



AMT

American Medical Technologists

Certifying Excellence in Allied Health

AMT Student Society Guidelines

American Medical Technologists
10700 W. Higgins Road, Suite 150
Rosemont, IL 60018
Phone: 847/823-5169
Fax: 847/823-0458
www.amt1.com



AMT
American Medical Technologists
Certifying Excellence in Allied Health

AMT encourages schools to form AMT student chapters for students enrolled in allied health programs (medical and dental assisting, phlebotomy, and clinical laboratory science.) A student society, at the school or college, is an excellent way for students to network, get to know one another, and to learn teambuilding and leadership skills.

Forming a student society encourages students and faculty to work together on programs, meetings and special events. The skills a student learns from either leading a society, being in charge of a fundraiser or activity and working together as a group will assist them in their chosen career also.

Once a student graduates and begins on their career path, they will deal with challenges, obstacles and situations every day. The skills they will need to handle their career, patients, co-workers, and bosses are diplomacy, tact, teamwork and leadership. By being involved in clubs, organizations and an AMT Student Society a student can learn all of these skills prior to beginning their career. By bringing the following skills with them into a position, the student will be more marketable, more confident and a better employee.

Since most Allied Health Profession Programs are less than one year, student societies should be formed immediately at the start of a program. It is also recommended that if a school has more than one type of program (i.e., medical and dental assisting and phlebotomy) that students from all programs have the option of joining one student society. A school and student society may decide to hold different events by each different program, but one student society is recommended.

This packet is full of information to begin a student society. Events, programs and meetings that are listed in this packet are the bare minimum a student society should accomplish prior to the students graduating. Each student society is encouraged to plan as many events or programs as they want and feel comfortable with.

As with any new venture, once a student society is formed, it may take a couple of classes to really get the student society active and involved in the community. However fast or slow the student society takes off, do not get discouraged. As with any good club or society, it depends on the dedication, knowledge and skills of the leaders. Since most allied health programs are eight months or less, it may take over a year for the student society to function as well as the schools' advisor would like. Be patient. Your students are going to learn their leadership skills from you.

Good luck and have fun with your newly formed AMT Student Society!

AMT Student Membership

AMT student membership is \$5.00 per student. Once an AMT student member, they will receive a membership card and pin. Also, each school will be sent five (5) copies of both AMT publications: *AMT Events* and *Journal of Continuing Education Topics and Issues*. If the school or college wants to charge a fee for student membership it must be added onto the \$5.00 sent to the National Office. It is recommended that schools not charge more than \$5.00 for their student dues.

Enrollment

Student membership forms and roster are included in this packet. To be considered a member in good standing, each student must fill out a student application form (Appendix D) and sign the attached roster (Appendix C). Fees can be paid individually or with one check.

AMT Student Societies

AMT Student Activities Chair coordinates and directs student society processes. AMT members in the state societies provide assistance when needed.

AMT National Office may authorize, regulate and supervise AMT student societies for students enrolled in schools. Once graduated, AMT encourages students to immediately sit for AMT certification.

By sitting for the AMT certification exam immediately after graduation, it proves to prospective employers that the student is serious about their career.

Student Society Model Bylaws

A model student bylaw is at the end of this book. (Appendix A)

Once the student society is formed, send copies of the student bylaws to AMT National Office.

HELPFUL INFORMATION ON ESTABLISHING AND OPERATING AMT STUDENT SOCIETIES

Meeting

To start your AMT Student Society, an initial meeting should be held to discuss AMT and interest in a student society. AMT recommends that the school invite an AMT representative from the state or local society to be on hand to answer questions.

During the meeting the following should be decided:

1. Interest of students to start chapter
2. Ask for volunteers to be elected for officer positions (minimum officers listed)
 - A. President or Chairperson
 - B. Secretary
 - C. Treasurer
 - D. Director (this position is optional)
3. Complete Bylaws
4. Decide future meeting schedule for board meetings and educational meeting
5. Goals of the group
6. Projects the group wants to participate in

School programs longer than one year: It is recommended that officers be elected at this meeting or a subsequent meeting.

If the first meeting is held at the beginning of the school year it is recommended that officers be elected at the second meeting (a week or two later) for students to get to know one another.

School programs less than one year: Elect officers at the first meeting.

Minutes

Minutes of all meetings (formal or informal) need to be recorded by the secretary (or designated person if secretary is absent). Minutes should be signed by the secretary and/or president and sent to the AMT National Office and Student Activities Chair. (see Appendix B for form)

Attached to each set of minutes should be a roster of members attending the meeting (Appendix C).

Advisor

It is recommended and encouraged that the school and student society select a faculty member, preferably an AMT registrant, to act as an advisor to the student society.

The advisors name and telephone number should be reported to AMT National Office.

An excellent source of information is the by keeping in contact with the state or local AMT society by inviting a representative to the meetings. Also, students are encouraged to attend state society meetings. Many state societies do not charge students to attend meetings or it is very minimal.

Appendix A

_____ Student Society of the American
Medical Technologists.

This organization shall be known as the _____ Student Society of the American Medical Technologists (AMT). It shall be an unincorporated constituent Student Society of AMT. Its purpose shall be to promote in the school, and to the general public, the purposes and principles of AMT to further the standards and the professions of AMT certified disciplines, and to provide educational and social advantages for its members.

MEMBERS

All students who are attending _____ (name of school), a training institute who will be eligible for AMT certification upon graduation may be members.

MEETINGS

The following requirements should be met:

1.
 - a. At least one planning meeting.
 - b. At least one meeting that includes an educational program.
 - c. At least one community service project (i.e., blood pressure screening, assisting with health fairs and bloodmobiles, etc.)

Appendix B

Form to be filled out at each meeting of the state society.

_____ Student society at a duly
called and held meeting of such student society at:

on _____ 200_____

President/Chairperson Secretary

Submitted by: _____

Date: _____

Secretary

Student Chairperson/President

Faculty Advisor

Note: this application is to be completed in triplicate. Once copy, along with the charter will be retained by the student society to be filed with the minutes of the meeting wherein this application was signed; one copy will be retained by the AMT office; one copy will be retained by the AMT Student Activities Chair.

DO NOT COMPLETE
FOR OFFICE USE ONLY

Approved: _____
AMT Student Activities Chair

Date: _____

Appendix C – Student Membership Roster

This form is to be completed at the initial meeting of the newly formed chapter and at all subsequent meetings held. Copy this form as needed.

Name of School: _____

Street Address: _____

City, State and Zip: _____

Contact Person: _____

Phone Number: _____

Program: MT ___ MLT ___ PT ___ MA ___ DA ___ OLT ___ MAA ___

Graduation Date of Class: _____

NAME OF STUDENT(S) AND ADDRESS

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

APPLICATION FOR AMT STUDENT MEMBERSHIP

Benefits of Student Membership

- Student Membership Card
- Student Membership Pin
- Awards Programs
- Opportunities to attend Educational Meetings
- Invitation to AMT's Annual National Convention

Qualifications for Student Membership

Applicant must be a student enrolled in a course of study for MT, MLT, DA, MA, OLT, PT, MAA in one of the following...

- A. College or University program accredited by a regional accrediting commission that results in an associate or baccalaureate degree.
- B. Vocational school program accredited by an independent agency that meets eligibility requirements for AMT certification.
- C. Training program in Armed Forces that meets requirements for AMT Certification.

Complete all sections below (Please print or type)

Student's Name _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____

Enrolled in program at: College or University Vocational School Armed Forces

Name of School _____

School Address _____

City _____ State _____ Zip _____

Date of Enrollment _____ Anticipated Graduation Date _____

Enrolled in: MT MLT DA MA OLT PT MAA

\$5.00 Basic Membership – expires upon graduation from program

\$2.00 has been included in payment for (1) additional pin

Enclosed is a check or money order payable to:

AMERICAN MEDICAL TECHNOLOGISTS

10700 W. Higgins Road Suite 150 – Rosemont, Illinois 60018 – www.amt1.com

Signature of Student _____ Date _____

Founded in 1939, AMT is a non-profit certification agency and professional membership association representing over 40,000 individuals in allied health care.

AMT helps its members meet the challenges of their profession and foster their professional and personal growth.

AMT is an internationally recognized leader in competency-based certifications.

AMT certifies the following:

- Medical Technologists
- Medical Laboratory Technicians
- Medical Assistants
- Medical Administrative Assistants
- Dental Assistants
- Office Laboratory Technicians
- Phlebotomy Technicians
- Allied Health Instructors
- Laboratory Consultants

For more information on
Student Societies or student
membership visit AMT on the
web at:
www.amt1.com



AMT

American Medical Technologists
Certifying Excellence in Allied Health

American Medical Technologists
10700 W. Higgins Road Suite 150, Rosemont, IL
60018

Phone: 847/823-5169
Fax: 847/823-0458
www.amt1.com