



# Ohio State Assembly of AST

*established 2001*

## ***POLICIES***



REVIEWED/REVISED 2013

<b>Board of Directors</b>	<b>Effective Date</b>	
	<b>Revision Date</b>	

#### **DEFINITION:**

The Board of Directors of the Ohio State Assembly is comprised of the President, Vice President, Secretary, Treasurer, and five Board members, all of whom are elected by the membership at the state annual business meeting. The Board is charged with the overall responsibility of conducting the affairs of the state assembly according to the Bylaws and in the best interest of the membership.

#### **GENERAL DUTIES:**

- Shall follow the duties as described in Article VIII Section 5 of the State Assembly Bylaws.
- Formulate state policy and procedure.
- Be responsible for the safekeeping of all official documents of the state assembly, including minutes and correspondence.
- Shall be responsible for the care and maintenance of policy books and state assembly equipment.
- Recognize outstanding achievements within the membership and affiliates.
- Recruit qualified candidates to be placed on the slate for elected positions.

#### **FISCAL DUTIES:**

- Establish financial policies for the state assembly.
- Approve the budget as submitted by the Budget and Finance Committee.
- Review actual expenditures and determine corrective action to be taken if necessary.

#### **MEMBERSHIP DUTIES:**

- Formulate policies to supplement the Bylaws and provide a means to implement them.
- Interpret and enforce the policies as mandated by the membership and bylaws.
- Represent the state assembly at allied health professional meetings as appointed by the President.
- Shall serve on committees as assigned.
- Shall evaluate each committee appointee in relationship to that person's qualifications, ability, interest, and geographical representation.

## **PERSONAL DUTIES:**

- Conduct oneself in accordance with the position held so as to reflect prestige upon the state assembly.
- Maintain correspondence in an organized manner.
- Respond to communications from national headquarters within the time specified.
- Accept and complete special assignments as made by the President.
- Hold in confidence all Board of Directors discussions and correspondence on Board minutes until the Board of Directors has designated its release.
- Shall advise the President of his/her whereabouts, if absence is more than 72 hours. The President should be able to contact each member of the Board of Directors in case of an emergency.
- Uphold the AST Code of Conduct.

## **BOARD OF DIRECTORS CONFERENCE CALLS**

- Quorum shall be established by the Secretary by means of roll call.
- The President will then state the matter upon which decision is needed in a clear, concise manner.
- The President will then ask for a motion to be made and then ask for a second to the motion.
- The President will then state the matter is open for discussion.
- The President will then call for the question.
- The Secretary will then read the roll call, and after the Board member's name is called will record the vote. The votes shall be recorded in the minutes of the Board of Directors telephone conference call.
- All telephone conference calls are to be recorded by the Secretary.

Committee Guidelines	Document No.	
	Effective Date	
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u>	To guide the members serving on Committees for the Ohio State Assembly.
2.0	<u>Revision History</u>	Show list of document changes to this document
3.0	<u>Persons Affected</u>	All Committee members.
4.0	<u>Policy</u>	Every committee has a specific job to be carried out. Committee members are responsible for conducting the business of their committee and reporting to the Board of Directors.
5.0	<u>Definitions</u>	Define abbreviations, acronyms, forms, words infrequently used and technical terms.
6.0	<u>Responsibilities</u>	<ol style="list-style-type: none"> <li>1. Members must adhere to the ethical standards of the State Assembly.</li> <li>2. Members shall conduct themselves in accordance with the position held, so as to reflect prestige upon the state assembly.</li> <li>3. Members shall acquaint themselves with all responsibilities and policies and maintain a current working knowledge of these for the duration of their appointment.</li> <li>4. 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.</li> <li>5. If a member of a committee finds that it is impossible to fulfill the obligations of the position, the member shall be expected to submit a letter of resignation.</li> </ol>
7.0	<u>Procedures</u>	<p>Procedure for Complaint Against Committee Member</p> <ol style="list-style-type: none"> <li>1. Submit a written complaint to the Committee Chairperson. If the complaint is against the Chairperson, the State Board of Directors should be notified.</li> <li>2. A consultation will be set with said committee person.</li> <li>3. After investigation, a written recommendation is made by the president for action.</li> </ol>

### Procedure For Disciplinary Action

1. Disciplinary action will be carried out in an expedient manner in regard to any committee member not performing his/her duties.
2. 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. Immediate rectification shall mean within five working days of the phone call. 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.

CREDENTIAL COMMITTEE	Document No.	5030.00
	Effective Date	April 2008
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u>	To clearly define the purpose of the credential committee.
2.0	<u>Revision History</u>	None
3.0	<u>Persons Affected</u>	Credential committee will be appointed annually to serve at the business meeting of OHSA. The credential committee member must hold active membership status according to OHSA bylaws. The officer appointed will serve as chair of committee.
4.0	<u>Policy</u>	To review the credentials and eligibility of candidates running for office and/or delegate position, including those running from the floor prior to Business Session I. The candidate must file a curriculum vitae and consent to serve form and a delegate agreement form for delegates to National convention. The credentials committee will present a slate of candidates, provide time for candidates's forum, provide candidate photos. Any member of the Credentials committee who is a candidate for office shall withdraw from the committee. The President shall appoint a replacement.
5.0	<u>Definitions</u>	Active status- must be a current member of OHSA and hold current title of CST or CST/CFA status for one year prior to running for an office. BOD- Board of Directors. OHSA- Ohio State Assembly.
6.0	<u>Responsibilities</u>	1. Monitor all credential activities including credentials table, supply forms for candidates as needed.
7.0	<u>Procedures</u>	1. Committee will review each candidates application to serve per OHSA bylaws 2. Presents a slate of eligible candidates to the BOD for general assembly election 3. Ensure time provided during candidates forum for each candidate to give an election speech.

GRIEVANCE POLICY	Document No.	10010.00
	Effective Date	April 2008
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u>	To ensure a working policy if a member feels an injustice has been done.
2.0	<u>Revision History</u>	None
3.0	<u>Persons Affected</u>	OHSA members
4.0	<u>Policy</u>	To ensure fair practices between the Ohio State Assembly Board of Directors and membership as defined in OHSA bylaws.
5.0	<u>Definitions</u>	OHSA-Ohio State Assembly BOD- Board of Directors AST- Association of Surgical Technology
6.0	<u>Responsibilities</u>	The member must file the complaint according to the procedure as defined in procedures of this document. Expenses will be the sole responsibility of the member submitting the complaint.
7.0	<u>Procedures</u>	<ol style="list-style-type: none"> <li>1. Register the complaint in writing to the BOD. The BOD must concur with each other on the subject and reach a decision. This action must take place within thirty (30) days of receipt of complaint</li> <li>2. The member is entitled to appeal the BOD's decision if not satisfied at the next regular board meeting.</li> <li>3. If the problem still is not resolved to the satisfaction of the member, the next step would be to bring all information to the next annual business meeting for its vote and decision from the floor</li> <li>4. OHSA BOD must notify AST immediately a grievance has occurred and follow protocol thus keeping AST notified of procedure, timeframe and copies of all documentation must be on file with AST.</li> <li>5. After all of these steps have been followed, the complaint may be presented in writing to AST for further investigation.</li> </ol>

CODE OF CONDUCT	Document No.	10020.00
	Effective Date	April 2008
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u>	OHSA Code Of Conduct requires all members in appointed or elected positions reflect the highest standards.
2.0	<u>Revision History</u>	None
3.0	<u>Persons Affected</u>	Members in appointed or elected positions
4.0	<u>Policy</u>	The member shall refrain from any behavior that would be determined by the BOD to be discriminatory, harrassing or unprofessional to include verbal or written personal statements regarding fellow members.
5.0	<u>Definitions</u>	OHSA-Ohio State Assembly BOD- Board of Directors AST- Association of Surgical Technologists
6.0	<u>Responsibilities</u>	OHSA BOD has sole authority to determine violations of this Code Of Conduct & enforce the approval for Code of Conduct violations.
7.0	<u>Procedures</u>	<p>The member shall:</p> <ul style="list-style-type: none"> <li>• maintain confidentiality of OHSA business &amp; matters under review at all times</li> <li>• adhere to OHSA bylaws when conducting business in any capacity</li> <li>• shall not accept gratuities, gifts or favors that might impair professional judgement to obtain special advantage</li> <li>• provide just &amp; equitable treatment to all members in terms of professional rights &amp; responsibilities</li> <li>• shall not use coercive means or promise special treatment to influence professional decisions of fellow members</li> <li>• shall not use OHSA or one's position for private gain</li> <li>• present professional qualifications &amp; credentials honestly to OHSA, membership &amp; public at all times</li> </ul>



- honestly represent OHSA & shall refrain from expressing personal opinions that are contradictory to OHSA opinions
- follow this code of conduct & report without hesitation to the BOD any fellow members who violate this code

Code of Ethics	Document No	
	Effective Date	March 2013
	Revision Date	
	Page No.	

## **1.0 Purpose**

## **2.0 Revision History**

none

## **3.0 Persons Affected**

Ohio AST board of directors and officers

## **4.0 Policy**

## **5.0 Definitions**

OHSA Ohio State Assembly

BOD Board of Directors

AST Association of Surgical Technologist

## **6.0 Responsibilities**

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.

- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- Adhere to this Code of Ethics at all times in relationship to all members of the health care team.

## **7.0 Procedure**



# Ohio State Assembly of AST

*established 2001*

## Delegate/Alternate Agreement

This agreement is for delegates/alternates representing the Ohio State Assembly at the National Conference of the Association of Surgical Technologists.

The delegate/alternate must:

- be a member of the Association of Surgical Technologists
- be currently certified as a Surgical Technologist
- reside in the State of Ohio
- attend opening ceremony, business sessions 1 and 2, Candidates' form and vote
- submit to the President a travel and lodging itinerary prior to attending.
- sign and date this agreement.

One officer of the State Assembly will co-sign this agreement.

The delegate/alternate will be reimbursed \$650 following the national conference by the treasurer of the Ohio State Assembly.

Delegate signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

AST member # \_\_\_\_\_ Expires \_\_\_\_\_

NBSTA # \_\_\_\_\_ Expires \_\_\_\_\_



# Ohio State Assembly of AST

*established 2001*

## **DELEGATES TO AST NATIONAL CONFERENCE**

- The State assembly shall be entitled to six delegates/ alternates, provided they are in good standing as defined in the AST Manual.
- Delegates and alternates shall be active members elected by the state assembly.
- The selected members must attend all business meetings, the candidates' forum and vote on issues and candidates.
- The at-large delegates will be reimbursed within two weeks following the national conference. It is the delegate's responsibility to contact the Lead Delegate, appointed by the President, during the conference.
- The Lead Delegate will present a conference report to the President following the conference.

Conflict of Interest	Document No	
	Effective Date	March 2013
	Revision Date	
	Page No.	1

### **1.0 Purpose**

The affairs of the Ohio Association of Surgical Technologists ("AST") shall be conducted so to avoid any real or apparent conflict of interest on the part of AST's directors and officers in accordance with the fiduciary duties such leaders owe to AST.

### **2.0 Revision History**

The Ohio AST Board of Directors requires all directors and officers to disclose in any real or apparent conflicts of interest which may affect their fiduciary duties to AST.

### **3.0 Persons Affected**

The directors and officers of AST serve in a fiduciary capacity. Generally, a fiduciary is a "person having a duty, created by his undertaking, to act primarily for another's benefit in matters connected with such undertaking."

AST directors and officers owe the following fiduciary duties to AST:

1. The duty to use care and act in good faith in a manner the officer or director reasonably believes to be in the best interests of AST and with such care as an ordinarily prudent person in a like position would use under similar circumstances;
2. The duty to disclose information having an effect on the business affairs of AST;
3. The duty of loyalty to act in the best interests of AST; and
4. The duty to act only within the scope of the responsibilities delegated to the director or officer.

### **4.0 Policy**

Broadly speaking, a conflict of interest exists whenever a director or officer finds that his or her ability to exercise independent judgment concerning the best interests of AST and/or his or her duties to AST are or may be influenced because of

- (a) His or her affiliation with;
- (b) His or her financial interest in; and/or
- (c) His or her obligation to another person, company, association, charitable organization or government activity.

## **5.0 Definitions**

OHSA Ohio State Assembly

BOD Board of Directors

AST Association of Surgical Technologist

Specific examples of activities that might create a conflict of interest include, but are not limited to the following:

- (a) Acceptance of gifts, entertainment or other favors from outside that do or seek to do business with AST;
- (b) Having a financial interest in an outside entity which sells goods or services to AST;
- (c) Representing AST in a transaction in which the director or officer (or a member of the person's family) has an interest organization or government activity.
- (d) Acceptance of personal compensation for job-related speaking engagements, consulting services, writing or other activities;
- (e) Ownership, employment or involvement in another entity which competes with AST or which is directly or indirectly detrimental to AST;
- (f) Taking a position as a spokesperson, consultant or employee for another organization that advances opposing or adverse public policy positions from those of AST.

## **Outside Business Affiliation**

If any director or officer has an outside business affiliation where a conflict of interest may exist, or may appear to exist, he or she shall disclose such affiliation in order to avoid the appearance of a conflict of interest.

### **Gifts**

No director or officer should accept a gift of more than nominal value from anyone doing business or negotiating with AST.

## **6.0 Responsibilities**

1. On an annual basis, each director and officer shall sign an Annual Disclosure Statement declaring that this Policy has been reviewed and disclosing any actual or apparent conflicts of interest. Sufficient information shall be disclosed so that the President and/or the Board may evaluate the disclosure and determine whether or not the disclosure gives rise to a conflict of interest.
2. The Annual Disclosure Statements will be reviewed by the President and Chief Executive Officer to make an initial determination as to whether or not there are any conflicts of interest which warrant further review. In that case, the [President and Chief Executive Officer] **OR** [Executive Committee] shall undertake the review and determine whether further action should be taken and forward that recommendation to the Board] **OR** [make a recommendation to the Board of Directors]. The Board of Directors shall be the final authority in determining whether or not a conflict of interest exists and the appropriate course of action to deal with the conflict.
3. In addition to the Annual Disclosure Statement, a director or officer shall also promptly disclose in writing to the President and Chief Executive Officer any information on any matter

which the officer or director believes is or may be perceived to be a conflict of interest. Furthermore, if a director or officer is aware of a conflict of interest involving another director or officer, such person shall bring that information to the attention of the President and the Chief Executive Officer.

4. At a meeting of the Board, a director or officer with an actual or apparent conflict of interest may be counted in determining the presence of a quorum and may participate in any meeting during which the Board considers, approves or ratifies a contract transaction, or issue in question without affecting the validity of the transaction.

5. A director or officer may not vote on any issue where he or she has an actual or apparent conflict of interest.

6. In some circumstances, a director or officer may be asked to be absent from any discussion in which the conflict is such as to require such absence. In rare cases, the conflict may be so extensive or pervasive that the person's involvement in discussions, debates or decision making will be so compromised that the director or officer will be asked to resign their position.

## **7.0 Procedure**

The intent of this policy statement is to provide AST directors and officers with guidance for situations in which a conflict of interest may be presented. If instances arise beyond the scope of the statement or outside the procedures adopted for disclosure, the director or officer must still provide full disclosure. Moreover, to the extent conflicts arise after the execution of the Annual Disclosure Statement, the undersigned understands and agrees that his or her duty to disclose shall be continuing and agrees to disclose such conflict(s).



Technology Policy	Document No.	
	Effective Date	May 2008
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u>	To define guidelines for the OHIO AST website maintenance
2.0	<u>Revision History</u>	None
3.0	<u>Persons Affected</u>	Officers, GAPA chair and board of directors
4.0	<u>Policy</u>	The content of the technology used shall be at the sole discretion of the GAPA chair. No content shall be changed, updated or deleted without the expressed written consent of the GAPA chair. E-mails from this person to the technology coordinator shall constitute a signed acceptance of changes and additions to be made.
5.0	<u>Definitions</u>	OHSA-Ohio State Assembly BOD- Board of Directors AST- Association of Surgical Technologists GAPA- Government and Public Affairs
6.0	<u>Responsibilities</u>	The administrators shall be the current President and the technology coordinator.. These people shall be responsible for distributing passwords to the required personnel as needed for update
7.0	<u>Procedures</u>	No Board or committee member of the Ohio AST shall be held responsible for contents on any technology that was placed without going through the proper channels and obtaining written consent. <ul style="list-style-type: none"> <li>• provide just &amp; equitable treatment to all members in terms of professional rights &amp; responsibilities</li> <li>• shall not use coercive means or promise special treatment to influence professional decisions of fellow members</li> <li>• shall not use OHSA or one's position for private gain</li> <li>• present professional qualifications &amp; credentials honestly to OHSA, membership &amp; public at all times</li> </ul>

- honestly represent OHSA & shall refrain from expressing personal opinions that are contradictory to OHSA opinions
- follow this code of conduct & report without hesitation to the BOD any fellow members who violate this code

Policy and Procedure Committee Guidelines	Document No.	5020.00
	Effective Date	April 2007
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u>	To guide the members serving on the Policy and Procedure Committee.
2.0	<u>Revision History</u>	Show list of document changes to this document
3.0	<u>Persons Affected</u>	Policy and Procedure Committee members.
4.0	<u>Policy</u>	The Policy and Procedure Committee is a standing committee of the State Assembly Board of Directors. Committee members are appointed annually. The chairperson of the Policy and Procedure committee shall be the Secretary.
5.0	<u>Definitions</u>	Define abbreviations, acronyms, forms, words infrequently used and technical terms.
6.0	<u>Responsibilities</u>	<ol style="list-style-type: none"> <li>1. To obtain workable policies and procedures for the state assembly.</li> <li>2. Formulate recommendations for implementing bylaws.</li> <li>3. Shall submit recommendations for policies and procedures to the Board of Directors.</li> <li>4. Shall keep policy books current for all Board of Directors.</li> <li>5. Shall update and review policy and procedure annually.</li> </ol>
7.0	<u>Procedures</u>	Defines and outlines the rules, regulations, methods, timing, place, and personnel responsible for accomplishing the policy as stated in the Policy section above.

<b>PRESIDENT</b>	<b>Effective Date</b>	March 2010
	<b>Revision Date</b>	

#### **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 Board of Directors for the activities of the state and preside at all meetings of the state assembly and the Board of Directors.

#### **DUTIES:**

- Work with the Vice President to determine the appointments of standing committees with approval from the Board of Directors.
- If a vacancy occurs on a committee during the year, reappointment shall be made by the President with input from the Vice President.
- Establish and maintain communication with committees (both standing and special) throughout the course of his/her term.
- 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.
- Submit presidential messages to the state editor in accordance with the publication schedule.
- Maintain regular communication with the Board of Directors through updates submitted for distribution in Board communications.
- Work with the Board to prepare agendas for the state meetings.
- Be and ex-officio member of all committees.
- Report to the Board on the activities of the committees.
- Terminates committee appointments when committee members are nonfunctioning with the approval of the Board of Directors.
- Prepares documents for the incoming President prior to the state annual business meeting that indicates the status of all Board and committee activities.
- Assists the Vice President in preparation for the position of President in case Vice President assumes President role.
- Maintains open communication with the Vice President on a regular basis.
- Is knowledgeable of State Policy and Bylaws.
- Works to maintain dialogue with other professional organizations.
- Recognizes outstanding achievements among members and those who support the profession.
- Recruits qualified candidates to be placed on the annual slate for elected officers.
- Production of a state strategic plan.
- Carefully and objectively mentors replacement.
- Upholds the AST Code of Conduct.

<b>Secretary</b>	<b>Effective Date</b>	<b>March 2010</b>
	<b>Revision Date</b>	

**Definition:**

The Secretary shall maintain a record of the proceedings of the Board of Directors, all state meetings and the annual meeting. She/he shall forward to the President for the distribution to the appropriate committees all pertinent materials in abstract or excerpted form, whichever is better suited to the situation. At all meetings, she/he shall have a copy of the state bylaws, state policy and a copy of Robert's Rules of Order available for reference. She/he shall perform other duties pertaining to her/his office or as delegated to her/him by the President or Board of Directors.

**Duties:**

- Provide a copy of the Board meeting minutes within thirty days of the meeting to all members of the Board.
- Take minutes at all state assembly annual meetings and business meetings.
- Assist by maintaining records of motions presented during Board and business meetings.
- Take roll call during Board meetings.
- At the President's request, review all motions and recommendations immediately following meetings.
- Be responsible for writing a funded meeting report immediately following the midyear and annual Board of Directors meetings. This report will be submitted in behalf of all Board members. Submit to the Treasurer of the State.
- Understand parliamentary procedure.
- Take minutes of all Board of Director's conference calls.
- Serve as Chairperson of the Policy and Procedures Committee.
- Recognize outstanding achievements among members and those who support the profession.
- Recruit qualified candidates to be placed on the annual slate for elected officers.
- Carefully and objectively mentors replacement.
- Uphold the AST Code of Conduct.

## Service Agreement

The Ohio State Assembly of the Association of Surgical Technologists, hereinafter called Ohio AST and Caroline Johnson, hereinafter referred to as the TC (Technology Coordinator), agree to the following:

- The TC will provide services to Ohio AST in relationship to the coordination of approved website maintenance beginning April 1, 2012 until such time as either party terminates the agreement, with 60 days written notice.
- The Service Agreement contract to remain in force from April 1, 2012 to April 1, 2013.
- It is understood by the TC that all work is the property of the Ohio AST.
- The TC shall provide services as specified in the Ohio AST Technology Policy.
- Ohio AST agrees to pay the TC at a rate of \$45.00 per hour.
- All expenses associated with maintenance and housing of the site are to be paid by the Ohio AST.

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Caroline Johnson  
Technology Coordinator

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Date

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Mary Lou Johnson-Shaffer  
Board President of Ohio AST

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Date

Tellers Committee	Document No.	
	Effective Date	
	Revision Date	
	Page No.	
	Approval:	
1.0	<u>Purpose</u> Describe the duties of the Tellers Committee.	
2.0	<u>Revision History</u> Show list of document changes to this document	
3.0	<u>Persons Affected</u> Persons serving on the Credentials Committee.	
4.0	<u>Policy</u> The Tellers Committee will be responsible for the voting procedures. This committee will be appointed by the President with due regard to geographic distribution (ref. By-Laws, Article VI, Section 2, Sub. D).	
5.0	<u>Definitions</u> Define abbreviations, acronyms, forms, words infrequently used and technical terms.	
6.0	<u>Responsibilities</u> <ol style="list-style-type: none"> <li>1. Create voting ballots for the elections. Provide pictures of candidates for easy recognition by voters if possible.</li> <li>2. Monitor all balloting activities and check any questionable ballot.</li> <li>3. Report to voting area at least 30 minutes prior to voting time.</li> <li>4. All members of the tellers committee will be available for the counting of ballots at the close of elections.</li> <li>5. Members will present election results to the Board as soon as possible after elections.</li> </ol>	
7.0	<u>Procedures</u> <ol style="list-style-type: none"> <li>1. One committee member will monitor entrance and allow in only qualified voters with proper identification (Membership Card).</li> <li>2. One committee member will direct voters to available voting areas at the tables, making sure that proper ballots are placed on table.</li> <li>3. One committee member will stamp hands of members as they exit the voting area. No member is allowed to enter through this door.</li> <li>4. Ballots will be counted and all votes tallied and recorded on the Tellers Committee Report. This should be submitted to the Board as soon as possible after elections.</li> <li>5. In the case of a tie between two Directors, a decision shall be made by ballot between tied candidates (ref. By-Laws, Article VI, Section 2, Sub. C).</li> </ol>	

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<b>Treasurer</b>	<b>Effective Date</b>	<b>March 2010</b>
	<b>Revision Date</b>	

**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 state policy. She/he shall be chairperson of the Budget and Finance Committee and shall supervise the preparation of the semi-annual reports on the financial status of the state assembly at the mid-year meeting of the Board of Directors, at the annual meeting and what is annually sent to National.

**Duties:**

- Advise the Board of Directors of unbudgeted financial expenditures.
- If the Treasurer must vacate the office before the conclusion of her/his term, a complete financial statement and review must be submitted within 30 days to the Board of Directors and President before the new officer assumes the duties.
- Recognize outstanding achievements among members and those who support the profession.
- Recruit qualified candidates to be placed on the annual slate for elected officers.
- Carefully and objectively mentors replacement.
- Uphold the AST Code of Conduct.

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Vice President	Effective Date	March 2010
	Revision Date	

**Definition:**

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

**Duties:**

- Assist the President with orientation of newly elected/appointed officers and committee members.
- Consult with the President regarding the termination of committee appointments when said committees or members are nonfunctioning.
- Assist the President with replacements for committees for vacancies during his/her term.
- Maintains communication with the President on a regular basis.
- Is knowledgeable of the current state bylaws and state policy.
- Recognize outstanding achievements among members and those who support the profession.
- Recruit qualified candidates to be placed on the annual slate for elected officers.
- Learn parliamentary procedures.
- Carefully and objectively mentors replacement.
- Uphold the AST Code of Conduct.