis for further consideration of the charge of the Board, then the President should appoint a special committee to “conduct a confidential investigation (usually including an interview with the accused) to determine whether further action is warranted. *Robert’s Rules of Order* goes on to state that, “it may be possible at this state to point out the accused that if he/she does not rectify the situation or resign, he/she probably will be brought to trial.” This action should be taken by the Board in the form of a resolution.
- D. If, after investigation, the committee’s opinion is favorable to the accused, it should prepare a report and resolution exonerating him or her.
- E. If the committee finds substance to the rumors, it should make a report in writing outlining the course of its investigation and preferring charges. The charges should be set forth in the report as a resolution for the Board to consider.
- F. At that point, a trial date for the accused (at least thirty (30) days in advance is recommended by *Robert’s Rules of Order Newly Revised*) is established and a special trial committee (different group from the investigating committee) is appointed. This too should be done by the Board in the form of a resolution. This should be followed by a letter to the accused including the date of the trial and the text of the three resolutions adopted by the Board. (These resolutions require only a simple majority vote of the Board).
- G. At the trial, held in executive session, the charges are presented. The accused, who has the right to be represented by counsel (not necessarily an attorney, however, that the counsel should be a member of the association unless the trial committee approves the involvement of a non-member), can speak in his or her own defense and present witnesses or other evidence supporting the defense.
- H. The procedure of the trial is:
  - a. The charges are read.
  - b. The chair asks the accused how they plead, charge by charge, guilty or not guilty.
  - c. If the accused pleads guilty, no trial, moving directly on to the penalty phase.
  - d. If the plea is not guilty, then the trial proceeds with opening statements from both sides, testimony from witnesses for the defense, rebuttal witnesses from both sides, and closing arguments from both sides.
  - e. The accused leaves the room and the trial committee discusses and votes on each charge and the recommended penalty.
  - f. After the voting, the accused is brought back in to the room and advised of the result.
- I. The trial committee then prepares a report on the results of the trial to the Board for consideration in executive session. *Robert’s Rules of Order* states that “the report should be prepared in writing and should include, to the extent possible without disclosing confidential

information which should be kept within the committee, a summary of the basis for the trial committee's finding." If found guilty, the accused "should be permitted to make a statement of his/her case after which the committee should be given the opportunity to present a statement in rebuttal."

- J. The Board of Directors would then vote on the guilt or innocence of the accused (simple majority) and, if convicted, move to a vote on the penalty – censure, suspension, or expel, which must, according to the AST Bylaws, be passed by a two-thirds majority of the Board.

## **Article XIV: Communication with the Membership**

### **Section I: Official Publication (Adopted 9/18/2015)**

The official publication of the Illinois State Assembly shall be the *Scrub Notes* and it shall be mailed or emailed to each member of the State Assembly and AST.

- A. The *Scrub Notes* shall be mailed or emailed to all members of the State Assembly three (3) times per year.
- B. A member of the Board of Directors is responsible for coordinating the organization, content, and deadlines for submission of the newsletter.
- C. The *Scrub Notes* as well as the AST Journal shall serve as an official notification of the March Annual Business Meeting and Elections.
- D. Under no circumstances will the *Scrub Notes* contain content that is negative or derogatory towards individuals, members, other state assemblies and AST.
- E. The *Scrub Notes* shall be mailed or emailed to the membership in January, June and October of each calendar year.
- F. No member of the Board of Directors may use the official publication for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit. The Board of Directors shall not allow any advertising or affiliation with an organization in the newsletter that may result in the loss of non-profit status for the state assembly.
- G. The *Scrub Notes* shall be made available on the state assembly's official website when possible.
- H. All print vendors shall be in compliance with AST guidelines.

### **Section II: Official Website (Adopted 9/18/2015)**

- A. The State Assembly shall maintain an internet website.
- B. The official website of the State Assembly is [www.illinoisstateassembly.com](http://www.illinoisstateassembly.com) and said domain and web address shall remain the same.
- C. The website shall contain content related to the State Assembly and its activities for the membership.
- D. The maintenance of the official website shall be the responsibility of the webmaster appointed by the President after discussion with the Board of Directors.
- E. The President shall coordinate with the webmaster to ensure the content of the website reflects the goals of the State Assembly.

- F. The webmaster shall ensure the State Assembly's website has an active link established on the AST official website [www.ast.org](http://www.ast.org).
- G. Under no circumstances shall the website contain content that is negative or derogatory towards individuals, members, or other state assemblies and AST.
- H. The Board of Directors shall not allow any advertising or affiliation with an organization on the official website that may result in the loss of non-profit status for the state assembly.
- I. No member of the Board of Directors may use the official website for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit.

### **Section III: Social Media pages (Adopted 9/18/2015)**

- A. The State Assembly shall maintain a Facebook page.
- B. The official Facebook page for the Illinois State Assembly is <https://www.facebook.com/friends/requests/?fcref=rup#!/pages/Illinois-State-Assembly-of-Surgical-Technologists/218329634864979>.
- C. The Facebook page shall contain content related to the state assembly and its activities for the membership.
- D. The maintenance of the Facebook page shall be the responsibility of the page administrator appointed by the President after discussion with the Board of Directors.
- E. The President shall coordinate with the page administrator to ensure the content of the Facebook page reflects the goals of the state assembly.
- F. The administrator of the Facebook page shall coordinate with the webmaster to ensure the website has an active link to the Facebook page.
- G. Under no circumstances shall the Facebook page contain content that is negative or derogatory towards individuals, members, or other state assemblies or AST.
- H. The Facebook page shall not allow the posting of comments on the page without the consent of the page administrator.
- I. The Board of Directors shall not allow any advertising or affiliation with an organization on the Facebook page that may result in the loss of non-profit status for the state assembly.
- J. No member of the Board of Directors may use the Facebook page for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit.

## **Article XV: Parliamentary Authority**

### **Section I:**

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

## **Article XVI: Amendments**

### **Section I:**

Amendments to the AST Bylaws which are applicable to the state assembly shall be incorporated

into the State Assembly's Bylaws immediately upon adoption by nationals.

## **Article XVII: Dissolution**

### **Section I:**

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

### **Section II:**

In the event of the dissolution of the Illinois State Assembly, the state assembly charter document must be returned to AST.

## **Article XVIII: Other Items of Importance**

### **Section I: Logo Policy**

The Illinois State Assembly of the Association of Surgical Technologists logo or other artwork or themes designed by the state assembly may not be used without the expressed written permission of the State Assembly Board of Directors and only then if the benefit of its use, monetary or otherwise, inures to the state assembly. (Adopted 9/18/2015)

State Assemblies may be allowed to use the AST logo or any other artwork and themes developed by the national association as long as the state assembly is clearly identified with the AST logo. The AST logo only cannot be used on any state assembly products.

### **Section II: Refund Policy**

As of 9/18/2015, the Illinois State Assembly refund policy is as follows:

If the ISA is notified within seven (7) days of the workshop and/or meeting that the registrant will be unable to attend, the member will receive a full refund of the price of the workshop. If the ISA is notified within 48 hours of the workshop that the registrant will be unable to attend, the member will receive a refund of half of the price of the workshop and if notification is given less than 48 hours prior to the start of the workshop that the registrant will be unable to attend, there will be no refund given. In the event of an emergency situation, a refund may be given at the discretion of the Board of Directors.

### **Section III: Reports Timeline**

January 31                      Annual Report

- Reporting period: January 1 – December 31 of prior year

January 31                      Financial Report

- Period: January 1 – December 31 of prior year with supporting documentation
- Copies of bank statements
  - For each month even when no transactions
- Copies of check card purchases
  - Receipts of all debit transactions
  - Note what each purchase was for
- Copies of credit purchases
  - Receipts for all credit transactions
  - Note what each transaction was for
- Copies of all checks
  - Note what each check was for
- Copies of deposits or indication on the bank statements
  - Note what each deposit was for

January 31

Budget

- Reporting period: upcoming January 1 – December 31

March 31

Delegates and Alternates

- Due to AST at least 60 days in advance of the applicable AST National Conference

May 15

IRS 990-N E-filing

- Annual federal filing requirement to maintain the state's non-exempt status
- File with the IRS, submit approval confirmation to AST

July 31

Midyear Financial Report

- Reporting period: January 31 – June 30 of current year

5 year intervals

State Assembly Agreement Renewal

- AST will notify when due

The State Assembly agreement is a legal document that defines the responsibilities and obligations of both AST and the state assembly. This agreement is very important to not only protect AST, but the autonomy of each state assembly. AST National Bylaws require all state assemblies to sign this agreement in order to be officially chartered as a state assembly of AST. The State Assembly Agreement needs to be renewed by the current officers every five (5) years.