

CONSTITUTION
AND
BY-LAWS
OF
THE SOUTHEASTERN ASSOCIATION FOR CLINICAL MICROBIOLOGY

ARTICLE I

NAME

THE SOUTHEASTERN ASSOCIATION FOR CLINICAL MICROBIOLOGY

ARTICLE II

PURPOSE

The purpose of the Corporation is to promote scientific knowledge of Clinical Microbiology through communication to improve education; to encourage scientific investigation; and to gain higher recognition in the field of Clinical Microbiology.

ARTICLE III

MEETINGS

Section 1- Place of Meeting

Any or all meetings of the members, and of the Board of Directors, of the Corporation shall be at a place designated in writing in a notice sent ten (10) days prior to the meeting.

Section 2- Annual Business Meeting of Members

An annual business meeting of the members shall be held in each year in conjunction with the Annual Meeting of members for the purpose of announcing the election of members of the Board of Directors and Officers, and to transact any other business which may lawfully come before the meeting.

Section 3- Annual Meeting of Members

There shall be one (1) meeting of the Corporation each year, held for the presentation of exhibits and the exchange of knowledge of the participating members.

The location of the meeting shall be restricted to the Southeastern United States in a location to be decided upon by a vote of the Board of Directors.

Section 4- Notice of Annual Meeting and Annual Business Meeting of Members

It shall be the duty of the ~~Secretary~~ President to give no less than ten (10) days notice of such meeting in the manner he deems most appropriate, such notice to state that the meeting is the Annual Meeting and annual business meeting of members and the time and place thereof.

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Provided, however, failure to give such notice shall not affect the validity of such Annual Meeting or of any of the proceedings at such meeting.

Section 5- Delayed Annual Meeting

If, for any reason, the Annual Meeting of the members shall not be held on the day originally designated, such meeting may be called and held as a special meeting, with the same proceedings and the same notice requirements required for the Annual Meeting.

Section 6- Order of Business at Annual Meeting of Members

The order of business at the Annual Meeting of the members shall be as follows:

- A. Call to Order
- B. Reading Notices and Proof of Mailing
- C. Reading of Minutes
- D. Report of Officers and Officials of SEACM
 1. President Report
 2. Secretary Report (Election results)
 3. Treasurer's Report
 4. Report of Standing Committees:
 - (a) Finance
 - (b) Membership
 - (c) Publications
 - (d) Nominations
 - (e) Annual Meeting Site Selection
 - (f) Exhibits
 - (g) Program
 5. Business from the floor.
- E. Adjournment: Provided that, in the absence of any objection, the presiding officer may vary the order of business at his discretion.

Section 7- Special Meeting of Members

A special meeting of the members may be called at any time by the President, or by a majority of the Board of Directors. The method by which such meeting may be called is as follows:

Upon receipt of a specification in writing setting forth the date and objects of such a proposed special meeting, signed by the President or by a majority of the Board of Directors, the Secretary or an Assistant-Secretary shall prepare, sign, and mail the notices requisite to such meeting. Such notice may be signed by the stamped, typewritten or printed signature of the Secretary.

Section 8- Notice of Special Meeting of Members

At least seven (7) days prior to the date fixed for the holding of any special meeting of members, written notice of the time, place, and purposes of such meeting shall be mailed, as hereinafter provided, to each member entitled to vote at such meeting. No business not mentioned in the notice shall be transacted at such meeting.

Section 9- Regular Meetings of the Board of Directors

Regular meetings of the Board of Directors shall be held not less frequently than two (2) times each year, and at such time and place as the Board of Directors or President shall from time to time determine.

Section 10- Special Meetings of Board of Directors

Special meetings of the Board of Directors may be called by the President at any time by means of such written notice by mail of the time, place, and purpose thereof to each director as the President in his discretion shall deem sufficient, but action taken at any such meeting shall not be invalidated for want of notice if such notice shall be waived as hereinafter provided.

Section 11- Notices and Mailing

All notices required to be given by any provision of these By-Laws shall state the authority pursuant to which they are issued (as "by order of the President" or "by order of the Board of Directors" [as the case may be]) and shall bear the written, stamped, typewritten or printed signature of the Secretary.

Section 12- Waiver of Notice

Notice of the time, place, and purpose of any meeting of the members or of the Board of Directors, may be waived by telegram, or other writing, either before or after such meeting has been held.

Section 13- Quorum of Members

Presence in person or by proxy of members representing a simple majority of the voting rights of the Corporation shall constitute a quorum at any meeting of the members.

Section 14- Quorum of Directors

A majority of the Board of Directors shall constitute a quorum.

ARTICLE IV

MEMBERSHIPS, VOTING, AND PROXIES

Section 1- Regular Member

A member is any person interested in supporting the goals of the Corporation as stated in Article II of the By-Laws and whose dues are not in arrears. Dues shall be set by the Board of Directors from time to time as seen fit.

Section 2- Sustaining Member

Any organization interested in supporting the goals of the Corporation as stated in Article II of the By-Laws and is approved by the Board of Directors and pays a fee set by the Board shall be a sustaining member.

Section 3- Who Entitled to Vote

Except as may be otherwise provided, each regular member shall be entitled to one vote upon each subject properly submitted to a vote.

Section 4- Proxies

No proxy shall be deemed operative unless and until signed by the member and filed with the Corporation. In the absence of limitation to the contrary contained in the proxy, the same shall remain in force one year from its date, and no longer.

ARTICLE V

OFFICERS

The officers of the Corporation shall be a President, a President-elect, a Secretary, and a Treasurer. Each officer shall be elected for a term of one (1) year. The duties of these officers shall be such as usually pertain to the office held. New officers shall assume their duties on the first Monday of the next fiscal year.

The Corporation's Parliamentarian shall be the President-elect. He shall attend all meetings of the members and of the Board of Directors. He shall serve to answer all questions concerning the Constitution and By-Laws when called upon by the President, other officers and Directors.

Section 1- President

The President shall be selected by, and from the membership of, the Corporation. He shall be the chief executive officer of the Corporation. He shall preside over all meetings of the Board and of the members. He shall have general and active management of the business of the Corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect. He shall be an ex-officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of President of a Corporation.

Section 2- President-elect

One President-elect shall be chosen from the membership. The President-elect is a member of the Board of Directors, and shall perform the duties and exercise the powers of the President during the absence or disability of the President. The President-elect shall become familiar with Parliamentary procedure so that he may serve as the Parliamentarian of the Corporation.

Section 3- Secretary

The Secretary shall attend all meetings of the members and of the Board of Directors, and shall preserve in books of the Corporation true minutes of the proceedings of all such meetings. The Secretary shall safely keep in his custody the seal of the Corporation and shall have authority to affix the same to all instruments where its use is required. The Secretary shall give all notices required by statute, By-law, or resolution. He shall perform such other duties as may be delegated by the Board of Directors.

Section 4- Treasurer

The Treasurer shall have custody of all corporate funds and securities and shall keep in books belonging to the Corporation full and accurate accounts of all receipts and disbursements; shall deposit all monies, securities and other valuable effects in the name of the Corporation in such depositories as may be designated for that purpose by the Board of Directors. The Treasurer shall disburse funds of the Corporation as may be ordered by the Board of Directors taking proper vouchers for such disbursements, and shall render to the President and the Board of Directors at the regular meetings of the Board of Directors, and whenever requested by them, an account of all his transactions as Treasurer and of the financial condition of the Corporation. The Treasurer shall be bonded in a firm amount and with a surety or sureties satisfactory to the Board of Directors, conditioned for faithful performance of the duties of his office, and for restoration to the Corporation in case of his death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and property of whatever kind in his possession or under his control belonging to the Corporation.

ARTICLE VI

COMMITTEES

The Board of Directors shall appoint such committees as may be necessary to aid in the management of the Corporation. Additional committees may be appointed or reappointed at any time by the President, subject to approval by the Board of Directors. All committee appointments shall be made for a term coincident with that of the President, unless otherwise provided through agreement with the Board of Directors.

STANDING COMMITTEES

Section 1- Membership

The Membership Committee shall consist of a Chairman and three or more members of the Corporation appointed by the President and approved by the Board of Directors. The Chairman of this committee shall report in writing to the membership of the Corporation at the Annual Business Meeting of members unless otherwise ordered by the Board of Directors.

The duties of this committee are as follows:

- (a) Promote and solicit new members into the Corporation.
- (b) Receive and process all applications for new membership and renewals of existing memberships of the Corporation.
- (c) Prepare a ~~(annual)~~ current roster of the membership and distribute it to the ~~(membership)~~ president and senior area directors, as appropriate.
- (d) Prepare and distribute all publicity material relating to securing new members for the Corporation.
- (e) Keep the Corporation's officers informed of its activities.
- (f) Prepare statement of anticipated financial expense.
- (g) Prepare reports on membership numbers and present at board meetings.
- (h) Prepare annual report on membership for newsletter.
- (i) Prepare annual roster of membership for distribution to sustaining members.

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Section 2- Program

The Program Committee shall be composed of a Chairman, three Vice-Chairmen (~~Vice-Chairmen designated to serve in area where meetings are being held~~), ~~(It)~~ and shall consist of not less than five members. The Program Committee shall be appointed by the President and approved by the Board of Directors. Subject to instructions from the Board of Directors, the Program Committee shall maintain general supervision of the entire Corporation's meetings; shall arrange the programs, divisional, sectional sessions, and shall administer the By-Laws and rules promulgated by the Board of Directors in respect to exhibits, demonstrations, and gatherings to be included in the programs of the Corporation. The duties of this committee are as follows:

- (a) Supervise all Corporation meetings subject to instruction from the Board of Directors.
- (b) Utilize guidelines approved by the Board of Directors for conducting Corporation programs.
- (c) Prepare programs, one year in advance, and submit to the Board of Directors for approval.
- (d) Prepare Financial Budget for anticipated programs expense and submit to Finance Committee on ~~(July)~~ December first of each year.
- (e) Hold regular committee meetings. Special meetings may be called by the Chairman as deemed necessary. The final committee meeting of the year shall be in preparation for the Annual Business Meeting of members.
- (f) Solicit and receive recommendations from Sub-Committee Chairmen for Program speakers, exhibits, workshops, and other innovative ideas.

Section 3- Publications

Following each meeting, a "Newsletter" of proceedings shall be issued by the Publications Committee, and made available to all members. In addition, the Publications Committee shall perform those duties described below unless otherwise ordered by the Board of Directors. There shall be a Publications Committee of the Corporation composed of the Editor-in-Chief and an editorial staff of not less than three members. The Publications Committee shall coordinate the editorial policies of all publications of the Corporation, and shall advise the Board of Directors on matters relating to publication policy.

Other duties of this committee are as follows:

- (a) Receive from any committee of the Corporation and publish reports or series of reports, provided that such reports have been approved by the Publications Committee and authorized by the Board of Directors.
- (b) Prepare statements of anticipated financial expense and submit to the Finance Committee.
- (c) Keep the Corporation's officers informed of its activities.
- (d) Hold Committee meeting following each scheduled Program and at such other times as deemed necessary by the Editor.
- (e) The Editor of this committee shall report in writing to the membership of the Corporation at the Annual Business Meeting of the Members unless otherwise directed by the Board of Directors.

Section 4- Finance

This committee shall manage the financial affairs of the Corporation. The membership shall consist of a Chairman, who shall never be the current Treasurer of the Corporation, and three or more members, one of which must be the Treasurer of the Corporation. The Chairman of this committee shall be responsible for presenting a preliminary budget to the Board of Directors each year and a final budget for approval at the Annual Meeting of members. The Chairman will also be responsible for submitting to the membership a report in writing at the Annual Business Meeting of members unless otherwise directed by the Board of Directors.

Other duties of this committee are as follows:

- (a) Solicit funds for the Corporation's programs.
- (b) Prepare an annual budget.
- (c) Keep abreast of the Corporation's financial status and report frequently to its officers.
- (d) Receive proposed budgets from the Corporation's committees and recommend approval, revision, or rejection of such proposals to the Board of Directors.
- (e) Hold committee meetings as required.
- (f) Determine salaries or honoraria to be paid on approval of the Board of Directors.
- (g) Determine the amount of money which may be used by the Secretary and Treasurer for the routine expense of the Corporation.
- (h) It shall order an annual audit of the accounts of the Treasurer, and it shall require adequate accounting of any funds received from the treasury by officials and committees.

Section 5- Policy

This committee shall consist of the President, the President last retired, the Secretary, the Treasurer, standing Committee Chairmen, and such other members appointed by the Board of Directors. The Policy Committee so constituted shall have full authority to act ad interim, to make recommendations to the membership and to the Board of Directors, and shall serve in an advisory capacity to the President on matters coming before

the Board of Directors, and shall exercise, in addition, the functions of an Executive of the Corporation.

Section 6- Nominations

There shall be a Nominations Committee which shall be composed of a Chairman and the Area Directors.

Nominations from regular members shall be submitted to the Area Directors one hundred twenty (120) days prior to the Annual Meeting of members.

The Nominating Committee shall make one nomination for President, one or more for President-elect, Secretary, Treasurer, and one or more for the members of the Board of Directors. The Nominating Committee shall present the slate of candidates to the voting members of the Corporation by mail ninety (90) days prior to the Annual Meeting of members.

~~Election of officers and members of the Board of Directors shall be held annually by mail ninety (90) days prior to the Annual Meeting of members.~~ A member in good standing shall be eligible to vote for or against the nominees. The candidates receiving the highest number of votes shall be declared elected.

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Section 7- Annual Meeting Site Selection

There shall be an Annual Meeting Site Selection Committee which shall be composed of a Chairman and two other members selected by the President and approved by the Board of Directors. This committee shall provide the Board of Directors with pertinent information as to available meeting facilities eighteen (18) months prior to the Annual Meeting of members.

ARTICLE VII

BOARD OF DIRECTORS

There shall be a Board of Directors composed of the President, the President-elect, the Secretary, the Treasurer, the President last retired, and a minimum of six (6) other elected members. The duties of the Board of Directors shall be to act as legal representatives for the Corporation and, as such, shall have, hold, and administer all the property, funds, and affairs of the Corporation in trust for its uses.

Section 1- Term of Directors

Each Director shall hold office for the term for which he is elected and until his successor is elected and qualified.

Section 2- Classification of Directors

At-Large Director

At the first Annual Meeting of the members, the members of the Board of Directors shall be divided into three classes of two (2) members each. The members of the first class shall hold office for a term of one (1) year; the members of the second class shall hold office for a term of two (2) years; and members of the third class shall hold office for a term of three (3) years. At all annual elections thereafter, two (2) Directors shall be elected by the members for a term of three years to succeed the Directors whose term then expired; provided that nothing herein shall be construed to prevent the election of a Director to succeed himself.

Area Directors

Area Directors are regular members elected by the membership of the Corporation designated to represent a specified area in the territory served by the Corporation.

At the first Annual Meeting of members, the members of the Board of Area Directors shall be divided into two (2) classes. The members of the first class shall hold office for a term of one (1) year, and the members of the second class shall hold office for a term of two (2) years. At all annual elections, thereafter, Area Directors shall be elected by the members for a term of two years to succeed the Area Directors whose term then expired, provided that nothing herein shall be construed to prevent the election of a Director to succeed himself.

During the term of office of an Area Director, he shall be entitled to the same privileges and voting powers as other Directors of the Corporation. The number of Area Directors to be elected shall be determined by the Board of Directors of the Corporation.

Section 3- Vacancies of Officers and Directors

Vacancies occurring in any office of the Corporation or in the Board of Directors shall temporarily be filled by nomination by the remaining officers of a regular member in good standing until the next meeting. Such vacancies shall then be filled by an election.

Section 4- Action by Unanimous Written Consent

If and when the Board of Directors shall separately or collectively consent in writing to any action taken by the Corporation, such action shall be deemed valid to the same extent as if it had been authorized at a meeting of the Board of Directors.

Section 5- Power to Make or Amend By-Laws

Proposed amendments or new By-Laws shall be submitted to the Board of Directors, published in the Newsletter, and shall be voted on by the membership.

Section 6- Dissolution of the Corporation

In the event of the dissolution of the Corporation, the Board of Directors will disperse the assets of the Corporation to a non-profit organization it deems fit.

Section 7- Resignation or Removal of Directors

A Director may resign at any time by filing his written resignation with the Secretary and having it accepted by the Board of Directors.

Any Director may be removed for cause at any time at any regular meeting or at a special meeting of the ~~(members)~~ Board of the Corporation called for such purpose by the affirmative vote of 2/3 majority of the ~~(members)~~ Board.

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Section 8- Officers and Directors

It shall be the duty of each Officer and Director to have a thorough knowledge of the By-Laws of the Corporation.

Section 9- Power of Board of Directors to Borrow Money

The Board of Directors shall have full power and authority to borrow money whenever in the discretion of the Board of Directors the exercise of said power is required in the general interests of the Corporation, and in such case the Board of Directors may authorize the proper officers of the Corporation to make, execute, and

deliver in the name and behalf of the Corporation such notes, bonds, and other evidence of indebtedness as the Board of Directors shall deem proper, and the Board of Directors shall have full power to mortgage the property of the Corporation or any part thereof, as security for such indebtedness, and no action on the part of such membership of the Corporation shall be requisite to the validity of any such note, bond, evidence of indebtedness or mortgage.

ARTICLE VIII

EXECUTION OF INSTRUMENTS

Section 1- Checks, etc.

All checks, drafts, and orders for payments of money shall be signed in the name of the Corporation and shall be countersigned by such officers or agents as the Board of Directors shall from time to time designate for that purpose.

Section 2- Contracts, Conveyances, etc.

When the execution of any contract, conveyance, or other instrument has been authorized without specification of the executing officers, the President, or President-elect, and the Secretary may execute the same in the name and behalf of the Corporation and may affix the corporate seal thereto. The Board of Directors shall have power to designate the officers and agents who shall have authority to execute any instrument in behalf of the Corporation.

ARTICLE IX

SEAL

Section 1

The Corporation shall have a corporate seal which shall be as follows:

A circular disc, on the outer margin of which shall appear the corporate name, with the word "SEAL" through the center, so mounted that it may be used to impress these words in raised letters upon paper, and same shall be in charge of the Secretary.

BOARD MOTIONS

2/79 There will be no meetings on Sundays.

7/80 Suspend Robert's Rules of Order for all Board Meetings.

Organization will pay Annual Meeting registration fees for all speakers, board members, and any other members designated by the President.

Reimburse each board member \$15/day for room and \$0.15/mile for mileage over 50 miles for each board meeting.

Any complimentary rooms as a result of hotel registration at the Annual Meeting will be used for speakers.

A member will be kept on the mailing list in an inactive status for one year and then deleted from the list.

Provide a job board of jobs available and jobs wanted at the Annual Meeting.

Establish a Corporate Liaison Committee to advise the officers and the Board of Directors on matters concerning exhibitors.

There will be no institutional passes for the Annual Meeting.

11/80 Hold one session at a time for future meetings.

1/81 President of SEACM to attend the SCACM Annual Meeting in the spring.

6/81 Nominations Committee and Area Directors to consider the nominations received and prepare a slate from which new officers will be elected.

Give the outgoing president a memento; up to \$50.00 to be used.

11/81 Fee for sustaining membership remains set at 10 times individual membership fee.

**Within Article V: New officers shall assume their duties on the first Monday of the next fiscal year.
Adopted: October, 1982.**

A \$100.00 late fee will be required of commercial companies when applying for exhibit booth space past a previously stated deadline.

Consider any state a Charter State when it maintains a membership of 100 persons or more in SEACM for 2 consecutive years. That state would then be entitled to elect Area Directors.

11/82 Increase the area funds to \$500.00 for each area. (This was increased to \$1,000 by the Finance Committee in 5/86).

Allow \$30.00 per committee member per meeting who must travel over 50 miles to attend the meeting.

1/83 Suspend registration fees for board members to the Annual Meeting. Also include Chairpersons as designated by the president.

Meeting site will be moved among member states on a rotating basis, to accommodate the membership.

7/83 Reimbursement for spring meetings as follows: a maximum of \$45/night for lodging and \$0.20/mile

traveled.

11/83 A list of all registrants will be made available to each exhibitor.

One Newsletter will be published in January with the Spring Newsletter being discontinued.

Make our membership list available to other professional organizations. The price will be \$50.00 with written consent that it will not be passed on to other groups.

1/84 Pay \$50.00/month salary to the Secretary.

General liability coverage at the rate of \$152.00/year and bond for \$143.00/year be purchased.

7/84 Due to the interest shown by members in the states of Virginia and Florida, these states be granted one Area Director for each state.

The representation of a state on the Board will be at the discretion of the Board.

The Secretary will be the Chairperson of the Membership Committee and shall appoint members in his or her area to serve as members of this committee.

11/84 Area Directors budget deadline will be October 1. All other budget items must be submitted January 1.

1/85 Honoraria for speakers will be a minimum of \$200 and a maximum of \$300; final decision for each speaker will rest with the Finance Committee.

7/85 Payment for travel to committee meetings and board meetings be raised to \$35.00. For spring meetings and speaker reimbursement for all meetings, the per night lodging will be increased to \$50.00 and the meal reimbursement per day be increased to \$30.00. Mileage calculated at \$0.20/mile.

The Treasurer and the President will both be bonded.

One representative from each of the other regional organizations will be given free registration at our Annual Meeting.

No award for significant contributions ever is made by the society in the effort to prevent internal competition among members of the society.

Coordination of the spring meetings will be the duty of the President-elect.

The Past-President will be the chairman of the Meeting Site Selection Committee. The committee will be composed of at least one local person and another person who has had experience in negotiation of hotel contracts.

11/85 Two 2-drawer filing cabinets be purchased for the purposes of "archiving" materials that need to be kept, but do not necessarily need to be kept in notebooks.

7/86 Raise the annual dues beginning 1987 to \$10.00/year.

7/87 Amendment to the Constitution be published in the Newsletter spring 1988 to be voted on in the election of summer 1988:

Within Article III, Section 3: The location of the meeting shall be restricted to the Southeastern United States in a location to be decided upon by a vote of the Board of Directors.

Adopted: October, 1988.

- 11/87 The Board is opposed to grouping exhibitors. The only "bundling" to be allowed is if the second company is owned by the primary exhibitor and/or the second company does not distribute its own products.
- CEUs be tried for two years for reevaluation purposes.
- 1/88 Finance Committee has the power to approve Area Director's budgets without having to obtain the approval from the Board.
- Greensboro AHEC will be the central repository of continuing education documentation.
- 1/89 SEACM exhibitors list with names, addresses, and contacts is not for sale and is not to be otherwise distributed.
- 7/89 A bulk mailing permit will be set up in Atlanta; we will continue to maintain the NC permit.
- SEACM will purchase the Compaq 386S computer system and appropriate software.
- The SEACM membership list will be sold at the sustaining membership fee that is being charged at the time the list is sold.
- 11/89 The mailing of current membership will be sold only to sustaining members or to other groups whose primary interest is education.
- 2/90 60% of an exhibitor's fee will be refunded if notice of cancellation is received at least 30 days prior to Annual Meeting. No refund is made after this date.
- An exhibitor who pays but is unable to exhibit may submit a written appeal for a refund to the Exhibits Chairperson for consideration by the Exhibits Chairperson and the Finance Chairperson prior to the end of the fiscal year.
- 7/90 Allowable expenses for NACMID and SCACM were increased to \$800 for each meeting.
- Increased travel reimbursement from \$0.21/mile to \$0.24/mile; kept meal reimbursement at \$5 for breakfast, \$10 for lunch and \$20 for dinner. Workshop or Annual Meeting speakers to be reimbursed at the current rack rate per night plus tax. (Changed to program rate- see 6/92).
- Note: the travel and meal reimbursement policy also applies to Area Directors for spring meetings. Workshop speakers who are speaking at the Annual Meeting are reimbursed only for the time necessary for the workshop. SEACM gives them complimentary registration for the Annual Meeting if they wish to attend.
- Salaries of the Secretary and Treasurer were reduced from \$660 to \$599 effective January 1, 1990.
- Annual Meeting announcement will be in a flyer format; the official program will be in a spiral bound format with blank pages between topics.
- SEACM will hold memberships in SCACM and NACMID with the mailing address to be the Secretary's address; cost to come out of the President's budget.
- 11/90 Put the Call for Nominations in the Newsletter with the return deadline to be May 31. Note: This may need to be reevaluated after one trial. (This Call for Nominations received little response and has been discontinued.)

Change Article VII, Section 7, paragraph 2 of SEACM's constitution regarding resignation and removal of Directors from an affirmative vote of 2/3 majority of the members to 2/3 majority of the Board. Note: This must first be published in the Newsletter and the amendment would then be placed on the next ballot. (Motion passed summer 1991.)

1/91 Speaker fees:

Annual Meeting:

- a. Talk on a single subject scheduled for 45-90 minutes: \$200.00
- b. Talk on a single subject scheduled for over 90 minutes: \$250.00
- c. Same speaker, 2 talks on different topics: \$200.00/topic

Annual Meeting Workshops:

- a. Minimum \$200.00
- b. Maximum should be set with workshop since workshops ideally should be self-supporting and because certain workshop presenters have set fees.

Area Meeting grant increased to \$1500.00

Computer insurance changed from \$250.00 policy to \$69.00 policy. Insurance coverage dropped on older Apple computer.

Travel allowance for Board/Committee members increased on a sliding scale as follows:

1. Persons traveling 50-199 miles: \$45
2. Persons traveling 200-399 miles: \$45 + room up to \$70
3. Persons traveling 400-499 miles: \$55 + room up to \$70
- *4. Persons traveling 500-599 miles: \$60 + room up to \$70
- *5. Persons traveling 600-699 miles: \$65 + room up to \$70

* Persons facing drives of 500 or more miles have the option to requesting the total fees in cash to offset the cost of airline fare payable with a copy of airline ticket.

Note: In cases of car pools, the monies are only paid to the driver. Mileage is for one way and is calculated from the driver's residence. These fees DO NOT apply to the board meeting held in conjunction with Annual Meeting.

Manpower Task Force will continue under the leadership of someone whom the president will appoint.

11/91 Area Director budget deadline will be January 1.

1/92 Exhibit fee raised from \$350 to \$400.

There will be two Area Directors elected from Virginia beginning with the next election (Summer 1992).

6/92 Return check policy will be as follows for personal checks: It is the individual's responsibility to ensure that payments for meetings and workshops are sent in a timely manner.

Return check policy for institutional checks: Institutional checks not received on or before the deadline will be returned to the institution. SEACM will no longer accept registrants with payment pending from an institution to attend a meeting or workshop. An individual will be asked for payment and to seek reimbursement from their respective institution.

SEACM will purchase a computer, printer and software not to exceed \$3,000 to replace the Apple computer.

Board travel allowance, as determined from the sliding scale, will be reimbursed to a person according to their own need (air travel vs. gasoline or gasoline plus room).

A speaker will be reimbursed for a room at the SEACM program rate rather than at the rack rate of the hotel.

- 10/92 A person being nominated to the SEACM board shall be given their job description with the understanding that Board meetings are mandatory, and that if they are unable to attend, the president should be notified and given any material that should be presented to the Board. Present Board

SEACM will join the Consortium of Clinical Microbiologists for 1 year after which an Ad Hoc committee will report to the Board on the advantages/disadvantages of membership.

A form to obtain additional information on SEACM members from SC will be mailed with the regular membership form in 1993 as a pilot project and as an aid to obtaining volunteers to help with the SEACM Annual Meeting being held in SC.

The registration/membership fee, but not additional accommodation charges, shall be waived for workshop speakers at an Annual Meeting.

- 1/93 A refund of 90% of the exhibitor fee shall be made if the exhibitor cancellation is at least 4 months prior to the Annual Meeting; 60% refund if less than 4 months but more than 30 days prior to the Annual Meeting. The appeal consideration still applies.

The ballots for the election of new officers shall be validated by another SEACM member who is not running for office on that ballot, and then sent to the current president for the second validation.

All money connected with the Area Workshops should (? must) be given to the treasurer within 30 days after the workshop is held.

- 1/94 The secretary will be responsible for sending Annual Meeting announcements to various publications. The Registration chairperson will be cited as the contact person.

The distribution of material for personal gain by a speaker at SEACM is not allowed. This should be mentioned in a letter to the speaker beforehand. A speaker who wishes to advertise could rent an exhibit booth or place the material on the job board.

- 1/95 Exhibit fees be raised to \$450.00 for a single booth and \$800.00 for a double booth.

- 7/95 Automobile travel for area meetings and annual meeting speakers is increased to 0.30/mile.

The organization will provide for speakers registration, hotel room, and meals for a maximum of 2 nights at the annual meeting excluding workshops.

- 1/96 For a one-year period, speakers will be reimbursed at a rate of \$50.00/day with receipts for meals.

The Secretary's computer be adapted to be a word processing computer only. The registration computer will be upgraded with 2 meg RAM memory, Windows 3.1, and PCFile 8.0 for Windows. As of August 1, 1996, the duties of membership be transferred to the meeting registration person and, in the future, membership and registration to be one job to be done with the IBM laptop computer. Beginning in 1997, the \$599.00 salary be paid to the membership/registration chairperson.

- 7/96 Initial contact with exhibitors will be a letter sent in the exhibit package for November stating the dates and location for next year's meeting. Attached to the letter will be a form stating (exhibit) fees for members and sustaining members. The checklist in the Exhibit Chairperson notebook should be used to determine a schedule for future contact with exhibitors and mailings should be sent to the entire list of exhibitors.
- 11/96 Smith-Corona typewriter and C. Itoh dot matrix printer will be donated to a non-profit organization.
- 1/97 Increase speaker fees as follows:
 One speaker (90 minutes) increase from \$200 to \$250;
 One speaker (91 minutes or more) increase from \$250 to \$300;
 One speaker, two topics remain at \$400;
 Workshop minimum increase from \$200 to \$250 with maximum negotiated at the time expenses brought forth with board approval required;
 Per Diem for meals to remain the same.
- Compaq 386S computer and Epson dot matrix printer will be sold. Computer needs to be reassessed in November of 1997.
- The Newsletter will be sent to current members and members from the previous year. Meeting announcements will be sent to members from the two preceding years.
- 7/97 Speakers will be reimbursed for transportation costs to and from airport. Rental cars are not covered.
- 7/98 Make permanent the motion of January 1996: speakers will be reimbursed up to \$50.00/day with receipts for meals.
- For spring meetings, the only people that do not pay registration are the Area Directors of the state and the speakers.
- For the Annual Meeting, people (hostesses, speakers, sponsors giving scientific contribution) involved in the work of putting on the workshop and contributing as necessary for functioning of the workshop will not be required to pay the registration fee.
- 1/00 Car travel mileage increased from \$0.30 to \$0.32 for speakers and Area Directors for travel related to SEACM Spring Meeting and for speakers at the annual meeting.
- Budgets are to be submitted to the Finance Chairperson by December 1 rather than January 1 as previously required.
- 7/00 Honoraria for speakers at the annual meeting and spring meetings will be increased as follows:
 One talk/no time limit \$300
 One speaker/two topics \$500
 Workshop **minimum** \$300 (Maximum to be negotiated at time the expenses are brought forth; board approval required).
- The Site Selection Committee is to become semi-permanent with two people being trained over the next two years to serve as co-chairs and the past-president and president being the revolving members of the committee.
- All hotel contracts for any SEACM function must be approved by the Finance Committee and signed by the President.

1/01 All contracts related to the annual meeting should go through the Finance Committee. (**This needs to be changed back to the above**).

Discard all SEACM records prior to 1990.

Publications committee will begin the process of buying a domain name and setting up a website for SEACM. Hopefully we can purchase www.seacm.org.

7/01 The purchase of CEUs for SEACM programs will be discontinued due to lack of interest. Certificates of attendance will continue to be given.

11/01 A SEACM Educational Award Program was set up. This will be funded by the exhibitors by increasing their exhibit fees each year by \$50.00. The number of awardees each year will be determined by the number of applicants and the amount of money available.

6/02 Either the President or the Treasurer of SEACM can write checks for the organization.

A fund of \$800 will be made available to the chair of the Corporate Liaison committee to purchase door prizes for the annual meeting in the hopes that this will eliminate asking vendors to donate door prizes.

The Treasurer's address is the one that is to be linked to the SEACM tax ID number when it is requested by vendors.

10/02 The publications committee will continue to run the web site and approve any information and links to other web sites. There will be a page for the board of director's specific information which requires a password

Board members are allowed to win door prizes at the annual meeting with no more than 20% of the prizes being awarded to them.

10/02 Amendments to the Constitution: Approved October 2002, Filed December 2003

Article III Section 4- Notice of Annual Meeting and Annual Business Meeting of Members

It shall be the duty of the ~~Secretary~~ President to give no less than ten (10) days notice of such meeting in the manner he deems most appropriate, such notice to state that the meeting is the Annual Meeting and annual business meeting of members and the time and place thereof.

Strike through and underlined changes adopted October 2002

Article VI STANDING COMMITTEES Section 1- Membership

(Four items changed)

(c) **Prepare a ~~(annual)~~ current roster of the membership and distribute it to the ~~(membership)~~ president and senior area directors, as appropriate.**

(g) **Prepare reports on membership numbers and present at board meetings.**

(h) **Prepare annual report on membership for newsletter.**

(i) **Prepare annual roster of membership for distribution to sustaining members.**

Strike through and underlined changes adopted October 2002

ARTICLE VI Section 2- Program

The Program Committee shall be composed of a Chairman, three Vice-Chairmen (~~Vice-Chairmen designated to serve in area where meetings are being held~~), ~~(It)~~ and shall consist of not less than five members... The duties of this committee are as follows:

(One item changed)

- (d) Prepare Financial Budget for anticipated programs expense and submit to Finance Committee on ~~(July)~~ December first of each year.

Strike through and underlined changes adopted October 2002

ARTICLE VI Section 6- Nominations

There shall be a Nominations Committee which shall be composed of a Chairman and the Area Directors.

~~Election of officers and members of the Board of Directors shall be held annually by mail ninety (90) days prior to the Annual Meeting of members.~~ A member in good standing shall be eligible to vote for or against the nominees. The candidates receiving the highest number of votes shall be declared elected.

Strike through and underlined changes adopted October 2002

ARTICLE VII Section 7- Resignation or Removal of Directors

Any Director may be removed for cause at any time at any regular meeting or at a special meeting of the ~~(members)~~ Board of the Corporation called for such purpose by the affirmative vote of 2/3 majority of the ~~(members)~~ Board.

Strike through and underlined changes adopted October 2002

1/03 The quotation from Louis Pasteur, "Chance favors the prepared mind", can be used on SEACM spring meeting flyers and the website.

3/03 Allocate time prior to Board meeting for standing /special committee meetings.

Committee reports will be submitted in writing to the President two weeks prior to the board meeting.

A board member may hold two elected positions, one of which may be an executive position, but with only one vote.

Spring state meetings program topics must be submitted by the summer board meeting for approval.

Designate a Junior Annual Meeting Program Chair, appointed by the President-Elect, who shall present program ideas for the annual meeting 12 months hence at the fall business meeting.

There shall be no restriction on the days of the week that the annual meeting will be held.

Host Intuitions that provide value (room, labs, consumables, shall received x (number) courtesy considerations commensurate with value.

Rescind board motion from 1/83 that directs the annual meeting site be moved from state to state.

Formulate Public Relations letter for members, CEO/administrative laboratory personnel and MT/MLT

schools.

Within the Publications committee, a website liaison will be appointed who will report to the Publications Committee. Web liaison is authorized to solicit bids (minim of 3) to hire a professional webmaster not to exceed \$6000 for the initial design and implementation. Upon approval by Publications Committee, the webmaster will be hired and the website updated.

Create 25th anniversary celebration committee of 3-4 people.

1/04

Send out all state spring meeting announcements together at the following opportunities: Handout at annual meeting and mail in January with membership dues notices to everyone on the computer database.

Passed in October, 2003 and amended January, 2004 to **remove** the words, **“and state area director’s spring meeting mailings.”**

The exhibit hours for the annual meeting on Friday afternoon will be eliminated and the morning hours will be extended. The schedule will be determined by the program committee.

Travel expenses reimbursement for the board/committee meetings will increase by \$5.00 dollars in each range of mileage, except 0-199 miles, which will remain at \$45.00. The change is effective as of this board meeting.

1/05 Any hotel contact for any SEACM meeting must be negotiated and reviewed Finance and signed by the President before the meeting location is announced.

Student registration will be the annual membership fee plus a fifty percent (50%) discount on the meeting registration price. A signed letter from the department chair at their institution will be required to receive the student rate.

If a member cancels their meeting registration and requests a refund:

- A. Seventy five percent (75%), of the meeting registration fee will be refunded if SEACM is notified more than one week before the meeting date.
- B. Fifty percent (50%) of the meeting registration will be refunded if SEACM is notified less than one week before but no more than two weeks past the meeting date.

1/06 Board travel reimbursement rates effective January 14, 2006:

Persons traveling 25-90 mile	\$25
▪ Person traveling 91-199 miles	\$45
▪ Persons traveling 200-299	\$55
▪ Person traveling 300-399 miles	\$65
▪ Person traveling 400-499 miles	\$75
▪ Person traveling >500 miles	\$90

No more than five years of records needs to be kept in notebooks accept for the Secretary and Treasurer.

11/06 Eliminate the use of notebooks, all of the content of the notebooks for each position will be put on the board only section of the website.

The responsibility of updating forms on the website will be the duty of the president-elect beginning in 2008, once it is loaded on the website.

- 1/07 Dissolving Corporate Liaison Committee. The committee will no longer consist of vendors, but will include the President, President-elect, exhibits chairman and corporate liaison. Duties will be to represent SEACM and provide information to the corporate sponsors and receive feedback from the corporate sponsors to present to the board of directors.
- 11/07 Beginning January 2008, all board reports will be placed on the SEACM website the week before the meeting.
- 11/07 The website position will be a paid position.
- 7/08 Speaker honoraria are as follow: \$800.00 for full day workshops, \$500.00 for ½ day workshops. Speaker rate for 1 topic is \$400.00 and \$600.00 for 2 or more topics.
- 7/08. The budget for the SEACM Educational award is as follow: local at \$150.00 and non-local at \$300.00.
- 7/08 Reimbursement for board mileage was adjusted due to increase in current gas prices. Reimbursement rates will be evaluated at every board meeting to determine if adjustments are needed. New rate for July 2008 meeting is as follows:

Mileage	Current Rate	Old Rate
25-90 miles	\$50.00	\$25.00
91-199 miles	\$100.00	\$45.00
200-299 miles	\$160.00	\$55.00
300-399 miles	\$220.00	\$65.00
400-499 miles	\$275.00	\$75.00
>500 miles	\$300.00	\$90.00

- 7/08 Board approved the formation of a scholarship committee to develop and implement the SEACM scholarship program. A one time allocation of \$2400.00 was allocated for the scholarship award which will be withdrawn from funds allocated in the annual budget. The scholarship is a trial offering to be re-evaluated in the July 2009 board meeting.
- 11/08 Board agreed to enter into an agreement with Conference Direct, an event planning organization, for the 2010 site selection.
- 1/09 Board travel reimbursement rates effective January 31, 2009:
- Persons traveling 25-90 mile \$30
 - Person traveling 91-199 miles \$60
 - Persons traveling 200-299 \$85
 - Person traveling 300-399 miles \$105
 - Person traveling 400-499 miles \$125
 - Person traveling >500 miles \$145
- 7/09 Registration fees for the 2009 Annual Meeting are:

Event	Members fee	Non-Members fee
All-day workshop or two half-day workshops	\$125	
Half-day workshop	\$75	\$90

General Session Friday & Saturday	\$100	\$115
Saturday only	\$60	\$75

1/2010 State area meeting fees to increase to \$45 for members and \$60 for non-members.

1/2011 Board approved adding a line item for the SEACM Scholarship Fund to provide a monetary amount to a deserving MT/MLT student. (\$1000 annually)

1/2012 A list of registered attendees is provided to the current sustaining member vendors at the annual meeting.

1/2013 SEACM will use a travel agent for all our state and annual meetings.

7/2013 On-line payments: We will pilot the PayPal option on the board website only for board members to pay memberships dues and buy T-shirts.

7/2013 SEACM (via Aaron Hill) will communicate with "Clinical Microbiology Newsletter" to place their link on the SEACM website. (In return, the publication offers a 20% discount to SEACM members.)

11/2013 On-line payments: The PayPal option for membership dues will be included on the SEACM website.

1/2014 The following new fees for exhibits were approved:

EXHIBITS	FEES
Sustaining Membership	\$150
Single Booth	\$700
Double Booth	\$1300

1/2014 The following speaker honoraria were approved

Presentation Type	2014 Honorarium	Comments
General Session Presentation	\$500	Includes State Meetings
Workshop- Half Day	\$600	Split among faculty
Workshop- Full Day	\$1000	Split among faculty

7/2014 A new SEACM logo was approved (Stationary with the old logo is acceptable for use.)

11/2014 Steve Muddiman will proceed with updating the website and hiring a new webmaster.

11/2014 Education award winners will register and pay (for the meeting) prior to attending the fall meeting. A check will be presented upon their arrival to the meeting at the registration desk.

11/2014 In the future, all requests for sponsorship for fall meetings will be given to Corporate Liaison. Corporate Liaison will be responsible for all aspects of obtaining, follow-up, and recognition of vendor Sponsorship for the fall (annual) meeting.

06/2015 A new password for the website will be voted on each January.