

THE SOUTHERN SOCIETY OF ELECTRONEURODIAGNOSTIC TECHNOLOGISTS – ASET CHAPTER

BY – LAWS

"By-Laws of the SSET"

REVISED August, 2015

ARTICLE I

Name

The name of this non-profit corporation shall be The Southern Society Chapter of Electroneurodiagnostic Technologists - ASET Chapter, hereinafter referred to as the Chapter or SSET. The Chapter shall be incorporated in the State of Oklahoma, in the United States of America.

ARTICLE II

The Mission of the Chapter is:

1. To promote and provide education in ElectroNeuroDiagnostic technology;
2. To encourage and assist in the advancement of science and technical standards of ElectroNeuroDiagnostic;
3. To protect and preserve both the patient and public trust in the ElectroNeuroDiagnostic technologist;
4. To promote increased awareness of ElectroNeuroDiagnostic;
5. To assist the American Society of Electroneurodiagnostic Technologists (ASET) in achieving the goal of improving standards of training and qualifications for EEG Technologists;
6. To develop and maintain the essentials to perpetuate the Chapter and its objectives.

ARTICLE III

Non-Profit, Nonsectarian and Non-Political Statement

Section 1

No commercial interest and no political party nor candidate for public office shall be endorsed or supported, directly or indirectly, by this Chapter, nor shall this Chapter's name nor the name of any officer in his or her official capacity in this Chapter be made available for the benefit or detriment of any commercial interest, political party, or candidate for public office.

Section 2

The activities of Article II shall be conducted and the objectives achieved without pecuniary profit to officers or members.

Section 3

Restrictions. All policies and activities of the Chapter are consistent with: applicable federal, state and local antitrust, trade regulations or other requirements; and applicable to tax-exemption requirements, including the requirements that the Chapter not be organized for profit and that no part of its net earnings insure to the benefit of any private individual.

ARTICLE IV

Principal Office and Registered Agent

Section 1

The principal office for the transaction of business of the Chapter shall be located in the City of Tulsa, State of Oklahoma or at such place as the Board of Directors designate.

Section 2

The Chapter may have such other offices, either within or without the State of Oklahoma, as the Board of Directors may direct.

Section 3

The Chapter will maintain a registered agent in the State of Oklahoma as required by the Oklahoma Non-Profit Corporation Act.

Section 4

Territory and Location. The Chapter will operate and serve members within the territory of Texas, Oklahoma, Mississippi, Arkansas, Louisiana, Kentucky, Tennessee, Missouri, Alabama, Georgia, Florida, South Carolina, North Carolina. Its Principal Office will be located in such place as determined by the Chapter's Board of Directors.

Section 5. Fiscal Year. The fiscal year of the Chapter shall be Jan 1-Dec 31.

ARTICLE V

Membership

Section 1 -Classes of Memberships

The memberships of this Chapter shall be divided into classes as follows:

- a. Active
- b. Honorary
- c. Student
- d. Charter/Lifetime
- e. Retired/Sustaining
- f. Associate
- g. Institutional
- h. Corporate

Section 2- Qualifications, Rights and Privileges of Membership

4 An individual or entity may hold only one class of membership at a time. The rights and privileges of all members shall be as herein stated and further defined by the Board of Directors.

- a. Active Membership: Any person whose primary employment or training is in ElectroNeuroDiagnostic technology may become an active member.
Any person holding Active membership in good standing shall be entitled to all membership privileges including the right to vote, to hold office and committee appointment and receive the official publications of the Chapter.
- b. Honorary Membership: Any person engaged in special service to the field of ElectroNeuroDiagnostic and/or SSET shall be eligible for Honorary Membership, upon unanimous approval by the officers and Board of Directors. Honorary Members shall not be entitled to vote, to hold office or committee appointments, but they shall receive the official publications of the Chapter.
- c. Student Membership: Any person enrolled in a formal training program for ElectroNeuroDiagnostic not including on-the-job training may become a student member. Such persons may qualify for Student memberships for the length of their educational program. Student members shall receive official publications of the Chapter, but shall not be eligible to vote or to hold office.
- d. Charter/Lifetime Members: Any person who participated in the organizational meeting in 1959 is considered a Life- Time Member. As such, they maintain a Life- Time Active Membership and shall be entitled to all membership privileges including the right to vote, to hold office and committee appointment and receive the official publications of the Chapter.
- e. Retired/Sustaining Members: Any person who has been an active member for at least ten years, who has retired and left the ElectroNeuroDiagnostic field may become a retired member. Requests for retired membership must be approved by the officers and Board of Directors. As such, they shall not vote, hold office or committee appointments, but shall receive the official newsletter publications of the Chapter.
- f. Associate membership: Any person who has an interest in ElectroNeuroDiagnostic who does not qualify under the existing individual member categories may become an associate member. Associate members shall receive the official publications and shall be eligible to serve on committees, but shall not vote or hold office.
- g. Institutional Membership: Any health care delivery or educational institution which employs or educates ElectroNeuroDiagnostic technologists may become an institutional member. Institutional Members shall not vote, hold office or committee appointments, but shall receive the official publications of the Chapter.
- h. Corporate members shall be organizations, corporations, or institutions interested in financially supporting the Chapter. Corporate members shall be entitled to all membership privileges including the right to hold committee appointment, but shall not be eligible to vote or hold elected office.

Section 3 -Expulsion

- a. Any member who violates the Bylaws of the Chapter, the standards or professional ethics, or "with cause" as set forth by the Chapter may be expelled from membership or have disciplinary action taken by a majority vote at a hearing with the Board of Directors. Said member shall have been given a copy of the charges preferred, together with 20 days notice in writing of the time and place of the hearing. Service of notice and a copy of the charges must be delivered by registered mail to such member's last known address. Submission of a written defense to the Board of Directors is allowed. All records of such hearing shall be part of the permanent files of the Chapter.
- b. Any member may submit to the Board of Directors written complaint and request for expulsion of another member for cause. Acknowledgment of receipt of the complaint shall be made by the President.

Section 4- Forfeiture

Members who fail to pay their dues within thirty (30) days from January 31, the date dues are owed, shall be notified by the Treasurer, and, if payment is not made within the next succeeding thirty (30) days shall, without further notice and without hearing, be dropped from the membership rolls and thereupon forfeit all rights and privileges for membership; provided that the Board of Directors may by rule prescribe procedures for extending the time for payment of dues and continuation of membership privileges upon request of a member and for good cause shown.

Section 5 -Resignation

Any member may resign by submitting a resignation in writing to the President. No refunds of dues or assessments shall be given upon resignation.

Section 6 -Reinstatement

A former member whose resignation has been accepted by the Chapter or whose membership has been forfeited for non-payment of dues shall be reinstated upon payment of the current year's dues and assessments.

Section 7 -Property Rights

No member shall have any right or interest in any of the property or assets, including the name of the Chapter, the SSET logo, or any earnings or investment income of this Chapter, nor shall any of such property or assets be distributed to any member on the dissolution or winding up thereof. Furthermore, no part of the net earnings of this Chapter shall inure to the benefit of any private member or individual.

Section 8- Liability of Members and Employees

No member or employee of this Chapter shall be personally liable for any of its debts, liabilities, or obligations, nor shall any member be subjected to any assessment except such assessments as may be adopted in the manner set forth in Section 4, of Article XII herein.

Section 9- Dues and Benefits

- a. Membership dues and assessments and the time and manner for the payment thereof, and the method of collection of dues and assessments shall be as set forth in Article XII hereof.
- b. Benefits of membership shall include receiving the official publications of the Chapter and other benefits as the Board of Directors determine.

Section 10 Roster

- a. A roster of the members of the Chapter shall be maintained by and under the control of the Secretary/Treasurer.
- b. A roster of the vendors shall be maintained by and under the control of the Secretary/Treasurer.
- c. Such roster will remain confidential unless Board of Directors approve distribution upon direction of the membership.

ARTICLE VI

Meetings of Members

Section 1 -Business Meetings

An Annual Business Meeting of the Chapter shall be held each calendar year for the transaction of business. The exact time, date and place shall be designated by the Board of Directors at least three (3) months prior to the date of the Annual Business Meeting. Members shall be given written notice at least sixty (60) days in advance of the time and place of the Annual Business Meeting.

Section 2 -Quorum

Voting members who are present at the annual membership meeting or any special meeting shall constitute a quorum for the transaction of business. Once a member is present at a meeting, that member is deemed present for quorum purposes for the remainder of the meeting.

Section 3 -Voting Body

The voting body of the Annual Business Meeting shall be limited to individual active and lifetime members in good standing of the Chapter. Whenever the members must vote on a matter under these Bylaws or otherwise, this section will apply. Voting at membership meetings may be in person [OR BY PROXY] with each voting member having a single vote. A majority of the members voting in person [OR BY PROXY] where a quorum is present carries an action. Members may vote without a meeting in elections or on any matter presented by the Board of Directors where the votes are submitted in writing by postal or other delivery, facsimile, e-mail, or any other electronic means and [WHERE A QUORUM PARTICIPATES. *or* THE QUESTION SHALL BE DETERMINED ACCORDING TO THE MAJORITY OF VOTES RECEIVED.]

Voting for candidates for vacancies of the Officers and Board of Directors shall be done by electronic or postal mail as approved and directed by the Officers and Board of Directors.

Section 4 -Special Meetings

- a. Special meetings of members may be called by the President, the Board of Directors with the coalition of members constituting at least five (5) percent of the voting membership
- b. Written notice of the time and place of special meetings shall be given to the members setting forth the agenda for the meeting. The notice shall be given to the members not less than sixty (30) days prior to the date of such special meeting, by or at the direction of the President and Board of Directors.

ARTICLE VII

Executive Committee (EC)

Section 1 - Composition

The Executive Committee of the Chapter shall be a President, President-Elect, Secretary, Treasurer, Past-President and any other Officers as determined by the Board of Directors. The offices of Secretary and Treasurer may be combined and held by the same person at the discretion of the Board of Directors. However, the office of President shall not be held by the same person who holds the office of Secretary or Treasurer (or both).

Section 2- EC DUTIES:

- a. To authorize expenditures within the guidelines set by the Board of Directors.
- b. To conduct any business of the Chapter which may arise between meetings of the Board of Directors and which requires immediate action. The Executive Committee shall have full power and authority to exercise judgment and make decisions as required safeguarding the Chapter, subject to review at the next meeting of the Board of Directors.
- c. To perform such other duties as delegated by the Board of Directors.

Section 3- EC Eligibility

- a. Only active members in good standing shall be eligible to serve as Officers of this Chapter.
- b. President Elect must be a Registered Technologist.
- c. Non officer of another society.

Section 4- EC Election and Term of Office

- a. The President shall serve a term of two (2) years
- b. The President-Elect shall be elected by ballot to serve a term of two (2) years. The President-Elect shall assume the duties of the President at the conclusion of their term. The Past President will serve a term of one (1) year post their presidency in an advisory role.
- c. The Secretary and Treasurer (or Secretary/Treasurer if combined) shall be appointed and approved by the Executive Committee and Board of directors. to serve a term of two (2) years. The position will be assessed and reappointed every two (2) years. No one person will serve more than four (4) years cumulative. Since this is an appointed position, voting rights are forfeited to prevent appointing in the interest of swaying the vote.
- d. Terms of the EC shall commence and officers shall be installed as the First Order of Business under New Business at the Annual Business Meeting.

Section 5 –EC Vacancies

- a. In the case of death, incapacity or resignation of the President, the vacancy shall be filled by the President-Elect.
- b. In the case of death, incapacity, expulsion or resignation of the President, President-Elect, Secretary or Treasurer the vacancy shall be filled by action of the Board of Directors.
- c. The fulfillment of a vacancy shall not constitute a term. A successor so appointed shall serve until the next election of the Chapter in which they become eligible for general election.
- d. Any EC member may resign at any time by submitting a written resignation to the Board of Directors.

Section 6 -President

- a. The President shall be the Chief Executive Officer of the Chapter with responsibility for the general supervision, direction and control of the business affairs of the Chapter in conformity with Chapter policies.
- b. The President shall serve as the Chair of the Board of Directors and with the approval of the Board of Directors shall appoint committee chairs and may appoint a parliamentarian, shall be an ex-officio member of all committees except the Nominating Committee, and shall submit the Annual Report to the general membership.
- c. The President shall be the liaison officer to physician affiliates, other technologist societies and technologist credentialing bodies.
- d. The President shall preside at the Annual Business Meeting of the members, the meeting of the Board of Directors, Executive Committee, and shall have such powers and duties as may be prescribed by the Board of Directors.
- e. The President shall approve all committee members.
- f. It shall be the duty of the President to require that all Officers and members of the Board of Directors take an active part in the regular business of the Chapter.
- g. At the completion of their term, the President shall serve as Past President for a term of one (1) year in an advisory role as outlined in Article VII section 10

Section 7- President-Elect

- a. In the absence or disability of the President, the President-Elect shall perform all the duties of the President, and in so acting shall assume all the power, obligations and privileges of the President.
- b. The President-Elect shall have such other powers and duties as may be prescribed by the Board of Directors.
- c. The President-Elect shall have the option to serve on other society's board.

Section 8 -Secretary

- a. The Secretary shall keep a correct and complete permanent record of the proceedings of the meetings and transactions of the Chapter.
- b. The Secretary shall submit full and complete records of proceedings for correction and approval of the Board of Directors and/or the general membership.
- c. The Secretary shall have such other powers and duties as may be prescribed by the Officers and Board of Directors.

Section 9 -Treasurer

- a. The Treasurer shall be the Chief Financial Officer of the Chapter.
- b. The Treasurer shall monitor the receipts and distribution of funds of the Chapter and shall be required to submit an annual accounting and proposed budget, both of which shall be approved by the Board of Directors and shall be presented in printed form and available to all members at the annual meeting.
- c. The Treasurer shall receive the report of the financial audit/compilation to be conducted annually by a Certified Public Accountant and present copies to the Officers, Board of Directors and the membership for approval.
- d. The Treasurer shall secure a fidelity bond at the expense of the Chapter, the limits of which shall be fixed by the Board of Directors and reviewed as necessary.
- e. The Treasurer shall submit an updated membership list indicating members' status to the President, Secretary and Managing Editor of the Delta Recorder

Section 10 -Past-Presidents

- a. The Immediate Past-President shall assume the responsibilities of Parliamentarian and Archivist. The Immediate Past-President shall be familiar with *Roberts' Rules of Order Newly Revised* and shall assist the President in the orderly conduct of all meetings of the Chapter. The Immediate Past-President shall interpret all questions of procedure and Bylaw construction. The Immediate Past-President shall collect and maintain all records, publications, and papers of historical significance to the Chapter.

ARTICLE VIII

Board of Directors (Directors) (BOD)

Section 1 -Number and Composition of Board of Directors

The SSET Voting Board of Directors shall be composed of enough Directors **when** combined with the Executive Committee that represents an odd number of those who vote. Number at the BOD's discretion.

Section 2 -Terms of the Board of Directors

Each Board of Directors member at-large shall be elected for a two {2} year term.

Section 3 -Powers and Duties: The affairs of the Chapter are managed by its Board of Directors. It is the Board of Directors' duty to carry out the objectives and purposes of the Chapter, and to this end the Board of Directors may exercise all powers of the Chapter. The Board of Directors is subject to the restrictions and obligations set forth in these Bylaws. Directors do not receive compensation for their services but may be reimbursed for expenses.

The Board of Directors shall be responsible for the following,

- a. Study I determination, and execution of the short-term and long-range plans of the Chapter for the continued growth, and financial stability of the Chapter., development of policies and periodic assessment of the needs of the membership and response thereto and surveillance of the affairs and funds of the Chapter.
- b. Establishment of standing rules.
- c. Creation and conferment of special awards
- d. Acceptance, on behalf of SSET of grants, contributions, gifts, bequests, or other property to follow the purposes of SSET.
- e. Consideration and action on matters relating to complaints and grievances.
- f. Directors are expected to participate in societies activities such as website updates, vendor representative, Delta Recorder composition and editing.
- g. Approval of committee chair appointees and any other appointed position within these bylaws.
- h. The Board of Directors may authorize any Director, Officer, agent or employee to enter into or execute any contract on behalf of the Chapter. However, without such authorization, no person has the power or authority to bind the Chapter under any contract or agreement, to pledge the Chapter's credit, or to render the Chapter liable for any purpose or amount.

Section 4- Removal / Dissolution

- a. A Director may be removed by three-quarters of the Board of Directors plus the Executive Committee's vote, with the Director proposed to be removed abstaining from voting. If the Director proposed to be removed is provided with advance written notice including the reason for the proposed removal, the Director must have an opportunity to contest the proposed removal in writing or in person, and final written notice of the removal decision. A Director may resign at any time by providing written notice to the Board of Directors. Any removal or resignation of a person as a Director, where such person is also an Officer of the Association, automatically results in that person's removal or resignation as an Officer.
- b. Upon the dissolution of the Chapter, the Board of Directors, after paying or making provision for the payment of all of the liabilities of the Chapter, shall dispose of all of the remaining assets of the Chapter exclusively for the purposes of the Chapter in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States internal revenue statute, as the Board of Directors shall determine.

Section 5 -Quorum

A majority of Directors forms a quorum; a majority of votes is required to carry a matter where a quorum is present. Proxy voting by Directors is not permitted.

Section 6 -Voting

Directors may take vote without a meeting on any matter where all directors eligible to vote participate and the votes are submitted in writing by postal or other delivery, facsimile, e-mail, or any other electronic means. An action taken by such a vote is memorialized by a written consent, which is signed by all Directors, and describes the action taken and authorized. Cumulative voting shall not be allowed. Each Officer and Director shall have one vote. There shall be no voting by proxy. The President shall only vote in case of a tie.

Section 7- Telephone Conference Calls and Electronic Conferences

Directors may participate in any Board or committee meeting by means of a conference telephone or any similar communications which allows all persons participating in the meeting to with each other at the same time.

Section 8 -Eligibility

- a. Directors must be ACTIVE members in good standing of the Chapter. Directors are elected by ballot of the members qualified to vote. The Board of Directors sets forth the procedures for how candidates are nominated and elected and must be in accordance with these bylaws.
- b. A Director must be actively engaged in the practice (clinical, research, or education) of ElectroNeuroDiagnostic or neurophysiology within six (6) months preceding their installation.
- c. Directors shall not be an officer of another society.

Section 9- Conflict of Interest

- a. The Board of Directors shall adopt a conflict-of-interest policy and annual disclosure process that applies to all Officers and Directors of the Chapter.

Section 10 -Vacancies

- a. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining Officers and Board of Directors then in office, even through less than a quorum, or by the sole remaining officer and/or Director. Nominations for filling such vacancies shall be made only for the purpose of maintaining the number of Directors as established by Article IX, Section 1 of the Bylaws.
- b. A successor Director so elected shall serve until the next election of the Chapter in which they become eligible for general election
- c. The fulfillment of a vacancy shall not constitute a term.

Section 11 -Resignation

- a. Any Director may resign at any time by submitting a written resignation to the Officers and Board of Directors.

Section 12 -Meetings

- a. Regular meetings of the Officers and Board of Directors shall be held at least once each calendar year. Written notice of the time and place of the regular meetings shall be sent by mail or other mode of transmittal to each Director at least thirty (30) days prior to the time of holding such regular meetings.
- b. Special meetings of the Board may be held upon the call of (a) the President or (b) any four Directors at such reasonable times and places as the President may designate. Notice of the time and place of special meetings shall be given to each Director at least 48 hours prior to the time of holding all such meetings.
- c. Any Director may waive their right to be notified of any meeting. This waiver shall be signed and in writing. It may be signed before or after the meeting.
- d. A Director attending any Board meeting waives the right to notice of that meeting, unless the Director attends the meeting only for the express purpose of objecting to the transaction of business at the meeting.

Section 13 -Agenda

Any Director who wishes to place items on the agenda of any meeting of the Board shall send the items to the President for receipt no later than thirty (30) days before the meeting date.

Section 14 -Compensation of Directors

Directors as such shall not receive any compensation for their service as Directors, but the Board may by resolution authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expenses by designated Officers of SSET. Nothing herein shall preclude a Director from serving SSET in any other capacity and receiving compensation for such services.

Section 15 -Absence

Any Director unable to attend a meeting shall, in a letter addressed to the President or Secretary, state the reason for their absence. If a Director is absent from a scheduled meeting for reasons which the Board has failed to declare to be sufficient, their resignation shall be deemed to have been tendered and accepted.

ARTICLE IX

Indemnification of Officers, Directors, Employees, and Other Agents

Section 1 -Definitions

For the purpose of this Article,

- a. Agent —means any person who is or was a Director, Officer, employee, or other appointee of the Chapter or is or was serving at the request of the Chapter as a Director, Officer, Committee member, appointee, or employee.
- b. Proceeding—any threatened, pending or completed action, whether civil, criminal, administrative, or investigative.
- c. Expenses—without limitation, attorneys' fees incurred while establishing a right to indemnification under this Article.

Section 2- Indemnification

- a. The Chapter shall indemnify any person, who was or is a party, or is threatened to be made a party to any proceeding (other than an action by or on the right of the Chapter) by reason of the fact that such person is or was an agent of the Chapter against expenses, judgments, fines, settlements, and other amounts actually and reasonable incurred in connection with such proceeding to the maximum extent permitted by the Oklahoma Corporation law, including the advance of expenses.
- b. Exception is made in such cases wherein the indemnified individual is adjudged guilty of willful misfeasance or malfeasance in the performance of duties.
- c. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such indemnified individuals may be entitled.

Section 3- Amendments

- Section 1. These Bylaws may be amended at any annual or special meeting of the membership, provided that at least thirty (30) days notice of any proposed amendment is provided to the members in writing by postal or other delivery, facsimile, e-mail, or any other electronic means.
- Section 2. Any amendment to the Bylaws must be approved by two-thirds (2/3) vote of the members qualified to vote present at the annual or any special meeting of the membership properly called and constituted.
- Section 3. These Bylaws may be further amended at any annual membership meeting, properly constituted, upon the unanimous vote of all members duly qualified to vote without the necessity for prior notice of the proposed amendment.

ARTICLE X

Application of Robert's Rules of Order, Newly Revised

Except as otherwise provided for in these Bylaws and the Article of Incorporation in respect to meetings, elections, and procedural matters, the Robert's Rules of Order, Newly Revised are hereby adopted and govern in respect to such meetings, elections, and procedural matters.

ARTICLE XI

Committees, Councils and Liaisons

Section 1 -Committees, Councils, Appointees,

Liaisons

- a. There shall be such Committees, Councils and Liaisons as required to carry on the work of the Chapter.
- b. The Officers and Board of Directors are empowered to create, combine or dissolve committees, councils and liaisons, or to change their composition or responsibilities as the need may arise.
- c. The chairperson(s) of each committee and council and the liaisons shall be appointed by the President with approval of the Board of Directors.
- d. The term of the appointee, liaison, committee chair and committee members shall correspond to the Presidential term, unless a specific term is otherwise approved by the Board of Directors.
- e. The members of any committee or council shall be appointed by the committee and council chair and are subject to the approval of the President. The President shall serve as an ex-officio member of each committee and council.

Section 2 -Standing Committees

The Standing Committees of the Chapter are Membership, Program, Nominating, Training and Education Scholarship, Constitution and Bylaws, and Editorial.

Section 3 -Membership Committee comprised of The Executive Committee

- a. The Membership Committee shall establish, revise, and distribute information to new applicants for membership as directed by the Board of Directors.
- b. The Membership Committee shall submit new applications for membership, quarterly, to the Managing Editor of the Delta Recorder

Section 4 -Program Committee comprised of the Executive Committee

- a. The Program Committee shall develop scientific programs to be presented at the Annual Meeting and work in concert with the Training and Education Committee to execute educational programs.
- b. Members shall be given written notice of the agenda of the scientific session at least sixty (60) days in advance of the Annual Business Meeting.

Section 6- Nominating Committee

- a. Nominating Committee chair shall be appointed by the Board of Directors The chair's term of office is a two-year term staggered between Officer elections.
- b. The Nominating Committee shall receive nominations from the membership and identify active members as candidates for vacancies occurring for Officers and Board of Directors.

Section 7 -Training and Education Committee

- a. The chair for the Training and Education Committee be appointed by the Program Committee.
- b. The Training and Education Committee shall assist in executing programs designed by the Program Committee; schedule speakers, arrange for audio-visual presentations, design, distribute the program brochure.
- d. The President will review and approve activities prior to printing and distribution to the members.
- e. Notification of the agenda for the annual Meeting will be mailed to members at least sixty (60) days in advance of the Annual Meeting date.
- f. The Training and Education Committee shall maintain current listings of suggested reading material and assist in the acquisition of educational material for publication in the Delta Recorder.

Section 8 -Scholarship Committee

- a. The chair for the Scholarship Committee shall be appointed by the President.
- b. The Scholarship Committee shall administer scholarship awards for attendance at the Annual Meeting to Chapter members in good standing.
- c. The Scholarship Committee shall accept and review applications for scholarship awards.
- d. The President will give final approval for recommended scholarship awards.

Section 9 -Bylaws Committee

- a. The Chair of the Bylaws Committee shall be the President.
- b. The chair of the Bylaws Committee will select other committee members.
- c. The Committee shall study all proposed changes in the Chapter's Bylaws.
- d. Changes in the By-laws shall be submitted to the Executive Committee and Board of Directors at least ninety (30) days prior to the Annual Meeting
- e. The Board of Directors shall review recommendations for amendment to the Bylaws and direct the chair of the Committee to present the proposed amendments/change to the membership as directed under Article XVIII, Amendments.

Section 10 -Editorial Committee

- a. The Editorial Committee shall consist of a managing editor and an editorial staff.
- b. A Registered Technologist shall be appointed by the Board of Directors as managing editor.
- c. The managing editor shall follow policies set forth by the Board of Directors to set and maintain the scope and aim of The Delta Recorder,
- d. The managing editor, with prior approval from the Board of Directors, may appoint an assistant to act on

their behalf in all matters relating to commercial advertising in the Delta Recorder.

- e. The editorial staff shall be responsible for critical review of manuscripts for publication and make recommendations to the managing editor.
- f. Contracts for the publication of The Delta Recorder between the managing editor, the publisher and the printer are subject to the prior approval of the Board of Directors.
- g. Funding for publication of the Delta Recorder shall be through paid advertisements, gifts, and the Chapter. Funds in excess of operating expenses, after publication, shall be available for the expansion and development of The Delta Recorder and educational purposes as approved by the Board of Directors.

ARTICLE XII

Finances, Dues, and Assessments

Section 1 - Dues notices will go out early November for the following year renewal.

Section 2 -Budget

- a. Fiscal and money policies shall be established by the Board, and the fiscal year of the corporation shall be determined by the Board
- b. Upon recommendation of the Treasurer, the Board of Directors shall adopt an annual operating budget covering all activities of SSET.

Section 3 -Bond

- a. The Officers involved in the financial business of the Chapter shall be bonded.
- b. Copies of the bond will be sent to the Secretary and President

Section 4 -Dues

- a. Dues are subject to change by the voting members. The Annual Business meeting of the Chapter as recommended by the Board of Directors.
- b. Dues shall be paid annually and are not refundable.
- c. Annual dues shall be due upon receipt of statement, from the Treasurer and shall be considered delinquent within ninety (90) days thereafter.

ARTICLE XIII

Official Publications

Section 1 -The Delta Recorder

There shall be an official publication of the Chapter. The purpose of the publication shall be to advance scientific knowledge or technology 1 and/or to advance the profession of ElectroNeuroDiagnostic and to serve as a medium of communication and exchange of experience, information and ideas.

Section 2- Other Publications

The Chapter shall provide such other official publications as shall be deemed appropriate.

ARTICLE XIV

Dissolution

In the event of dissolution or final liquidation of the Chapter all of its assets remaining after payment of its obligations have been made or provided for shall be distributed to a non-profit entity engaged in activities substantially similar to SSET. Distribution of funds shall be designated by the Officers and Board of Directors.

ARTICLE XV

Additional Appointments

Appointments may be made by the President, with the approval of the Board of Directors, to carry out functions not otherwise outlined in these Bylaws.