South Carolina State Assembly for the Association of Surgical Technologists, Inc.

Policies and Procedures Manual

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South Carolina State Assembly Bylaws

Article I

Name

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

Article II

Purposes

1. To study, discuss, and exchange professional knowledge, expertise and ideas in the field of Surgical Technology.
2. To promote a high standard of Surgical Technology performance for quality patient care.
3. To stimulate interest in continuing education for Surgical Technologists.
4. To encourage employment of Certified Surgical Technologists through cooperative efforts with other professional health care organizations and individuals.
5. To promote and maintain communication and cooperative relationships with other professional health care organizations.
6. To explore and encourage the diversified roles of the Certified Surgical Technologist, herein after referred to as the "CST."

Article III

Membership

Section 1

Definition

1. A Surgical Technologist is an allied health professional who possesses expertise in the theory and application of sterile and aseptic techniques and who combines knowledge of human anatomy, surgical procedures, and the implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.
2. A member of SCSA must be a member of AST.
3. A member of SCSA may be a member residing in the state or a member who does not reside in the state, but has indicated to AST that they choose to be a member of SCSA.

Section 2

Classification

1. Active Member
	1. One who has passed the National Certifying Examination and maintains Certification currently as defined by the National Board of Surgical Technology and Surgical Assisting, herein after referred to as the "NBSTSA."
	2. Active members have a voice and a vote.
2. Associate Members
	1. One who has passed the National Certifying Examination and not maintained Certification currently as defined by the NBSTSA.
	2. One who has proof of either having completed or being currently enrolled as a student in a Commission On Accreditation of Allied Health Education Program, herein after referred to as "CAAHEP," an accredited Surgical Technology program, or its equivalent.
	3. One who can provide notarized documentation from his/her employer that he/she is employed as a Surgical Technologist.
	4. One whose primary source of employment is teaching in a CAAHEP accredited Surgical Technology program, or its equivalent.
	5. Associate members have a voice, but no vote.
3. Affiliate Members
	1. Any individual or organization that wishes to affiliate with AST and is approved by the Board of directors, herein after referred to as "the Board," as defined in the *AST Policy Manual*.
	2. Affiliate members have a voice, but no vote.
4. Retired Members
	1. One who provides proof of reaching age 65 or provides proof of permanent disability resulting in an inability to work.
	2. Voice and/or vote for a retired member will be based on the criteria in subsections A, B, and C of this section.
5. Honorary Members
	1. One who has served as a President of AST.
	2. One who has rendered notable service to AST and is approved by the House of Delegates upon recommendation of the Board.
	3. Voice and/or vote for an honorary member shall be based on the criteria in subsections A, B, and C of this section.

Section 3

Dues

1. A combined dues amount for AST and SCSA dues ("unified dues") shall be established by the House of Delegates, paid according to established procedure, and maintained by AST.
2. AST and SCSA dues may not be collected by any other entity other than AST.
3. Membership benefits shall begin upon receipt of AST and SCSA dues at AST.
4. A member whose AST and SCSA dues are not received to AST within thirty (30) days from the renewal date shall be delinquent and forfeit all membership privileges. Reinstatement shall be effective upon payment of dues.
5. Dues for student members and retired members shall be fifty (50) percent of the established annual dues.
6. Annual dues shall be waived for honorary members.

Article IV

Finance

Section I

Fiscal Year

1. The fiscal year shall be the calendar year.

Section 2

Budget

1. SCSA shall adopt an annual budget.
2. The budget shall be filed with by January 31st of each year.

Section 3

Financial Disclosure

1. SCSA shall prepare a minimum of two (2) sets of financial statements each year.
2. The minimum of two (2) sets of statements will report year to date activity for January1-June30 and January1-December 31.
3. The statements will be filed with AST and be available to all members of SCSA.

Section 4

Examination of Financial Statements

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

Section 5

Insurance

1. The Board may have (optional) adequate Director's and Officer's liability coverage as determined by AST.

Section 6

Check Signing

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

Section 7

Bank Account

1. The SCSA's official bank account to include checking, savings, and any other type of account shall be **Branch Banking & Trust, Co. (BB&T)**.
2. 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 Business Meeting.
3. Upon completion of the Annual Business Meeting, the Officers shall sign a *Signature Authorization Form* provided by the bank, in compliance with bank policy.

Section 8

Reimbursement Policies and Procedures

1. Reimbursement Policies and Procedures apply to various groups and individuals who receive funds from SCSA.
2. The President, with the assistance of the Treasurer, are responsible for the implementation of these policies.
3. Under usual circumstances, and with the consent of the Board, the President may suspend reimbursement policies to individuals and groups as they are outlined in this section.

Section 9

Reimbursement for Board Members

1. Members of the Board shall be reimbursed for expenses as follows:
	1. Expenses related to copying/mailing SCSA reports, documents, or information necessary for SCSA business.
	2. Expenses related to purchasing speaker gifts or awards given to Board members.
	3. Expenses related to maintaining storage of SCSA records with the consent of the Board.
2. The President shall be reimbursed for travel expenses when required to represent SCSA at legislative events, meetings of other professional health care organizations, and AST/SCSA meetings and/or workshops conducted in South Carolina. Out of state travel will require Board approval.
3. The Vice President shall be reimbursed for travel expenses when required to represent SCSA in the absence of the President at legislative events, meetings of other professional health care organizations, and AST/SCSA meetings and/or workshops conducted in South Carolina. Out of state travel will require Board approval.
4. The Treasurer shall be reimbursed for the expenses relating to the annual audit and copying and mailing of monthly and annual reports.
5. The Secretary shall be reimbursed for the expenses relating to the copying and mailing of minutes, reports, manuals, and any other necessary documents/supplies of SCSA.
6. SCSA will offer Delegates to AST National Conference monetary assistance with covering some of expenses of attendance. The amount of this assistance will be dependent of the fiscal stability of SCSA and will be voted on by the Board. This assistance will be handled in a reimbursement form and not in a pre-paid stipend form. Once Delegates have attended the Conference, and fulfilled their Delegates responsibilities as outlined in their Delegate Agreement, they will need to turn in a *Reimbursement Form* along with their receipts to the Treasurer, and at that time they will be issued a check in the predetermined amount. Delegates will be notified of the predetermined amount by the end of December prior to the conference in May, (Adopted 06/28/14.)
7. The Board will receive the following reimbursements to assist in offsetting the cost of attending the two (2) main SCSA meetings each year: (Adopted 09/14/12, updated 04/18/16)
	1. Lodging: SCSA will provide to each Board member $100.00 to offset the cost of lodging for the attendance of the bi-annual meetings. Board members must provide to the Treasurer a copy of the receipt in order to receive this reimbursement. Sharing accommodations is strongly encouraged. The Board reserves the right to not provide this reimbursement due to fiscal restraints of SCSA.

Section 10

Protocol for Reimbursement

1. All Board members shall have a copy of the *Reimbursement Form* and will be accountable for submitting their own copy of the form along with original receipts, whether by mail or electronically, to the Treasurer within ten (10) business days of any event for which they would receive reimbursement, (Adopted 03/25/16.)
2. The Treasurer shall issue a check for reimbursement of expenses within seven (7) business days upon receipt of *Reimbursement Form* and original receipts. In the event the Treasurer is unable to fulfill the reimbursement time frame, the President will fulfill this obligation.

Section 11

Responsibilities

1. Individual who are responsible for expenditures of SCSA funds have a fiduciary responsibility to the membership to obtain the most cost effective prices available.

Section 12

Special Provisions

1. The President may not approve any travel or meeting expenses, in or out of the state of South Carolina, without Board approval.
2. No reimbursement can be made without a signed *Reimbursement Form* and the original receipt. If a receipt does not exist, Board approval is required for reimbursement. **(No exceptions.)**
3. Board approval shall be required for any contract the President signs on behalf of SCSA requiring reimbursement or payments. **(No exceptions.)**
4. All business transactions, dealing with SCSA funds over the amount of $50.00, require the approval of, at minimum, those with signing authority on the SCSA bank account, be it the President or Treasurer; however, Board approval should be sought in all cases, (Adopted 03/25/16.)

Article V

Nominations and Elections

Section 1

Nominations

1. No less than thirty (30) days prior to elections, each potential candidate shall present to the Credentials Committee a Curriculum Vitae and a written Consent to Serve if elected. All nominees who meet the qualifications for the office shall be eligible for election.
2. No less than thirty (30) days prior to elections, the Credentials Committee shall present a list of candidates for each office to be filled at the election via a SCSA mailing/publication distributed to the entire SCSA membership.
3. 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.
4. The Credentials Committee will meet the morning of or immediately before the start of the Annual Business Meeting to accept Curriculum Vitae and Consent to Serve and determine the eligibility of candidates who will be nominated from the floor.
5. A member holding a current elective position may not be nominated for another position for which their term would begin before the expiration of the term of the current position unless the member resigns from his/her current position.
6. A member employed by AST shall not be nominated for a SCSA elected position.
7. Addendum 6/22/19: Those who wish to run for Board of Director position must first have attended one business meeting and one SCSA workshop prior to elections.

Section 2

Elections

1. Elections shall be held in the state by ballot at the Annual Business Meeting.
2. 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.
3. Election of Directors shall be by plurality vote. In 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.
4. 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**.
5. The President, Vice President, Treasurer, and two (2) Directors shall be elected in odd-numbered years. The Secretary and three (3) Directors shall be elected in even-numbered years.

Section 3

Voting Protocol

1. Voting will take place in the following order:
	1. Tellers who are active members
	2. Board
	3. Past Presidents
	4. Candidates
	5. Active members
2. Active members should have their membership cards available and be wearing ID badges.
3. No talking shall occur in the voting area, the only exception being a question directed to a teller.
4. Candidates will leave the voting area immediately after voting and re sequestered by the Board during the duration of the voting process. Candidates may not speak to any voting member while waiting to vote or immediately after voting.
5. All active members must wear a marking noting voting status.
6. 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.
7. Members will leave the voting area immediately after voting.
8. The election shall conclude when all eligible active members have voted.

Section 4

Procedures for Tallying

The count will proceed as follows:

1. 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.
2. 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 the how ballot is marked, then the ballot shall be placed aside until the remainder of the ballots have been counted.
3. The count will continue until the ballots have been counted. Disputed ballots shall be examined by the entire Tellers Committee and if a consensus cannot be reached of disputed ballots, then the ballots shall be recorded as illegal.
4. Once ballots have been accounted for and recorded as a vote for a candidate or illegal, the Teller's Report will be completed and signed by all Tellers.
5. No one is permitted to leave the area until the above procedures are completed. No one, except for the Tellers Committee is allowed to be present during the above procedures.
6. After all ballots have been counted and the Teller's Report has been completed and signed, the tellers will appoint one person to stand and make a motion for the Business Session to retain the ballots for ninety (90) days after the vote, then be destroyed. This motion should be made immediately after the voting results are made known.
7. If a revote is required, after the Business Session is called to order by the President, he/she will announce:
	1. A majority could not be reached for a particular office/offices and:
		1. Active members will break immediately to revote.
		2. The revote will occur in the same room that the first vote took place.
		3. The Business Session will resume after all active members who choose to have a 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 posts and duties if there is a revote.

Section 5

Illegal Ballots

Illegal ballots shall be determined by the following:

1. Writing in names that are not eligible for the ballot
2. Erasures (invalidates that section only)
3. Voting for more than the number to be elected (invalidates that section only)
4. Active members conversing about the ballot in the voting area (invalidates both ballots)
5. Unclear marking of the ballot (invalidates mismarked names)
6. Stray lines or circles that do not clearly indicate a vote (invalidates that section only)

Section 6

Format for Teller's Report

1. Number of eligible voters
2. Number of votes cast
3. Number of invalid ballots
4. 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.
5. Signatures of the Tellers Committee

Article VI

Officers

Section 1

Officers of SCSA

1. President
2. Vice President
3. Secretary
4. Treasurer

Section 2

Eligibility of Officers

1. A candidate shall have been an active member of one year immediately preceding nomination and, if elected, shall maintain active status with SCSA.
2. A candidate must submit the required Curriculum Vitae and Consent to Serve, have one year of active membership in SCSA, and confirmation of a previous term on the Board as the eligibility requirements to be considered by the Credentials Committee.
3. 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, has been amended to the following:
	1. The candidate must be an active member for at least one year before they are eligible to run for a Board position and serve one full term as a Director before they are eligible for an Executive position, (Adopted 03/26/16.)
4. Candidates must be free of debt to SCSA in order to qualify to run for an elected position. Elected positions being defined as a Board member and/or delegate or alternate, (Adopted 09/19/14).
5. The candidate must serve at least one full term as a Director before being eligible to run for an Executive position, (Adopted 03/2616).

Section 3

Term of Office for Officers

1. The President shall serve for a term of two years or until a successor is elected.
2. The Vice President shall serve for a term of two years or until a successor is elected.
3. The Secretary shall serve for a term of two years or until a successor is elected.
4. The Treasurer shall serve for a term of two years or until a successor is elected.
5. All newly elected officers shall assume office at the close of elections.
6. No officer may serve more than two full consecutive terms in the same office.
7. Any amount of time served that equals more than half of a term shall be considered a full term of office.

Section 4

Duties of Officers

1. The President of his/her designee selected from the remaining Board shall be the official representative of SCSA at all times and places.
2. The Board shall perform the duties prescribed by these Bylaws, the *SCSA Policy Manual, and Robert's Rules of Order Newly Revised.*
3. It is the responsibility of each Board member to notify the Secretary and President of any change in availability status, (i.e. out of state travel, out of country travel, hospitalization, etc.,) or personal contact information change.

Section 5

Vacancy of Officers

1. A vacancy occurring in the office of President shall be automatically filled by the Vice President.
2. A vacancy in the office of Vice President shall be filled by the Board from among the Board members.
3. In the event there is a vacancy in both offices of President and Vice President, both offices shall be filled by the Board from among the Board members. Both offices shall then be elected at the next Annual Business Meeting.
4. A vacancy occurring in the office of Secretary or Treasurer between Annual Business Meetings shall be filled for the unexpired term by the Board.

Section 6

Succession of Officers

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

Section 7

Duties of the President

Definition

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

Duties

1. Consult with the Vice President to determine the appointments of standing committees with approval from the Board.
2. If a vacancy occurs on a committee during the year, reappointment shall be made by the President with input from the Vice President. If a vacancy of a Chairperson occurs, this appointment will also be made by the President with the consultation of the Vice President.
3. Establish and maintain communication with committees, both standing and special, throughout the course of his/her term.
4. 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**.
5. Submit Presidential message for the newsletter in a timely manner.
6. Maintain regular communication with the Board through updates submitted for distribution in Board communications.
7. Work with committee Chairpersons to prepare agenda for the Annual Business Meeting.
8. Be an ex-officio member of all committees and Chairperson if necessary.
9. Develop relationships with National Headquarters in regard to liaison role to facilitate committee work when National guidelines or Bylaws change or are amended by AST House of Delegates.
10. Report to the Board on the activities of committees.
11. Terminate committee appointments when committee members are nonfunctioning with approval of the Board.
12. Prepare documents for the incoming President prior to the Annual Business Meeting and Elections which indicate the status of all Board and committee activities.
13. Assist the Vice President in preparation for the position of President in case the Vice President assumes the President's role, and maintains open communication with the Vice President on a regular basis.
14. Is knowledgeable of AST Policy Manual and Bylaws.
15. Is knowledgeable of SCSA Policy Manual and Bylaws.
16. Attend SCSA education workshops as often as possible.
17. Works to maintain dialogue with other professional organizations, (i.e. AORN, NNA, etc.)
18. Recognize outstanding achievements among members and those who support the profession.
19. Recruit qualified candidates to be placed on the annual slate for elected officers.
20. Maintain open dialogue with AST to include the CEO in order to ensure SCSA is in compliance with National goals and policies.

Section 8

Duties of the Vice President

Definition

1. The Vice President shall, by active aid to the President, acquaint himself/herself with the duties and responsibilities of the Presidency.
2. He/she shall perform the duties of the President during his/her absence or inability to serve, and shall perform other duties as delegated to him/her by the Board.

Duties

1. Assist the President with orientation of newly elected officers and committee members.
2. Consult with the President regarding the termination of committee appointments when said committees or members are nonfunctioning.
3. Assist the President with replacements for committees with vacancies during his/her term.
4. Maintain communication with the President on a regular basis.
5. Is knowledgeable of AST Policy Manual and Bylaws.
6. Is knowledgeable of SCSA Policy Manual and Bylaws.
7. Attend the Annual Business Meeting and one additional SCSA educational workshop annually.
8. Recognize outstanding achievements among members and those who support the profession.
9. Recruit qualified candidates to be placed on the annual slate for elected officers.
10. Attend a Parliamentary Procedures class.

Section 9

Duties of the Treasurer

Definition

1. The Treasurer will bear the responsibility to assure that all SCSA funds will be collected, safeguarded, disbursed, and accounted for, in a manner determined by the Board pursuant to the SCSA Bylaws.
2. He/she shall be Chairperson of the Budget and Finance Committee and shall prepare monthly statements for AST and the President.
3. He/she will deliver and annual report to the membership at the Annual Business Meeting.

Duties

1. Countersign, with the President, all checks for withdrawal of funds from the checking and/or savings account of SCSA.
2. Prepare monthly accounting with beginning balance, disbursements, deposits, and ending balance. Three (3) copies will be made and signed by the Treasurer. One (1) copy for the Treasurer's records, one (1) to be sent to the President, and one (1) to be sent to AST.
3. Advise the Board of unbudgeted financial expenditures.
4. Assist the Education Coordinator with registration of members at continuing education workshops.
5. 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 and the President before the new officer assumes the duties.
6. Shall prepare SCSA records for annual audit of all funds to be performed in December of each calendar year. The Board will advise the Treasurer of the individual (Certified Public Accountant) that will perform the audit.
7. Shall transfer records and cash on hand within seven (7) days after the end of his/her term to the incoming Treasurer.
8. Is knowledgeable of AST Policy Manual and Bylaws.
9. Is knowledgeable of SCSA Policy Manual and Bylaws.
10. Attend the Annual Business Meeting and one additional SCSA educational workshop annually.
11. Recognize outstanding achievements among members and those who support the profession.
12. Recruit qualified candidates to be placed on the annual slate for elected officers.
13. Attend a Parliamentary Procedures class.

Section 10

Duties of the Secretary

Definition

1. The Secretary shall maintain a record of the proceedings of the Board and the Annual Business Meeting.
2. He/she shall forward to the President for distribution to the Board and membership all minutes and correspondence related to SCSA business. The President shall distribute the materials at the appropriate time to the appropriate persons.
3. At all meetings, he/she shall have a copy of SCSA and AST Bylaws and *Robert's Rules of Order* for reference.
4. He/she shall perform duties pertaining to his/her office or as delegated to him/her by the President or the Board.

Duties

1. Provide a copy of minutes within fourteen (14) days of the meeting, whether in person or conference call, to all members of the Board.
2. Assist in writing motions during the Annual Business Meeting.
3. Take roll during Board meetings, both in person and conference call.
4. Present minutes to memberships during the Annual Business Meeting, and make available on SCSA website and keep current.
5. Be responsible for developing a file system to maintain motions made during the Annual Business Meeting.
6. Be responsible for developing a file system to maintain all SCSA records relating to Board meetings, Executive Board meetings, and the Annual Business Meeting.
7. Assist the Education Coordinator with registration of members at the continuing education workshops.
8. Maintain a permanent record of SCSA correspondence that in received from the outgoing Secretary until the record is passed to the incoming Secretary.
9. Is knowledgeable of AST Policy Manual and Bylaws.
10. Is knowledgeable of SCSA Policy Manual and Bylaws.
11. Attend the Annual Business Meeting and one additional SCSA educational workshop annually.
12. Recognize outstanding achievements among members and those who support the profession.
13. Recruit qualified candidates to be placed on the annual slate for elected officers.
14. Attend a Parliamentary Procedures class.

Section 11

Outgoing Elected Officers and Board of Director Guidelines

1. The term of office expires immediately upon the election of the replacement Board member, unless the person is reelected.
2. All business that is still pending should be completed before the Annual Business Meeting is adjourned.
3. All items of importance shall be given to the incoming Board member before the Annual Business Meeting adjourns. No Board member shall continue to use SCSA funds for any purpose once the incoming Board member is elected.
4. Upon successful completion of the SCSA Board member's term, SCSA will present them with a plaque commemorating their dedication and service to the membership.

Article VII

Meetings

Section1

Fall and Spring Continuing Education Workshops

1. SCSA shall continue to remain an approved provider of AST continuing education needs.
2. The SCSA shall meet bi-annually.
3. The fall meeting shall be considered the "Annual Business Meeting." This meeting will consist of a business meeting with elections. This meeting shall be held within the greater Columbia, SC area.
4. The spring meeting shall be rotated within the state, location dependent on the availability of a host site.
5. SCSA will offer to its membership a minimum of thirteen (13) CE's per calendar year to be divided between the fall and spring meetings as deemed necessary. The CE's will meet the requirements as outlined in the AST Continuing Education Policy.

Section 2

Voting Eligibility

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

Section 3

Business Meetings

1. There shall be a minimum of one business session per Annual Business Meeting.
2. Sixty (60) days written notice shall be given via SCSA mailing/publication/website, distributed to the entire SCSA membership of the time, place, and business to be considered at the Annual Business Meeting.
3. Business sessions shall be open to AST members in SCSA. Every member shall have a voice, but only active members may make a motion and vote.
4. The quorum requirements for states with less than fifty (50) active members is three (3) active members, states with 50-100 active members is five (5) members, states with 101-150 active members is ten (10) members, states with 151-200 active members is fifteen (15) members, and states will over 200 active members, a minimum of twenty (20) members or three percent (3%) of the total active members, whichever is greater, shall constitute a quorum.
5. Special Meetings
	1. Special meetings of active members may be called by two-thirds of the Board or by two-thirds of the active members. Ninety (90) days written notice shall be given via a SCSA mailing/publication distributed to the entire SCSA active membership of the time, place, and business to be considered at the special meeting.

Section 4

Motions and Votes During a Business Meeting

1. Any member seeking to be recognized shall rise, address the chair, identify himself/herself, and wait to be recognized.
2. All main motions and amendments shall be presented in triplicate and signed by the Secretary.
3. The maker of the motion shall have the first opportunity to debate his/her motion and shall not end the debate with a motion to close the debate. The first speaker to debate on any motion shall not end his/her debate with a motion to close the debate.
4. The debate shall be limited to three (3) minutes per speaker unless authorized by two-thirds vote of the SCSA. The debate shall be alternated one for and one against the motion.
5. No speaker shall speak more than twice on any one issue.
6. There shall be no audio or video recording at the Business Session.
7. There shall be no smoking at the Business Session.
8. There shall be no alcoholic beverages at the Business Session.
9. Only materials pertinent to the Business Session shall be passed out.
10. No active members may leave the floor while a motion is on the floor.
11. Members shall conduct themselves in a professional manner at all times and refrain from abusive or profane language.

Section 5

Grievance Policy

If a member feels an injustice has been done:

1. They must first register a complaint with the Board. The Board must concur on the subject and reach a decision. This action must take place within thirty (30) days upon receipt of the complaint.
2. The member is entitled to appeal the Board's decision if dissatisfied, during the following Board meeting. Expenses incurred by the member would be paid by the member submitting the complaint.
3. If the problem is still not resolved to the satisfaction of the member, the next step would be to bring all information to the House of Delegates for a vote and have a decision from the floor.

Section 6

Special Provisions

1. The current President will not be required to pay registration fees at any SCSA workshop and/or meeting.
2. The current Board will not be required to pay registration fees at any SCSA workshop and/or meeting.
3. The current President of any State Assembly with AST attending a SCSA workshop and/or meeting shall not be required to pay a registration fee.
4. Any National AST Board member attending a SCSA workshop and/or meeting shall not be required to pay a registration fee.
5. The President of SCSA or his/her designee shall have the discretion to waive registration fees for VIP attendees at any SCSA workshop and/or meeting.
6. Each member shall be issued a Certificate of Attendance for each SCSA education workshop attended upon completion and submission of the *Post Program Evaluation Form*.
7. Workshop registration fees will be determined by the Board.
8. Student members will be allowed to attend SCSA educational workshops at a reduced rate to be determined by the Board.
9. Any member who has thirty (30) years or more of AST membership will be allowed to attend SCSA educational workshops at a reduced rate to be determined by the Board. Members age 65 or older will also be given a reduced rate with valid ID, in accordance with AST Bylaws, (revised 07/28/15.)

Section 7

Delegate Representation to the AST Annual National Conference

1. SCSA will elect five (5) delegates and six (6) alternates to the AST National Conference during the Annual Business Meeting. Delegates/Alternates shall be active members elected by SCSA and in good financial standing. The sixth (6th) delegate seat will be held by the SCSA President. He/she will act as the Chairperson of the Delegate Committee. If the President is unable to attend, then the Vice President will fill the Chairperson seat. If the President and Vice President are both unable to attend, then the Chairperson seat will be filled by the next highest ranking Board member in attendance, (Adopted 06/28/14.)
2. The names shall be submitted to AST Headquarters at least sixty (60) days prior to the National Conference. Any forms received after the deadline must be presented to the AST Credentials Committee during designated hours at the National Conference.
3. SCSA will offer Delegates to National Conference monetary assistance in a reimbursement form, see Article IV, Section 9, part 6, (Adopted 06/28/14.)
4. Per communication sent to SCSA from AST January 5, 2016, SCSA will now follow the protocols given by AST that can be found as an addendum to these Bylaws, (Adopted 03/02/16.)

Article VIII

SCSA Board of Directors

Section 1

Elected Officers

1. The SCSA Board of Directors shall consist of the Officers and five (5) other elected Directors.

Section 2

Eligibility of Officers

1. A candidate for SCSA Board shall have been an active member for one (1) year immediately preceding nomination and if elected, shall maintain active status.

Section 3

Term of Office of Director

1. Directors shall serve for a term of two (2) years or until their successors have been elected.
2. All newly elected Directors shall assume office at the close of the Annual Business Meeting.
3. No Director may serve more than two full consecutive terms in the same office.
4. Any amount of time served the equals more than half a term shall be considered a full term of office.

Section 4

Vacancies of Directors

1. Vacancies of Directors occurring between Annual Business Meetings shall be filled for the unexpired term by the SCSA Board.

Section 5

Duties of the Directors

1. Read and review the SCSA Bylaws annually and any other material as directed by AST.
2. Have the authority to transact business between meetings of the active members.
3. Formulate policies and procedures to be included in the *SCSA Policy Manual*.
4. Foster the growth and development of SCSA.
5. Have the authority to establish Board standing committees, the composition and duties of which shall be stated in the *SCSA Policy Manual*.
6. Review all committee reports and determine action to be taken.
7. Submit a written report to the active members for all Board activities.
8. Authorize the awarding of all contracts.
9. Authorize the exclusive use of the official insignia of SCSA.
10. Fulfill any other duties as specified in these Bylaws.

Section 6

Meetings of the SCSA Board of Directors

1. The Board shall hold at least two (2) meeting per year.
2. Special meetings may be called by the President or upon written request of three (3) members of the Board. 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 Board.
3. Five (5) members of the Board, and at least two (2) officers, shall constitute a quorum of the Board.
4. Minutes of all Board meetings shall be maintained and available for inspection upon request.
5. The Board may call for the resignation of any Board member after the second consecutive absence of any scheduled meeting.

Section 7

Voting by Board Members

1. Voting by a Board members shall be done by voice, mail ballot, telephone conference call, or any other form of electronic transmission which complies with state law.

Section 8

Disciplinary Procedures

1. A member whose conduct or actions obstruct the purposes of SCSA or AST, violates the Bylaws of SCSA or AST, violates the Code of Conduct or Ethics, or defames the name or stature of SCSA or AST may be subject to censure or suspension, or may be expelled from membership by appropriate action of the Board. Termination of a Board member shall be by a two-thirds vote of the Board.
2. If a complaint about a member of the Board is brought to the attention of the Board, the Board should first review the matter to determine if the charge appears to warrant reasonable cause for a disciplinary action of the Board. If not, the Board may dispense the matter promptly.
3. However, if there appears to be a reasonable basis for further consideration of the charge of the Board member, 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."
4. If, after investigation, the committee's opinion is favorable to the accused, a report and resolution should be prepared exonerating the accused.
5. 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.
6. At that point, a trial date for the accused, at least thirty (30) days in advance as recommended by *Robert's Rules of Order Newly Revised*, is established. A special trial committee, which would be a different group from the investigating committee, shall be appointed. This 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 (3) resolutions adopted by the Board. These resolutions require a majority vote by the Board.
7. 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, counsel should be a member of SCSA unless the trial committee approves the involvement of a non-member, can speak in his/her own defense, present witnesses, and/or other evidence supporting their defense.
8. The procedure of the trial is as follows:
	1. Charges are read
	2. The Chairperson asks the accused how they plead, charge by charge, guilty or not guilty
	3. If the accused pleads guilty, no trial, moving directly to the penalty phase
	4. If the plea is not guilty, the trial proceeds with opening statements from both sides, testimony from witnesses for the defense, rebuttal witnesses from both sides, closing arguments from both sides.
	5. The accused leaves the room and the trial committee discusses and votes on each charge and the recommended penalty.
	6. After voting, the accused is brought back to the room and advised of the results.
9. The trial committee will then prepare a report on the results of the trial for the Board for consideration in Executive Session.
10. The Board would then vote on guilt or innocence of the accused, by simple majority, and if convicted, move to vote on the penalty, censure, suspension, or expulsion, which must be passed by two-thirds majority of the Board.
11. All disciplinary action taken by the Board is the final decision on said matters.

Article IX

Committees

Section 1

Standing Committees

1. The standing committees shall be Bylaws, Resolutions, Parliamentary Procedures, Education and Professional Standards. Government and Public Affairs shall be appointed by the President with the approval of the Board.
2. With the approval of the President, standing committees may appoint special committees.
3. Committee Term
	1. Committee members may serve for a term of three (3) years, with a maximum of two (2) terms on the same committee.
	2. All newly appointed committee members shall assume their appointed positions at the close of the final Business Session at the Annual Business Meeting.
	3. Any amount of time served that equals more than half a term shall be considered a full committee term.
4. The duties and composition of these committees shall be stated in the *SCSA Policy Manual*.
5. The President shall be an ex-officio member of all committees.

Section 2

Special Committees

1. A special committee may be appointed by the President, as the need arises, to carry out special tasks, at the completion of which it ceases to exist.
2. Guidelines for such committees shall be stated in the *SCSA Policy Manual*.

Section 3

Eligibility of Committee Members

1. Members of the Bylaws, Resolutions, Parliamentary Procedures, Education and Professional Standards, and Government and Public Affairs committees shall have active member status in AST.
2. Committee members may be removed by the Board based on failure to perform, as defined in the *AST Policy Manual*.

Section 4

Education and Professional Standards Committee

Definition

1. The Education and Professional Standards Committee is a standing committee of SCSA.
2. The committee members shall have active membership status.
3. The committee members shall be appointed by the Vice President with approval of the Board for a term of three (3) years as vacancies occur.
4. The Chairperson shall serve as a Chairperson for a maximum of two (2) years.

Goal

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

Duties

1. Plan educational workshops for all SCSA meetings.
2. Develop strategies to increase the quality of entry level Surgical Technology education.
3. Develop strategies to ensure adequacy of "The Core Curriculum."
4. Recruit qualified candidates to be placed on the slate for elected posistions.
5. Produce a strategic plan.
6. Review production of educational material.
7. Identify persons with appropriate expertise and skills to accomplish tasks and make recommendations to the Board.
8. Submit policy statement recommendations to the Board.
9. Publish strategically important papers.
10. Communicate with educators the intention of the organization.

Method of Functioning

Chairperson

1. Preside at all meetings of the committee according to *Robert's Rules of Order*.
2. Appoint members to necessary sub-committees. Terminate sub-committees when their assigned tasks have been completed.
3. Prepare an agenda for meetings, with input from members of this committee.
4. Appoint a Secretary. Minutes are to be distributed to committee members within thirty (30) days of the meeting.
5. Always represent the committee at all SCSA meetings.
6. Be available for assistance to all committee members.
7. Be an ex-officio member of all sub-committees.
8. Keep committee members informed of all business concerning the committee between meetings.
9. Prepare a written and oral report to be presented to the membership on activities of the committee.
10. Prepare reports as specified by the *SCSA Policy Manual*.
11. Request necessary funds from the Board for the productive functioning of the committee.
12. Maintain written records of assignments and accomplishments of all committee members throughout the year.
13. Be responsible to immediately inform the President of any non-functioning committee member.
14. Orient new members at the meeting following the final Business Session of each Annual Business Meeting.

Method of Functioning

Member

1. Be responsible for functioning on sub-committees as requested by the Chairperson.
2. Review *State Guidelines for Continuing Education, SCSA Policy Manual*, and SCSA Bylaws.
3. Attend Pre- and Post- Conference committee meetings.
4. Prepare and submit written reports to the Chairperson of the committee prior to the mid-year and annual Board meetings.
5. Assist as assigned at the Annual Business Meeting.
6. Respond promptly to all communications requiring a response within two (2) weeks, unless otherwise stated.
7. Elected a Chairperson who will function in the manner required of the position.
8. Recruit qualified candidates to the placed on the slate for elected positions.

Additional Policies

1. Business of this committee will be conducted primarily via correspondence or email.
2. All routine committee correspondence shall be reproduced and distributed by the committee Chairperson.

Article X

Member Outreach

Section 1

Official Publication

1. The official publication of SCSA shall be "The Palmetto Scrubber" and it shall be mailed to those members whom we do not have an email address for/emailed/posted to SCSA's website.
2. "The Palmetto Scrubber" shall be mailed/emailed/posted to SCSA's website once a year.
3. The Secretary is responsible for coordinating the organization, content, and deadlines for submission for "The Palmetto Scrubber."
4. "The Palmetto Scrubber" as well as the *AST Journal* shall serve as an official notification of the Annual Business Meeting.
5. "The Palmetto Scrubber" shall be mailed/emailed/posted each August.
6. Under no circumstances will "The Palmetto Scrubber" contain content that is negative or derogatory towards individuals, members, other State Assemblies, or AST.
7. No member of the Board may use an official publication for the advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit. The Board shall not allow any advertising or affiliation with an organization in "The Palmetto Scrubber" that may result in the loss of non-profit status of SCSA.
8. All print vendors shall be in compliance with AST guidelines.

Section 2

Official Website

1. SCSA shall maintain an internet website.
2. The official website of SCSA is http://sc.ast.org and said domain and web address shall remain the same.
3. The website shall contain content related to SCSA and its activities for the membership.
4. The maintenance of the official website shall be the responsibility of the Webmaster appointed by the President after discussion with the Board.
5. The President shall coordinate with the Webmaster to ensure the content of the website reflects the goals of SCSA.
6. The Webmaster shall ensure the official website has an active link established on the AST official website, www.ast.org.
7. Under no circumstances shall the website contain content that is negative or derogatory towards individuals, members, other State Assemblies, or AST.
8. The Boards shall not allow any advertising or affiliation with an organization on the official website that may result in the loss of non-profit status of the SCSA.
9. No Board member may use the official website for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit.

Article XI

Parliamentary Authority

Section 1

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

Section 2

Scholarship for Students

1. The SCSA recognizes the importance of students enrolled in Surgical Technology education programs. Financial costs can sometimes be prohibitive and this is recognized as well. Therefore, the Board has established the "Liz Boatwright Memorial Scholarship," which will be administered by the *Foundation for Surgical Technology*.
2. Scholarships shall only be made available to students currently enrolled in a CAAHEP accredited Surgical Technology program, who are current members of AST, and who are current residents of South Carolina. Applicants must submit the appropriate *Foundation for Surgical Technology* Scholarship application within the published time frame. Applications are available at www.ast.org.
3. Recipients of the scholarship will be determined by the Foundation for Surgical Technology scholarship committee and they will be notified by said committee.
4. Funding for the scholarship will be derived from a percentage of the SCSA dues received from AST annually. The Board reserves the right to suspend funding of the scholarship in the event of fiscal restraints.

Section 3

Surgical Technologist of the Year

1. Rationale
	1. The award is presented by SCSA to express appreciation and recognition.
2. Background
	1. The award, which was initiated in 2011, is to recognize an outstanding Surgical Technologist. The purpose of the award is recognition, appreciation, and visibility. A plaque and registration to two (2) workshops of SCSA will be presented to the recipient of the award. This award is sponsored by SCSA and AST.
	2. There are criteria which must be met and will be enclosed with the *Nomination Form*, which must be filled out and returned to the designated contact person of SCSA. The deadline for submission is August 1.

Section 4

Logo Policy

1. South Carolina State Assembly of the Association of Surgical Technologists, Inc. logo, or other artwork or themes designed by SCSA may not be used without the expressed permission of the Board and only then if the benefit of its use, monetary or otherwise, inures to SCSA. (Official Logo(s) of SCSA of AST, Inc.)



Article XII

Dissolution

Section 1

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

Section 2

1. In the event of the dissolution of SCSA, the SCSA Charter document must be returned to AST.

Article XIII

Refund Policy

1. If SCSA is notified within seven (7) days of a workshop or meeting, the member will receive a full refund of the price of the workshop or meeting. If notified within 48 hours of the workshop or meeting, the member will receive half of the price of the workshop or meeting. If notification is given within less than 48 hours, there will be no refund given, (Adopted 03/15/14.)

Article XIV

Social Media Policy

1. Affiliation with SCSA will not be listed on Facebook. SCSA reserves the right to ask the Board member to remove a post if it is found to not be in the best interest of the Assembly, the Board, or the Board member. Social Media such as LinkedIn is appropriate as it is for professional networking, (Adopted, April 16, 2016.)