

Guidelines of Conduct
President

I. Description of Office

The President is the chief executive officer of the Association and has the duty of supervision and management over the organization. It is the responsibility of the President to administer and conduct the business of the Association and to see that all the directives and resolutions of the Board of Directors are implemented. The President must have the resources, the time, and the facilities to perform the duties of the position. The term of office shall be one (1) year.

II Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors Listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by the predecessor

III. Description of Duties

- A. Preside over all meetings of the Board of Directors, Executive Committee, and the Annual Business Meeting according to Robert's Rules of Order
- B. Ensure all directives, orders, and resolutions of the Board of Directors are implemented
- C. Appoint Standing Committee Chairpersons the upcoming year as recommended by the President-Elect at the Board of Directors Meeting preceding the Annual Business Meeting
- D. Write letters of acknowledgement to new members of the Association's Board of Directors, and for past service
- E. Prepare and submit to the Recording Secretary an agenda prior to all meetings of the Board of Directors, Executive Committee, and the Annual Business meeting
- F. Assess membership needs and set objectives for the Association
- G. Generate material for publication in the Association Newsletter on a routine basis

Guidelines of Conduct
Immediate Past President

I. Description of Office

The Immediate Past President shall be the president last retired. The Immediate Past President shall be appointed as the Chairperson of the Nominations Committee and shall serve on the Executive Committee and the Board of Directors. The Immediate Past President must have the resources, the time, and the facilities to perform the duties of the position. The term of office shall be one (1) year.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by predecessor

III. Description of Duties

- A. Shall serve on the Executive Committee and the Board of Directors
- B. Shall be appointed as Chairperson of the Nominating Committee
- C. Generate material for publication in the Association Newsletter on a routine basis
- D. Shall be a resource for the President and provide orientation and information necessary for a smooth transition of responsibility

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Guidelines of Conduct
President-Elect

I. Description of Office

The President-Elect of the Association is actively involved in running the organization by being in close contact with members of the Board of Directors and shall serve on the Executive Committee and the Board of Directors. The President-Elect must have the resources, the time, and the facilities to perform the duties of the position. The term of office shall be one (1) year.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by predecessor

III. Description of Duties

- A. Serve as Parliamentarian at meetings of the Board of Directors, Executive Committee, and the Annual Business Meeting
- B. Make recommendations to the President for chairpersons and members of committees
- C. Receive Committee and Area Director reports from the State Directors
- D. Serve as ex-officio member of all Standing Committees to ensure committees are functioning adequately and keep the President informed. If committees are not functioning, take steps to replace the Chairperson as described in Article IV of the Association Bylaws.

Guidelines of Conduct
Recording Secretary

I. Description of Office

The Recording Secretary of the Association is the official recorder for the Association. The Recording Secretary shall attend all meetings of the members, Board of Directors, and Executive Committee and preserve in books true minutes of the proceedings. The Recording Secretary shall perform such other duties as may be delegated by the Board of Directors or by the Executive Committee. The Recording Secretary must have the resources, the time, and the facilities to perform the duties of the position. The term of office shall be three (3) years.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities, correspondence, and records of the position provided by predecessor

III. Description of Duties

- A. Serve as official recorder of the Association
 - 1. Attend all official meetings of the Board of Directors, Executive Committee, and Annual Business Meeting; record the minutes and distribute minutes to Board of Directors in a timely fashion
 - 2. Request for additions or corrections to the previous meeting minutes and ask for a motion to approve the minutes at each meeting
 - 3. Request written statements of all motions and reports to ensure accuracy in the minutes.
 - 4. Provide Board Members and individuals affected, with summaries of policy decisions and actions to be carried out which were made at each meeting
 - 5. Distribute the agenda for meetings once received from the President
 - 6. Preserve a record of all the business of the Association and maintain a file of all Board of Directors, Executive Committee, and Annual Business Meeting minutes
 - 7. Maintain a list of current addresses and telephone numbers of all members of the Board of Directors
- B. Handle correspondence of the Association as requested by the Board of Directors
- C. Provide information packets to all new Board of Directors members; Packets will include:
 - 1. a current copy of Association Bylaws
 - 2. A current copy of Association Rules and Regulations
 - 3. Board of Directors listing
 - 4. SWACM membership form
 - 5. SWACM letterhead
 - 6. Two most recent meeting minutes
- D. Purchase stamps and materials needed by the office and submit receipted expenses to the Administrative Director for reimbursement
- E. Make any calls necessary to expedite the business of the office and submit receipted expenses to the Administrative Director
- F. Write amendments to the Bylaws that are required by motions made during meetings of the Board of Directors, Executive Committee, or the Annual Business Meeting and maintain current Bylaws and Rules and Regulation

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- G. Generate material for publication in the Association Newsletter on a routine basis
- H. It shall be the duty of the Past Secretary to serve as an advisor to the present Secretary to see that all business of the office is conducted on time and according to the precedent
- I. Maintain a list of places to post notice of the annual meeting

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Guidelines of Conduct
Administrative Director

I. Description of Office

The Administrative Director is the financial officer of the Association and keeps records, such as the membership list, which are stored in the Association's computer. The Administrative Director must have the resources, the time, and the facilities including credit history to perform the duties of the position. The Administrative Director is elected by the Board of Directors. The term shall be for five (5) years.

I. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms and listing
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Files detailing activities and correspondence of the position provided by predecessor
- G. Financial records from predecessor

I. Description of Duties

- A. Have custody of all corporate funds, securities, and seal of the corporation
- B. Keep full and accurate accounts of all receipts and disbursements in books belonging to the Association
- C. Submit all books and records to the auditor, internal or external, at the end of the Association's fiscal year that shall run January 1 through December 31
- D. File tax forms at the end of the Association's fiscal year (January 1 through December 31)
- E. Deposit all monies, securities, and other valuable effects in the name of the Association
- F. Disburse funds of the Association as designated by the Finance Committee and approved by the Board of Directors or Executive Committee, taking proper vouchers or receipts for such disbursements
- G. Submit summary of all accounts (and details of all transactions if requested) and a report of the financial condition of the Association at each meeting of the Board of Directors and Executive Committee and at any other time requested by the President or Finance Chairperson
- H. Receive requests for funding of programs (exhibits, speaker program, Newsletter, workshops, etc.) from appropriate committees
- I. Solicit quotes whenever appropriate for any large expenditures to be made by the Association
- J. Retain the Association's computer and maintain records including financial records and membership lists
- K. Receive returned new and renewal membership forms and sends out membership cards to new and renewing members
- L. Provide membership listing as required to committees
- M. Maintain state Area boundaries and provide upon request
- N. If required by the Board of Directors, deliver to the President of the Association, and keep in force, a bond in firm amount and with surety or sureties of satisfactory to the Board, conditioned for faithful performance of the duties of the office and for restoration to the Association in case of his/her death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and property of whatever kind in his/her possession or under his/her control belonging to the Association
- O. Review and sign contracts and agreements for the Association
- P. Generate material for publication in the Association Newsletter on a routine basis
- Q. Serve as member of the Annual Meeting Committee
- R. Serve as member of the Finance Committee

Guidelines of Conduct
Administrative Director continued

IV. Chronological Duties and Responsibilities

Winter:

- A. If there are any bills or receipts left from the previous year include these in the present year's transactions but confirm which bills are valid and have not been paid previously
- B. Submit books, bank statements, copies of all bills paid, and tax forms to Finance Committee for review by March 1st
- C. Prepare and file tax forms for the year based upon the year-end closing. Filings should include:
 - 1. Federal Income Tax forms which are due by May 15th
 - 2. Send 1099 forms to contract labor by January 31
- D. Send out membership renewals and membership cards for the current year by January 1st
- E. Prepare previous year's financial report, membership list, membership report and annual meeting report for the winter Board of Directors meeting

Spring:

- A. Pay any bills received

Summer/Fall:

- A. Receive and deposit registration fees and exhibitor's fees for Annual Meeting
- B. At the meeting have change available for the registration workers
- C. Following the meeting take money received at registration desk and deposit cash immediately
- D. Create written receipt for all cash received
- E. Pay all bills and speaker reimbursements received from the Annual Meeting and Meeting Committee Chairpersons
 - 1. If bills are received directly, confirm with the Annual Meeting Chairperson correctness of the bill prior to paying
 - 2. Hotel bill should be reviewed and paid within 30 days of receipt
- F. Submit financial report of the Annual Meeting to the Annual Meeting Chairperson

Guidelines of Conduct
State Directors

I. Description of Office

The State Director shall coordinate and promote Association activities within the state and may serve as a chairperson of a Standing Committee. State Directors are Association members and residents of the state. Members of the state elect state Directors for a term of three (3) years.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by predecessor

III. Duties of the State Director

- A. Be responsible for coordination of Area Director activities within the state
- B. Attend and present summary reports of State activities at Executive Committee meetings; If unable to attend, appoint Area Director to attend and report
- C. May serve as chairperson of a Standing Committee or for recruitment, provide suggestions of persons to serve in this capacity. Report summary of activities to Board of Directors
- D. Generate material for publication in the Association Newsletter on a routine basis
- E. Serve as member of the Continuing Education Committee
- F. Serve as member of the Nominations Committee
- G. Serve as liaison with local and state microbiology organizations

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Guidelines of Conduct
Area Directors

I. Description of Office

Area Directors are elected by the members of the area for a two (2) year term to promote Association educational activities within their state.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by predecessor

III. Duties

- A. Note the boundaries that govern the extent of Area. If the Area seems too large for effective communication, appoint member representative(s) to help achieve Area objectives. Forward the names of these individuals to the President-Elect
- B. Prior to the winter Executive Committee meeting submit a statement of tentative Area objectives for the year to the State Director; the needs of a rural or sparsely populated region will likely be different from those of a metropolitan area so objectives may be multi-directional
- C. Any changes or modifications in Area objectives should be reported to the State Director
- D. Send out questionnaires to your group concerning membership, committee volunteers, potential Board members, traveling workshops needs, travel arrangements to annual SWACM meetings, etc.
- E. During term of office coordinate at least one educational program for Area. Obtain assistance from State Director, Continuing Education Committee, and Regional Workshop Committee as needed
- F. Report activities to the State Director and Board of Directors
- G. Consider organizing an area gathering at the Annual Meeting or within Area. This affords an opportunity to draw Area members into a cohesive unit in which ideas, problems, techniques, and procedures can be freely exchanged. In addition, input can be gained regarding the needs of the Association members and the goals and objectives for future development of the Association.
- H. Represent Area at Board of Directors meetings. Provide guidance, ideas, input to programs, suggestions for workshop topics, possibility and need for holding a major program in your area, etc.
- I. Generate material for publication in the Association Newsletter on a routine basis
- J. Write a synopsis of the year's activities for presentation at the Board of Directors the next Annual Meeting
- K. At the end of your term, transfer any records detailing the activities and the correspondence generated during your term of office to your successor
- L. These guidelines are not intended to be limiting or restrictive. Each Area Director is encouraged to pursue additional objectives or activities that serve the needs of the Area constituents
- M. Serve as member of the Regional Workshop Committee

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Guidelines of Conduct
Annual Meeting Committee

The Annual Meeting Committee shall be responsible for the supervision of the planning, coordination, and execution of the annual scientific and educational meeting of the Association.

I. Composition of the Committee

The Annual Meeting Committee shall consist of a chairperson and committee members. It shall be the duty of the President to appoint the General Chairperson with the approval of the Board of Directors at least two years prior to the meeting. The Committee shall include the Administrative Director and the Exhibits Committee Chairperson. Additional Annual Meeting Committees and Chairpersons may be appointed by the Annual Meeting General Chairperson and may include Program, Workshop, Local Exhibit, and Hospitality Committees.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms and listing
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by predecessor

III. Duties of Chairperson

- A. Appoint and contact all committee chairpersons and members
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee.
 - 3. Delegate tasks wherever appropriate
- B. Receive expense record from Finance Committee after approval by Executive Committee
 - 1. Seek approval of Administrative Director for expenses over this record.
 - 2. Maintain financial records and include a summary of income and/or expenses in all written records
 - 3. Obtain quotes from several sources before making large expenditures
- C. Select meeting hotel site and meeting dates as far in advance as possible
 - 1. Obtain exhibit space requirements from Exhibit Chairperson
 - 2. Present proposed site(s) and proposed meeting dates to the Board of Directors for approval.
 - 3. Submit contract to the Administrative Director at least eighteen months prior to the meeting for review and signature
- D. Coordinate selection of program topics and speakers
- E. Ensure correspondence with speakers to:
 - 1. obtain commitment
 - 2. determine their needs
 - 3. inform them of information needed by SWACM
 - 4. inform them of SWACM reimbursement policies
- F. Each speaker must provide information needed to obtain continuing education credit that may include curriculum vitae, concise description of presentation, and objectives
- G. Be responsible for coordinating arrangements specified in hotel and decorators contracts to include:
 - 1. Meeting rooms, including scientific sessions and Board of Directors Meeting

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Annual Meeting Committee continued

2. Coordinate with Exhibit Chairperson the arrangements for exhibits
3. Block of sleeping rooms
4. Menus for coffee breaks, lunches, and other social events
5. Coordinate with Annual Meeting Workshop Chairperson meeting rooms for workshops
- H. Coordinate preparation of Preliminary Program with Awards, Exhibit, and Publications Chairpersons and the Administrative Director to include:
 1. hotel registration information
 2. Meeting registration information
 3. Exhibitor's information
 4. call for posters
 5. list of workshops and symposia
 6. Include speakers names in list of workshops and symposia
 7. Have preliminary program printed as soon as possible, but no less than four months prior to the Annual Meeting
- I. Coordinate preparation of Final Program with Exhibit and Awards Chairpersons and the Administrative Director to include all details listed in the Preliminary Program and including the following items:
 1. Detailed meeting registration information including hours of registration
 2. Meeting Badge information
 3. Pertinent travel and parking information
 4. Continuing Education information
 5. Special Events Listing
 6. Business Meeting information
 7. Detailed Exhibit information including Exhibit hours and set up and breakdown for Exhibitors
 8. Workshop and Symposia listing with times, objectives, instructional level, and number of continuing education contact hours
 9. Listing of Faculty and their credentials
 10. Listing of Sponsors
 11. Annual Meeting Committee Members and their contact information
 12. Official Poster Abstract Form including submission deadline
- J. Be responsible for meeting coordinating operations of:
 1. Registration
 2. Session moderators.
 3. Social events
 4. User group sessions
 5. Announcements of annual meeting including flyer at preceding Annual Meeting, publications of other organizations, SWACM Newsletters prior to annual meeting, preliminary program at three months prior to meeting, and final program at least two months prior to annual meeting
 6. Post meeting speaker follow-up including letter of appreciation and collection of expense receipts that are forwarded to the Administrative Director for payment
 7. Audiovisual and facilities
 8. Security
- K. Prepare a report of committee activities prior to all meetings of the Board of Directors, Executive Committee, and Annual Business Meeting
- L. Generate material, including speaker abstracts, for publication in the Association Newsletter on a routine basis
- M. Coordinate solicitation of funding and submit all funding to the Administrative Director upon receipt
- N. Maintain a chairperson's notebook with records of all activities and correspondence

IV. Duties of Committee

- A. Select program topics with proposed speakers prior to the winter Executive Committee Meeting.

Guidelines of Conduct
Annual Meeting Committee continued

- B. Participation in meeting operations such as programs, workshops, registration, speaker hospitality, session moderators, etc.

V. Chronological Analysis of Duties of Chairperson

A. Twenty four to Eighteen months prior to meeting:

- 1. Select meeting hotel site and dates
- 2. Obtain approval from Board of Directors
- 3. Submit copy of contract to the Administrative Director for review and signature

B. Twelve to Fifteen months prior to meeting:

- 1. Appoint and contact committee members
- 2. Develop a list of possible topics and speakers
- 3. Submit announcement of meeting in publications

C. Ten to Twelve months prior to meeting:

- 1. Prepare a program with proposed speakers

D. Eight to Ten months prior to the meeting:

- 1. Attend winter Executive Committee Meeting and present preliminary program
- 2. Contact and confirm proposed speakers and financial sponsors
- 3. Review room set up with hotel coordinator at the Winter Executive Meeting

E. Five to Eight months prior to meeting:

- 1. Continue contacting and confirming proposed speakers and sponsors
- 2. Coordinate arrangements with hotel
- 3. Make arrangements with proposed hotel site for winter Executive Committee Meeting
- 4. Assemble information for preliminary program
- 5. Coordinate activities with Continuing Education Committee

F. Three to Five months prior to meeting:

- 1. Coordinate printing and mailing of preliminary program
- 2. Coordinate responsibilities for meeting operations including registration, session moderators, and social events
- 3. Present final program to Board of Directors at ASM meeting
- 4. Confirm travel arrangements for speakers

G. Two to Three months prior to meeting:

- 1. Prepare final program, coordinate printing, and mailing

H. One to two months prior to meeting:

- 1. Make final plans for meeting operations
- 2. Recruit help for meeting registration
- 3. Prepare meeting packets of information
- 4. Finalize meals and other plans with hotel

I. During the meeting:

- 1. Distribute speaker CV's to session moderators
- 2. Supervise meeting operations
- 3. Forward speaker abstracts to Newsletter Editor immediately after the meeting

J. Post Meeting:

- 1. Collect sponsor checks and speaker expense receipts and forward to the Administrative Director
- 2. Send letters of appreciation to all speakers, sponsors and exhibitors

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Guidelines of Conduct
Awards Committee

The Awards Committee shall be responsible for creating guidelines and selecting recipients for awards that are presented by the Association.

I. Composition

The Awards Committee shall consist of a chairperson and committee members. It shall be the duty of the President to appoint the Chairperson with the approval of the Board of Directors. The Chairperson with the approval of the President shall select the members of the committee. The members of the committee shall be appointed from the membership.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms and listing
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position provided by predecessor

III. Duties of Chairperson

- A. Contact all committee members
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee
 - 3. Delegate tasks wherever appropriate
- B. Receive past expense record from Finance Committee after approval by Executive Committee.
 - 1. Seek approval of Administrative Director for expenses over this record
 - 2. Maintain financial records and include a summary of income and/or expenses in all written reports Obtain quotes from several sources before making large expenditures
- C. Send a letter to all Board members to solicit nominations for the Distinguished Service Award and the Professional Achievement Award in Clinical Microbiology
 - 1. Prepare a nomination form to solicit nominations from the general membership
 - 2. Receive submitted nominations
 - 3. Request CV and other supporting documentation for all nominees for these awards and make them available to each committee member
- D. Order the award plaques and the President's gavel
- E. Inscription for the President's gavel plaque shall be inscribed as:
 - Name
 - President
 - Southwestern Association of Clinical Microbiology
 - Year-Year of term

The first one should be as follows:

Howard W. Larsh, Ph.D.
Founding President
Southwestern Association of Clinical Microbiology
1981-1983

- F. Present the awards at the fall meeting

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Guidelines of Conduct
Awards Committee continued

- G. Prepare a report of committee activities prior to all meetings of the Board of Directors, Executive Committee, and Annual Business Meeting
- H. Generate material for publication in the Association Newsletter on a routine basis
- I. The chairperson last retired shall act in an advisory capacity to the current chairperson
- J. Maintain records of past award recipients and nominations
- K. Present a request for award prizes to the Board of Directors at the annual meeting

IV. Duties of Committee

- A. Review all nominations for The Distinguished Service Award and the Professional Achievement Award in Clinical Microbiology and select candidates. The committee's final selection is presented to the Board of Directors
- B. Serve on panel to judge posters at Annual Meeting

V. Criteria for Selection of the Steve Hansen Poster Award

- A. The Award and any monetary prize or equivalent educational credit (at the recipient's request) shall be presented to the author (s) of the poster(s) judged to be the "best" at the Annual Meeting. The prize shall be of at least \$100 value
- B. The criteria for establishing the "best" will include the following and be graded on a numerical basis.
 - 1. Contribution to and advancement of scientific knowledge
 - 2. Creativeness of scientific work
 - 3. Thoroughness of scientific work
 - 4. Clarity of presentation
 - 5. Ability to discuss work
- C. Judging will be performed by at least three members of the committee or their designees
- D. Judges should not be author(s) of a poster being judged

VI. Criteria for Selection of the Professional Achievement Award in Clinical Microbiology

- A. A non-doctoral SWACM member who resides within or outside the SWACM six state area and has contributed substantially to the field of clinical microbiology
- B. Nominations are made by a letter to the Chairperson of the Awards Committee accompanied by supporting data
 - 1. Curriculum vitae
 - 2. Any other supporting information which may include community service, educational, and research activities
 - 3. Letters from others supporting nomination are suggested
- C. Upon selection, recipients are presented a plaque, a lifetime honorary membership in SWACM, and a monetary award of \$500 value
- D. At the discretion of the Board, more than one award may be given

VII. Criteria for the Selection of Recipients of the Jan Howard Distinguished Service Award

- A. A SWACM member who has provided distinguished service to SWACM.
 - 1. An individual who has fostered the growth of clinical microbiology through their contributions to education, research, and/or laboratory practice
 - 2. An individual who has inspired colleagues and/or students to work and contribute to clinical microbiology and to their community

**Guidelines of Conduct
Awards Committee continued**

- B. Nominations are made by a letter to the Chairperson of the Awards Committee accompanied by supporting data
 - 1. Curriculum vitae
 - 2. Other supporting information that may include community service, educational and research activities
 - 3. Letters from others supporting nomination are suggested
- C. Nominations are made by a letter to the Chairperson of the Awards Committee accompanied by supporting data
- D. Upon selection, recipients are presented a plaque and a lifetime honorary membership in SWACM

Guidelines of Conduct
Continuing Education Committee

The Continuing Education Committee shall be responsible for securing continuing education credit for educational programs and workshops sponsored by the Association.

I. Composition of Committee

The Continuing Education Committee shall consist of a chairperson and the State Directors. It shall be the duty of the President to appoint the Chairperson with the approval of the Board of Directors. The Chairperson shall serve as Continuing Education Administrator.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position

III. Duties of Chairperson

- A. Contact all committee members.
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee
 - 3. Delegate tasks wherever appropriate
- B. Receive expense record from Finance Committee after approval by Executive Committee
 - 1. Seek approval of Administrative Director for expenses over this record
 - 2. Maintain financial records and include a summary of income and/or expenses in all written records
 - 3. Obtain quotes from several sources before making large expenditures
 - 4. Obtain current guidelines from currently used continuing education accrediting agency regarding continuing education credit
- C. Provide information to Area Directors, State Directors, and Annual Meeting Chairperson regarding requirements for continuing education credit
- D. Acquire and award certificates of attendance for each program
- E. Submit reports to issuing agency regarding disposition of continuing education credits as required by the agency
- F. Prepare a report of committee activities prior to all Board of Directors, Executive Committee, and Annual Business Meeting
- G. Generate material for publication in the Association Newsletter on a routine basis
- H. Maintain a record of communications and activities concerning continuing education credit approval and disposition for each educational program and workshop
- I. The Chairperson last retired shall act in an advisory capacity to the current chairperson

IV. Duties of Committee

- A. Work as delegated by Chairperson to meet continuing education credit requirements for Annual Meeting
- B. Follow guidelines to meet continuing education requirements for regional educational programs

Guidelines of Conduct
Exhibit Committee

The Exhibit Committee shall be responsible for soliciting exhibitors and coordinating exhibits for the Annual Scientific and education meeting of the Association with other appropriate committees.

I. Composition

The Exhibit Committee shall consist of a chairperson and committee members. It shall be the duty of the President to appoint the Chairperson with the approval of the Board of Directors. The Annual Meeting Chairperson shall select the members of the local committee with approval by the Exhibit Chairperson.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position

III. Duties of the Chairperson

- A. Contact all committee members
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee
 - 3. Delegate tasks wherever appropriate
- B. Receive expense record from Finance Committee after approval by Executive Committee
 - 1. Seek approval from Administrative Director for expenses over this record
 - 2. Maintain financial records and include a summary of income and/or expenses in all written reports
 - 3. Obtain quotes from several sources before making large expenditures
- C. Maintain records of space requirements for all Annual Meeting exhibits. Work with Annual Meeting Chairperson to determine if space and facilities are adequate at hotels proposed for the Annual Meeting
- D. Maintain a current mailing list of possible exhibitors; If possible local, regional, and national representatives of each of the companies should be identified
- E. Coordinate the activities of local members and have active communications with local committee members regarding their duties and functions
- F. Supervise each phase of the solicitation of exhibitors
 - 1. Make preliminary arrangements at meeting site
 - 2. Secure exhibit area at hotel and obtain a diagram of the exhibit area
 - 3. Make arrangements and contract with local company to supply booths to exhibitors, arrange exhibit area, provide electrical connections, make shipping arrangements, and provide other services as required by the exhibitors. Submit copy of contract to Administrative Director and Annual Meeting Chairperson
 - 4. Make security arrangements for the exhibit area during the Annual Meeting

Guidelines of Conduct
Exhibit Committee continued

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5. Announcements should be sent to all prospective exhibitors at least eight months prior to the Annual Meeting
6. Invitation packets should be mailed to prospective exhibitors at least seven months prior to the Annual Meeting
7. Assign booth space for exhibitors
8. Provide copy of booth assignment and other information required by the local booth contractor
9. Provide exhibitors with program, hotel reservation information, and other information as required
10. Acknowledge receipt of the exhibit fees when received and participation after the meetings.
11. Welcome the exhibitors and see that they receive assistance as required
- G. Coordinate lunch and social functions at the annual meeting with appropriate committees
- H. Work with the Newsletter Editor in soliciting sustaining and non-sustaining companies to advertise in the Newsletter
- I. Prepare a report of committee activities prior to all meetings of the Board of Directors, Executive Committee, and Annual Business Meeting
- J. Generate material for publication in the Association Newsletter on a routine basis
- K. Shall serve as a member of the Annual Meeting Committee
- L. The Chairperson last retired shall act in an advisory capacity to the current chairperson. If possible the present and future chairpersons should meet at the fall meeting and discuss the duties of the committee. All records, correspondence and a list of possible exhibitors should be given to the new chairperson at this time

IV. Duties of Committee

- A. Shall serve as members of the Annual Meeting Committee
- B. Shall participate in each of the committee functions as requested by the Chairperson

Guidelines for Conduct
Finance Committee

The Finance Committee shall perform internal financial audits and shall serve as general counsel for all financial affairs of the Association.

I. Composition

The Finance Committee shall consist of no less than a Chairperson and the Administrative Director of the Association. Additional members shall be assigned as needed. It shall be the duty of the President to appoint the Chairperson with the approval of the Board of Directors.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position

III. Duties of Chairperson

- A. Contact all committee members
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee.
 - 3. Delegate tasks wherever appropriate
- B. Be responsible for providing an expense record for each committee based on past history of necessary expenditures
- C. Present review of expense records to the Executive Committee at winter meeting
- D. Recommend to Administrative Director ways to maximize interest income from SWACM accounts
- E. Serve as internal auditor for the books of the Association
- F. Select a certified auditor for the books of the Association as deemed necessary by the Board of Directors
- G. Prepare a report of committee activities prior to all meetings
- H. The Chairperson last retired shall act in an advisory capacity to the current chairperson

IV. Duties of Committee

- A. Prepare an expense record for each committee based on past history of necessary expenditures
 - 1. Act on requests for additional funds from committee chairperson
 - 2. Monitor financial reports from all committees and require adequate accounting of all funds
- B. Monitor income and expenses and recommend to the Board of Directors fee changes necessary to maintain a sound financial status
- C. A member of the Finance Committee shall serve on any ad hoc committee considering institution of programs that may require a significant or long-term expenditure by the Association
- D. Work in cooperation with Association's attorney and auditor, utilizing their expertise and making recommendations to the Board of Directors based on sound financial judgment

**Guidelines of Conduct
Historian**

The Historian Committee shall maintain a permanent file of important documents and publications of the Association.

I. Composition of Committee

The Historian Committee shall consist of a chairperson and committee members. It shall be the duty of the President to appoint the Chairperson with the approval of the Board of Directors.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership listing
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position
- G. Historian file will include:
 - 1. Articles of Incorporation
 - 2. Bylaws; originals and revisions
 - 3. Guidelines of Conduct
 - 4. Programs
 - 5. Newsletters
 - 6. Business meeting reports(includes meeting minutes, director and committee reports, and financial statements)
 - 7. Audits and Budgets
 - 8. Exhibitor invitations
 - 9. Workshop invitations
 - 10. Election ballots and candidate information
 - 11. Publicity
 - 12. Membership lists
 - 13. Award lists
 - 14. Early correspondence
 - 15. Photographic record

III. Duties of the Chairperson

- A. Maintain all past records in an organized file
- B. Update historical file each year after annual meeting

Guidelines of Conduct
Nominations Committee

The Nominations Committee shall be responsible for developing a slate of candidates for elections and conducting the elections for the Association.

I. Composition of Committee

It shall be the duty of the President to appoint the Immediate Past President as chairperson of the Nominations Committee. The committee shall be composed of the Immediate Past President and the State Directors.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position

III. Duties of the Chairperson

IV. Duties of Committee

- A. Solicit and accept from the membership names of eligible candidates for the available elected offices of the Association. Every attempt should be made to ensure that the list of candidates is representative of the general membership
- B. Prepare a preliminary list of proposed potential of candidates with supporting evidence of their eligibility and submit to Chairperson

V. Guidelines Concerning Nominees for Office

The general philosophy of individuals considered to be candidates for elected office in this Association should be in general conformity with the programs and policies of this Association. The Nominations Committee must determine this fact when interviewing prospective candidates for election to the Association's Board of Directors.

- A. President-Elect
 - 1. Nominees shall be a regular or honorary member in good standing at the time of nomination and shall have been a member in good standing for the twelve months prior to nomination
 - 2. Candidates must have the resources, time, and facilities to conduct the duties of the position
 - 3. Nominees must have served, or be currently serving, as a member of the Board of Directors
 - 4. The term of office is one (1) year
- B. Recording Secretary
 - 1. Nominees shall be a regular or honorary member in good standing at the time of nomination and shall have been a member in good standing for the twelve months prior to nomination
 - 2. Candidates must have the resources, time, and facilities to conduct the duties of the position
 - 3. Nominees must have served, or be currently serving, as a member of the Board of Directors
 - 4. The Recording Secretary is the official recorder for the Association
 - 5. The term of office is three (3) years

Guidelines of Conduct
Nominations Committee continued

C. Directors

1. Nominees shall be a regular or honorary member in good standing at the time of nomination and shall have been a member in good standing for the twelve months prior to nominations
2. Candidates must have the resources, time, and facilities to conduct the duties of the position
3. State Directors must be residents of the state in which they are a candidate and are elected by members of that state
4. Area Directors should (but are not required) to be a resident of the area in which they are a candidate and are elected by the members of the area
5. The term of office for State Directors is three (3) years
6. The term of office for Area Directors is two (2) years

D. Administrative Director

1. Nominees shall be a regular or honorary member in good standing at the time of nomination and shall have been a member in good standing for the twelve months prior to nomination
2. Candidates must have the resources, time, and facilities to conduct the duties of the position
3. Nominees must have served, or be currently serving, as a member of the Board of Directors
4. The Candidate for Administrative Director must be bondable
5. The term of office is five (5) years
6. The person serving as Administrative Director of the Association may be re-elected when deemed necessary

Southwestern Association of Clinical Microbiology, Inc.
Rules and Regulations

Guidelines of Conduct
Performance and Standards Committee

The Performance and Standards Committee shall be responsible for providing information and education to the Association membership concerning federal and state laws and agency regulations pertaining to the practices of clinical microbiology.

I. Composition of Committee

The Performance and Standards Committee consists of a chairperson appointed by the President and approved by the Board of Directors. The Chairperson with the approval of the President shall select the committee members.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position

III. Duties of Chairperson

- A. Contact all committee members.
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee.
 - 3. Delegate tasks wherever appropriate
- B. Receive expense record from Finance Committee after approval by Executive Committee
 - 1. Seeks approval from the Administrative Director for expenses over this record
 - 2. Maintain financial records and include a summary of income and /or expenses in all written reports
 - 3. Obtain quotes from several sources before making large expenditures
- C. Maintain a liaison with appropriate agencies instrumental in laboratory regulations as pertains to performance standards and quality control. These will include the Centers for Disease Control, the American Society for Microbiology, the American Society of Clinical Pathologists, the Clinical and Laboratory Standards Institute (CLSI) and the State Boards of Health.
- D. Coordinate committee activities
- E. Prepare a report of committee activities prior to all meetings of the Board of Directors, Executive Committee and Annual Business Meeting
- F. Generate material for publication in the Association Newsletter on a routine basis.
- G. The Chairperson last retired shall serve in an advisory capacity to the current chairperson

IV. Duties of the Committee

- A. Search for information concerning compliance with regulations or changes in federal and state laws and agency standards that affect the practice of clinical microbiology
- B. Develop and disseminate information on performance and standards in quality control
- C. Be available for telephone consultation or on-site talks to answer questions on quality control and other standards

Guidelines of Conduct
Publications Committee

The Publications Committee shall be responsible for the soliciting, screening, editing, printing, and mailing, all scientific publications including printed and electronic of the Association.

I. Composition of Committee

The Publications Committee shall consist of a Chairperson (Editor in Chief) appointed by the President with the approval of the Board of Directors for a term of three (3) years. The members of the committee shall include the Administrative Director, President, Web Master and at least one other person selected by the Chairperson (Editor-in-Chief).

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations.
- B. Current Board of Directors listing.
- C. Current SWACM membership forms.
- D. Current SWACM letterhead.
- E. Two most recent SWACM Meeting Minutes.
- F. Notebook detailing activities and correspondence of the position.

III. Duties of Chairperson and Editor-in-Chief

- A. Contact all committee members
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee
 - 3. Delegate tasks wherever appropriate
- B. Receive expense record from Finance Committee after approval by Executive Committee
 - 1. Seek approval from the Administrative Director for expenses over this record
 - 2. Maintain financial records and include a summary of income and/or expenses in all written reports
 - 3. Obtain quotes for from several sources before making large expenditures
 - 4. Coordinate activities for planning, content, layout, photography, approval, final copy, printing, and mailing of all published materials, printed or electronic
- C. Coordinate solicitation of advertising for the Newsletter and other publications
- D. Prepare a report of committee activities prior to all meetings of the Board of Directors, Executive Committee, and Annual Business Meeting
- E. The chairperson last retired shall serve in an advisory capacity to the current Publications Chairperson

IV. Duties of the Committee

- A. Solicit and receive appropriate material from the Board of Directors and membership for the purpose of publishing the SWACM Newsletter
 - 1. Articles from the President
 - 2. Articles from the Recording Secretary
 - 3. Reports from the Administrative Director and the Finance Committee
 - 4. Annual Meeting Report
 - 5. Technical Articles
 - 6. Membership Reports
 - 7. State Directors, Area Directors, and Regional Workshop reports

**Guidelines of Conduct
Publications Committee continued**

- B. Be responsible for the initial screening and revision of the Newsletter, meeting program, and any other SWACM publications. Submit material to the Editor-in-Chief for final approval

Southwestern Association of Clinical Microbiology, Inc.
Rules and Regulations

Guidelines of Conduct
Regional Workshop Committee

The Regional Workshop Committee shall serve as an information resource and general counsel to Area Directors conducting regional educational programs.

I. Composition of Committee

The Regional Workshop Committee shall consist of a chairperson appointed by the President and approved by the Board of Directors. The members of the committee shall include the Area Directors.

II. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position

III. Duties of Chairperson

- A. Contact all committee members
 - 1. Ensure members have a copy of current Association Bylaws and Committee Rules and Regulations
 - 2. Explain objectives for current year and provide information about past functioning of committee
 - 3. Delegate tasks wherever appropriate
- B. Receive expense record from Finance Committee after approval by Executive Committee
 - 1. Seek approval of Administrative Director for expenses over this record
 - 2. Maintain financial records and include a summary of income and/or expenses in all written reports
 - 3. Obtain quotes from several sources before making large expenditures
- C. Maintain and provide information to Area Directors or Annual Meeting Committee concerning past workshops, speakers, commercial support, attendance, etc.
- D. Coordinate activities required for continuing education credit for educational programs
- E. Prepare a report of committee activities prior to all meetings of the Board of Directors, Executive Committee and Annual Business Meeting
- F. Generate material for publication in the Association Newsletter on a routine basis
- G. Prepare and submit a summary of evaluation's and participants comments to the Board of Director.
- H. The Chairperson last retired shall serve in an advisory capacity to the current chairperson

IV. Duties of the Committee

- A. Assess membership needs and select topics and faculty and set the workshop schedule
- B. Each member Area Director shall coordinate at least one workshop during his or her term of office
- C. Obtain financial support for the workshop by registration fees and sponsorship

V. Workshop Guidelines

- A. Assess continuing education needs within area. Select one or more speakers to fill this need and a program.
 - 1. Emphasis should be placed on clinical laboratory microbiology
 - 2. Workshop may be lecture only (dry), bench experience only (wet), or a combination

Guidelines of Conduct
Regional Workshop Committee continued

3. Appropriate time should be allowed for complete presentation of theoretical material, discussion, and appropriate laboratory experience
4. The participants should be provided with written protocols if possible
- B. Determine time and location for program. Workshops that use pathogenic material must be held in an appropriate location that provides safe conditions for working and disposing of biohazard material
- C. Coordinate obtaining commercial support for the program. Commercial support checks should be sent directly to the Administrative Director
- D. Contact Continuing Education Chairperson regarding information required for continuing education credit
- E. Establish registration fees which generally should not exceed \$50.00 per day for members and usually include lunch. Non-members are assessed an additional fee typically enough to cover a one year membership. Programs that do not include lunch usually have a lower fee
- F. Contact the Administrative Director for monetary advance for preliminary activities such as printing and mailing or credit arrangements for location
- G. Correspond with the proposed speaker(s) to obtain commitment, determine needs, and inform of information needed to obtain continuing education credit
- H. Coordinate printing and mailing of program and registration brochure. Mailing labels can be obtained from the Administrative Director and other sources such as state and local organizations
- I. Coordinate program registration and meeting operations
- J. Select program moderator to check audio-visual equipment, introduce faculty, make announcements, distribute and collect evaluation forms, provide information to participants about obtaining continuing education credit, and provide for any other needs
- K. Submit bills, registration fees, and sponsorship to the Administrative Director for processing
- L. Prepare final report of the program and submit to the Chairperson

Guidelines of Conduct
Web Master

The Web Master shall manage the SWACM Web site by determining content and updating the site with the most recent information available. Information will be directed to the Web-site Developer for posting. The term of office shall be three (3) years.

I. Materials provided and to be maintained

- A. Current SWACM Bylaws and Rules and Regulations
- B. Current Board of Directors listing
- C. Current SWACM membership forms
- D. Current SWACM letterhead
- E. Two most recent SWACM Meeting Minutes
- F. Notebook detailing activities and correspondence of the position by predecessor
- G. Current Web-site Developer contact information

II. Duties of Web Master

- A. Serve as Administrative contact for the website
- B. Serve as Information contact for the website
- C. Provide information to the Web-site Developer for posting and maintaining the information as current as possible
- D. Review website content for accuracy and completeness
- E. Maintain current list of information that shall include the following:
 - 1. Board of Directors list
 - 2. Annual meeting information (past and upcoming)
 - 3. Most current newsletter
 - 4. SWACM Membership form
 - 5. Upcoming Workshop list
 - 6. Classified Ads

Southwestern Association of Clinical Microbiology, Inc.
Rules and Regulations

Guidelines of Conduct
Reimbursement

The following shall serve as guidelines for financial reimbursement from the Association. The appropriate receipts must accompany any request for reimbursement.

I. Speakers

- A. Lodging shall in general be reimbursed for no more than two nights at the meeting hotel
- B. Meals shall be reimbursed up to \$50.00 per day
- C. Travel shall be reimbursed at round trip advance purchase tourist rate from the originating city or at the current IRS mileage reimbursement not to exceed current tourist airfare from originating city
- D. The Board of Directors must approve Honoraria paid by the Association over \$500

II. Board of Directors

- A. May receive the usual and customary honoraria and expenses for their participation as presenters at Association sponsored meetings and workshops provided that a majority of the disinterested directors concur by vote
- B. The President shall be reimbursed for up to four (4) days lodging at the Annual Meeting
- C. The Administrative Director shall be reimbursed for up to four (4) days lodging at the Annual Meeting,
- D. The Exhibits Chairperson shall be reimbursed for up to two (2) lodging at the Regular Meeting of the Executive Committee during the winter at the proposed site of the next annual meeting and for three (3) days lodging at the Annual Meeting
- E. The Publications Chairperson shall be reimbursed for up to three (3) days lodging at the Annual Meeting
- F. The Annual Meeting Chairperson shall be reimbursed for up to 4 days lodging at the Annual Meeting
- G. Executive Committee Members shall be reimbursed for up to two (2) days lodging for Executive Committee Meetings
- H. Executive Committee Members shall be reimbursed at round trip tourist rate from the originating city or at the current IRS mileage reimbursement not to exceed current tourist airfare from originating city for Executive Committee Meetings
- I. Executive Committee Members shall be reimbursed for meals up to \$50.00 per day for Executive Committee Meetings
- J. Members shall be reimbursed for expenses for ad hoc meetings per Board of Directors approval

III. Miscellaneous

- A. Waived registration shall be considered for SWACM members who serve on the Annual Meeting or Regional Workshop Committee
- B. Members shall be reimbursed for expenses per Board of Directors approval