

# TENNESSEE ASSOCIATION OF BLOOD BANKS

## CONSTITUTION PREAMBLE

In order to encourage superior performance in all aspects of Blood Banking, thereby rendering the best service to all people throughout the State of Tennessee, we adopt this Constitution for the Tennessee Association of Blood Banks.

### **Article I. Name and Office**

Section 1. The name of this organization shall be "The Tennessee Association of Blood Banks, Incorporated", a not-for-profit corporation, hereinafter referred to as the "Association".

Section 2. The principle office of the Association shall be that of the President.

### **Article II. Purpose and Methods**

Section 1. The Purposes of the Association shall be:

- A. To provide a forum for the exchange of ideas and information relating to all phases of blood banking.
- B. To promote the establishment and observation of high standards of service.
- C. To provide guidance, education, publicity, information, or assistance to all members as needed.

Section 2. The Association encourages cooperation with other organizations of like intent for the carrying out of any of these purposes.

### **Article III. Management**

Section 1. The management of this organization shall be conducted by a Board of Directors.

Section 2. The composition and duties of the Board of Directors shall be as specified by the Bylaws.

### **Article IV. Amendments**

Section 1. This Constitution may be amended by a two-thirds vote of the members present at the annual business meeting.

Section 2. At least 10% of the members in good standing of the Association must be present to constitute a quorum.

## **BYLAWS**

(As amended by the membership at the Annual Business Meeting; Gatlinburg, May, 2013)

### **Article I. Membership**

- Section 1. Any person who is actively engaged in the medical, technical or administrative phases of blood banking or with a bona fide interest may become a member of this organization by completion of an application and payment of dues. Each individual member in good standing shall have one vote.
- Section 2. Any institution licensed by the Department of Public Health, State of Tennessee, to operate a Blood Bank or Transfusion Service in any form may become a member of this Association subject to approval of the Committee on Membership and payment of dues. Each institutional member in good standing shall have one vote, but the person representing the institution cannot vote as an individual member. All branches of the same institution are considered as part of the parent organization and are not entitled to a vote.
- Section 3. The Board of Directors may elect to Honorary Membership any person who has made an outstanding contribution to Blood Banking in any of its aspects. Honorary members shall pay no dues and are not entitled to a vote.

### **Article II. Dues**

- Section 1. The dues of this Association shall be fixed by the Board of Directors subject to the approval of the Membership at the next annual meeting.
- Section 2. Dues shall be payable on or prior to annual meeting.
- Section 3. Any member whose dues are in arrears for a period of thirty (30) days or more shall no longer be considered a member in good standing and shall not be entitled to vote or hold office until all dues outstanding are paid in full.

### **Article III. Management**

- Section 1. The management of this Association shall be vested in a Board of Directors subject to the Constitution and Bylaws. The composition of the Board of Directors shall be as specified in Article V.
- Section. 2. Any action taken by the Board of Directors shall be reported to the membership at the next Annual Meeting or at an additional meeting as specified in Article VI, Section 2.

### **Article IV. Officers**

- Section 1. The Officers of the Association shall consist of a President, a President-Elect, a Coordinator of Education, a Secretary, a Treasurer, and the immediate Past President.
- Section 2. The Officers shall be elected at the Annual Meeting to serve a one year term. Officers to be elected are the President-Elect, Coordinator of Education, Secretary, and Treasurer. The Coordinator of Education, Secretary, and Treasurer may serve no more than three consecutive terms in the same office.

Section 3. The duties of the Officers shall be as follows:

- A. The President shall preside at the Annual Meeting and at any additional meetings of the Association. As chief executive for the Association, the President shall be the Chairman of the Board of Directors, and shall preside at its meetings. He shall be an ex officio member of all committees except the Committee on Nominations. The President may sign such documents and instruments as are authorized by the Board of Directors. The President shall appoint the members of all standing and special committees, except the Nominating Committee, subject to the approval of the Board of Directors.
- B. The President-Elect shall assume the duties of the President when the latter is absent or incapacitated. The President-Elect will chair the Annual Meeting Planning Committee.
- C. The Coordinator of Education shall be the Chairman of the Committee on Continuing Education. and Coordinate the Fall Meeting.
- D. The Secretary shall keep a permanent record of the minutes of the business meeting of the Association and of the Board of Directors.
- E. The Treasurer shall receive all funds, keep the financial books of the Association, disburse funds at the direction of the Board of Directors and shall report in detail, as directed, upon the financial condition of the Association. The Treasurer shall be bonded in an amount as specified by the Board of Directors.
- F. A member appointed by the TABB Board will be the official contact person for the TABB website and will act as the liaison between the board and the contracted website administrator.

The duties of the officers and board members may be amended by board approval.

**Article V. Board of Directors**

Section 1. The Officers specified in Article IV and six regional directors, shall be members of the Board of Directors.

Section 2. Regional directors shall be elected to the Board of Directors by the membership of the Association at the Annual Meeting. Three regional directors will be elected annually for a period of two years. These Directors must represent West, Middle, and East Tennessee, equally.

Section 3. Vacancies in any office or directorship, except President-Elect, shall be filled by the President with approval by the Board of Directors until the elections at the next Annual Meeting.

Section 4. A minimum of two meetings of the Board of Directors shall be held annually; one in conjunction with the Annual Meeting in the spring, and one in conjunction with the Interim Meeting in the fall. Additional meetings may be called by the President as needed. At least fifteen (15) days notice must be given to the Board of Directors before any called meeting.

Section 5. Fifty-one (51%) percent of the members of the Board of Directors shall constitute a quorum for the transaction of any business.

Section 6. Individuals elected to the Board of Directors are expected to make every effort to attend board meetings and participate in conference calls. If they are unable, they must make the President aware of the reason as soon as possible. If the President feels an individual's attendance and participation is not adequate for them to fulfill their obligations to the Board of Directors and the Association, the President will bring this to the attention of the Board of Directors for discussion and possible action.

## **Article VI. Meetings**

Section 1: There shall be an Annual Meeting held each year in the spring. This meeting shall be for the purpose of disseminating scientific knowledge, reviewing the acts of the Board of Directors, conducting workshops and reviewing developments of particular interest to Blood Bank administrators. The election of officers and regional directors shall take place at this meeting.

Section 2. There shall be an Interim Meeting held each year in the fall for the purpose of disseminating scientific knowledge, reviewing the acts of the Board of Directors, conducting workshops, and reviewing developments of particular interest to Blood Bank administrators.

Section 3. Additional meetings of the membership may be called by the President at any time in order to enhance or extend the purposes of this Association. In the absence of the President, or in the event of his failure to act, meetings may be called by a majority of the Board of Directors. At least thirty (30) days notice shall be to the membership prior to any additional meeting. The specific topics the agenda must be listed and the meeting may consider only those matters.

Section 4. At least ten (10%) percent of the members in good standing must be present at the Annual or Interim Meeting or at any additional meeting to constitute a quorum for the transaction of business.

Section 5. All meetings of the organization shall be conducted under the rules of Sturgis Standard Code of Parliamentary Procedure (latest revision).

## **Article VII. Voting Rights**

Section 1. Each individual and each institutional member shall have one vote.

Section 2. Proxy voting is prohibited.

## **Article VIII. Elections**

Section 1. The membership may nominate and shall elect officers and regional directors at the Annual Meeting of the Association.

Section 2. The Officers to be elected shall be a President-Elect, a Coordinator of Education, a Secretary, and a Treasurer. The President-Elect shall assume the office of President at the next Annual Meeting.

Section 3. To be elected, a candidate must receive a majority of all votes cast. In the event that no candidate of an office receives a majority of the votes cast, a runoff between the two candidates receiving the highest number of votes shall be held.

In the event a candidate has no opposition, the person may be elected by acclamation if a motion is so made and duly seconded.

Section 4. Officers and Directors elected at the Annual Meeting shall take office at the time of the installation of the President at the Annual Meeting.

**Article IX. Committees**

- Section 1. A. Committees other than the Nominating Committee, shall be appointed from the membership by the President with the approval of the Board of Directors. Appointments shall be for two years with approximately one half of the appointees' terms expiring each year. The Web Master shall also be appointed by the President with the approval of the Board for a term of two years which may be renewed. All ad hoc committees shall be appointed by the President with the approval of the Board of Directors.
1. Individuals appointed to serve on committees are expected to make every effort to attend committee meetings and participate in conference calls. If they are unable, they must make the Chair aware of the reason as soon as possible. If the Chair feels an individual's attendance and participation is not adequate for them to fulfill their obligations, the Chair will bring this to the attention of the President for discussion and possible action. At this point the President could recommend ending the individual's term and nominate another member to serve in their place.
  2. Individuals appointed to serve as committee Chair are expected to fulfill their role in carrying out the charges of their committee. If they are not fulfilling their obligation, the President could recommend ending the individual's term and nominate another individual to serve in their place.

Section 2. The following committees shall act on a continuous basis and shall have the responsibilities described.

- A. Annual Meeting Committee: Shall be chaired by the President Elect. The committee will plan and implement the Annual Meeting, including programs, workshops, exhibitors, and local arrangements. This Committee is to be formed from a nucleus of the three sections of the Committee on Continuing Education. President-Elect will recommend additional committee members from the area where the Annual Meeting will be held.
- B. Committee on Continuing Education: Assist in the development and evaluation of educational needs of the membership. Committee consists of three sections to be overseen by the Coordinator of Education:  
1) Technical-Scientific, 2) Donor Resources, 3) Management. The committee will be responsible for identifying potential recipients of the Clifford I. Argall Education Scholarship and presenting to the Board for selection.
- C. Bylaws Committee: This committee will be appointed by the President as needed to the Review Bylaws of the Association and make recommendations to the Board for submission to the membership.
- D. Committee on Awards: Recommend to the Board for its approval the

recipient of the Lemuel W. Diggs Award and make such other suggestions for recognizing meritorious service as may seem desirable.

- Section 3. The Nominating Committee is composed of the two immediate past-presidents and three members elected by the membership at the Annual Business Meeting. The three elected members shall be elected from the three sections of the state; one representative from each section.
- Section 4. TABB Web Site: The Web Master will be responsible for the continuing update of the TABB Web Site with the approval of the Board of Directors.

**Article X. Awards**

- Section 1. Periodically, but no more often than annually, the Association will present a plaque or other suitable award to a person adjudged by the Committee on Awards to have made a significant contribution to Blood Banking in the State of Tennessee. This award shall be known as the Lemuel W. Diggs Award". No current member of the Board of Directors may receive this award.
- Section 2. Periodically, but no more often than annually, the Association will present a certificate and suitable scholarship award to a person, adjudged by the Committee on Continuing Education, who is actively pursuing a career in immunohematology who meets all criteria for eligibility. This award will be known as the "Clifford I. Argall Education Scholarship." (See Appendix E of the Policy Manual)
- Section 3: Periodically but not more often than annually, the association will present a plaque or other suitable award to a person adjudged by the President of the association to have made a significant contribution to the TABB.
- Section 4. Other recognition for meritorious service may be considered and bestowed upon receipt of suggestions from the Committee on Awards or from members.
- Section 5. The Board of Directors may, at its discretion, reserve money and establish funds for scholarships to be used for training of individuals in subjects relating to any phase of Blood Banking.

**Article XI. Amendments**

- Section 1. These bylaws may be amended by a majority vote of the members present at the Annual or Interim Meeting or at an additional meeting as specified Article VI, Section 2.
- Section 2. At least 10% of the members in good standing of the Association must be present to constitute a quorum.

**TABB POLICY MANUAL**

The philosophy and purposes of this organization may be found in the Constitution and Bylaws of the Tennessee Association of Blood Banks.

The basic function of the Association is to provide educational opportunities for the members utilizing a variety of mechanisms as determined by the Board of Directors. While the Bylaws define the structure of the organization, they can be amplified with written policies formulated to address recurring situations and can provide effective

organizational guidelines.

**I. MEMBERSHIP**

- A. The members of this Association shall be classified as Individual, Institutional, and Honorary with qualifications as listed in Article I of the Bylaws.
- B. Upon election to Honorary Membership a plaque shall be presented to the honoree.

**II. DUES**

- A. All new applications and dues should be sent directly to the Central Office for appropriate action.
- B. Renewal of membership shall be payable on or prior to annual meeting.
- C. The names of those who have not paid their dues will be removed from the official membership list at the end of one year and a report will be filed with the Board.
- D. It shall be the responsibility of each member to send written notice of change of address to the Central Office promptly.

**III. MANAGEMENT**

- A. A Central Office (at a location designated by the Board) shall maintain a permanent post office box for all official correspondence.
- B. A Financial Secretary and Keeper of the Records (hereinafter called Executive Secretary) shall be employed by the Association.
  - 1. The Board of Directors shall solicit applications from interested individuals for the position of Executive Secretary. The Board will approve selection of the Executive Secretary.
  - 2. Qualifications  
  
The Executive Secretary shall have a background in blood banking and exhibit the following: organizational skills, computer skills, effective written and oral communication skills, and the ability to work independently.
  - 3. The Executive Secretary is directly responsible to the Board of Directors and under the immediate supervision of the President. Performance will be reviewed annually. If the Executive Secretary is unable to fulfill the responsibilities of the position, the Board of Directors shall be made aware and appropriate action taken.
  - 4. Necessary office equipment and training for the proper maintenance of records shall be supplied and compensation for the services of the Executive Secretary shall be set by the Board of Directors. Travel expense shall be paid by the organization.

5. The duties of the Executive Secretary shall include, but not be limited to, the following (See Appendix D):
  - a. Maintain the history and files of the Association.
  - b. Process all membership applications.
  - c. Maintain current membership lists (Individual and Institutional).
  - d. Prepare and mail dues notices, receipts, announcements, and certificates.
  - e. Assist the Local Arrangements Committee with the manning of the registration desk at all meetings and workshops.
  - f. File all necessary governmental forms for the maintenance of the Association's tax-exempt status.
  - g. Work closely with all officers, board members, and committee chairman.
  - h. The Executive Secretary will provide the board with a list of all delinquent members and their addresses

#### **IV. OFFICERS**

The Officers of the Association and their duties are listed in Article IV of the Bylaws. Additional duties are as follows:

- A. President
  1. After the appointment of a special committee, the President will instruct the chairman as to its duties and responsibilities and give a deadline for the submission of a report.
- B. President-Elect
  1. The President-Elect is responsible for the coordination of the Annual Meeting.
  2. The President-Elect will work closely with the Web Master to assure widespread promotion of the Annual Meeting.
  3. It is desirable for the President-Elect to have previous Board experience.
- C. Coordinator of Education
  1. The Coordinator of Education will serve as coordinator of TABB Fall Meeting.
  2. The Coordinator of Education will chair the Committee on Continuing Education. Will confirm scholarship candidates enrollment in approved schools and assist in the selection of scholarship applicants.
- D. Secretary
  1. The Secretary will forward minutes to the President within thirty days of any meeting.

2. The elected Secretary will work closely with the Executive Secretary in the maintenance of the records of the Association.

E. Treasurer

1. The Treasurer should report on the finances of the Association at each membership and board meeting and submit a full report to the membership annually.
  1. A copy of the Treasurer's report will be sent to the Executive Secretary the records of the Association.
3. Bond in the amount of \$15,000 (minimum) shall be obtained within thirty days of assuming office.
4. A separate accounting of institutional membership dues shall be maintained by the Treasurer.

A. All requests for reimbursement must be presented to the Treasurer in written form.

1. The signature of the Treasurer alone is acceptable for disbursement of funds.
2. The Treasurer will work with the Executive Secretary in the filing of the necessary governmental forms (fiscal year - April 1 - March 31) for the maintenance of the Association's tax-exempt status.

**V. BOARD OF DIRECTORS**

A. Meetings

1. Additional meetings of the Board will be held so as to be coincidental with workshops; the last meeting of the Board will precede the Annual Meeting; the first meeting of the new Board will follow the Annual Business Meeting.
2. Meal expenses for the Board during scheduled meetings will be assumed by the Association; Travel expenses cannot be reimbursed.
3. Minutes will be prepared after each meeting, maintained and archived by the Secretary.
4. Minutes will be forwarded to the President within thirty days and published or circulated to the membership as soon as possible thereafter.
5. The most recent board and membership meeting minutes, the bylaws and the policy manual, a list of the members, a list of all standing and special committees, and a copy of the parliamentary authority (Sturgis) will be on hand at each meeting.
6. At the request of the President, the Executive Secretary may attend the Board meetings as a non – participant.

B. Annual Reports

Annual reports of the Board of Directors, the President, the elected Secretary and the Treasurer will be made at the Annual Business Meeting.

-(We are moving Bylaws and Policy Manual to website for easy access and availability for everyone)

C. Investments

The Board is pledged to invest the Association's funds in the most appropriate manner to facilitate the development of an income.

**VI. MEETINGS**

A. Annual Business Meeting

1. An agenda will be used during the meeting but this does not preclude other items from being proposed or considered. It would be helpful if those wishing to present new proposals would contact the President prior to the Business Meeting to allow for appropriate scheduling.

B. Annual Program

It is important that the program include speakers and participants who are well known and respected in the field of blood banking and who make a contribution to the professionalism of the meeting. Suggested guidelines are included in Appendix B.

C. Workshops

Utilization of qualified Tennessee Association of Blood Banks members or local participants is encouraged. Suggested guidelines are included in Appendix B.

**VII. VOTING RIGHTS**

As set out in the Bylaws.

**VIII. ELECTIONS**

- A. A majority of the votes cast is defined as 50% plus one vote.
- B. In the event of a contested slate, the election will be held by secret ballot to be counted by the Secretary and Treasurer in the presence of the Executive Secretary.

**IX. COMMITTEES**

A. Reports

1. A written report of all standing committees will be filed with the President and forwarded to the Executive Secretary fifteen days

prior to the Annual Meeting. If the report is not available fifteen days prior to the meeting, the President should contact the committee chairman.

2. Special committees will receive their instructions from the President as to duties, responsibilities and report deadlines.
- B. Certain committees that would function better if all of their members are from the same area will be appointed.

C. Standing Committees

(Moved to Executive Secretary duties, p8 5f)

1. Annual Meeting Committee

- a. Under the chairmanship of the President-Elect, the committee is responsible for planning the next Annual Meeting held each year in the Spring.
- b. Suggested guidelines are included in Appendix C- Annual Meeting Guidelines.
- C. The Annual Meeting should be held on a rotational basis in the three sections of the state.

3. Committee on Continuing Education.

- a. Under the chairmanship of the Coordinator of Education, the Committee on Continuing Education is responsible for one meeting to be held in the fall.

The Fall Meeting will be held in Middle Tennessee. The Fall Meeting may be held statewide on a rotational basis with Board approval.

- c. All workshops must be approved by the Board of Directors and proposed workshop program should be submitted in advance of any notification to the membership.
- d. A written report by Coordinator of Education including suggestions and recommendations for future workshops, should be submitted at the next Board Meeting following the workshop. Committee on Continuing Education will select the recipient of the scholarship.

4. Committee on Awards

- a. The Committee on Awards, appointed by the President, is anonymous. The committee makeup should include previous recipients of the Diggs Award.
- b. The Committee will furnish the membership with a form to nominate recipients of the Diggs Award. This form must be returned to the committee sixty days prior to the Annual Meeting.

- c. The Committee will furnish the board with a resume of the Diggs Award selectee's accomplishments at the time of recommendation.
- d. As part of their deliberations, the Awards Committee should also consider whether a TABB member should be recognized as an Honorary Lifetime Member. If a recommendation to the Board is made, the committee should prepare a brief description of the proposed member's contributions to the profession and the TABB.
- e. The Committee will furnish the Web Master News with a resume of the selectee's accomplishments to be included on the TABB website Meeting.

5. Nominating Committee

- a. Names of nominees for office should be forwarded to the Executive Secretary for verification of membership in sufficient time prior to the Annual Meeting to allow for publication and/or submission to the membership prior to the Annual Business Meeting.
- b. The Nominating Committee may meet by assembled meeting, electronic meeting, or telephone. The expenses for this meeting may be borne by the Association upon application for reimbursement.

6. TABB Web Site (Appendix A)

- a. The TABB Web Site is used to further the basic philosophy and purposes of the Association.
- b. The TABB Web Site should include, but not be limited to, the following: minutes of the Annual Meeting and all Board Meetings; recognition of new members, both individual and institutional; presentation of Nominating Committee selectees, including a resume of each member of the slate, advance notice of all workshop and educational opportunities.

D. Ad Hoc Committees

- 1. An Ad Hoc Committee may be appointed by the President to work with the Treasurer for the purpose of budget review and financial planning for the Association.
- 2. The President may appoint other Ad Hoc committees as needed.

**X. AWARDS**

As set out in the Bylaws.

**XI. AMENDMENTS**

As set out in the Bylaws.

## APPENDIX A

### TABB WEB SITE

- I. Operating Guidelines
  - A. The TABB Web Site is administered by a web master under the direction of the Board of Directors.
  - B. The TABB Web Site will be updated as directed by the Board of Directors.
  - C. The TABB Web Site must further the ideals of encouraging superior performance in all aspects of blood banking
  - D. The TABB Web Master will be appointed by the Board of Directors for a two-year term which can be renewed.
  - E. The web master **will gather news information from the TABB** membership
- II. Budget
  - A. Operating Funds
    1. Operating funds for TABB Web Site will be designated by the Board of Directors, with recommendations from the TABB News Committee.
    2. Operating funds for TABB Web Site will be incorporated into the annual operating budget.
- III. Web Master
  - A. Qualifications
    1. The Web Master must be interested in communicating the policies and practices of the Association to the membership.
- IV. Format
  - A. Previously the web site have contained: President's message, report of meetings or workshops, calendar of events, membership lists, minutes of Annual and Board of Director's meetings, local news of members and societies, dues notices, lists of awards, committee reports, articles (scientific, technical and administrative), government regulations, donor recruitment news, financial and management items, etc. The format is not static and may vary from issue to issue.
  - B. Gathering of news material

News articles for the web site will be gathered by the web master from the membership..

## APPENDIX B

### GUIDELINES for FALL MEETING

As soon as possible after the Annual Meeting, the Coordinator of Education will meet with the Committee on Continuing Education to plan the program for the Fall meeting.

The Coordinator of Education may appoint a Local Arrangements Chairman for the workshop area. The Coordinator of Education will ask several members in the area to serve on the Local Arrangements Committee.

#### Responsibilities of the Coordinator of Education or Designated Local Arrangements Committee:

1. Request letterhead, envelopes, etc. from the Executive Secretary for correspondence. All mailing from the Tennessee of Blood Banks should reflect the logo adopted by the Board of Directors.
2. Contact local hospitals, blood banks, teaching institutions, and commercial companies for assistance or participation in the workshop program. Qualified association members or local participants should be invited to serve on the program as volunteers without cash honoraria. When necessary, in-state speakers may be reimbursed for expenses not to exceed one night of lodging and the current mileage rate for travel.
3. Contact the selected site in the area. Discuss with the convention sales representatives space requirements in accordance with the following suggestions:
  - a. Meeting room - large enough to hold the projected attendance in a theater-like arrangement. Check on availability of podium, microphones, electricity for audio-visual aids, etc. Determine whether audio-visual equipment must be rented through the hotel or whether it can be brought in from outside.
  - b. Registration area - on the same floor as the meeting room. A long table with several chairs, space for registration sign and possible bulletin board, electrical outlet, should be available.
  - c. Board of Directors Meeting - space is needed for a 7:00 a.m. breakfast meeting for 12-15 people.
  - d. Coffee break area -- check whether coffee breaks must be arranged through the hotel or whether coffee and soft drinks can be brought in for the breaks.
  - e. Special "limited" workshop area -- These often require special considerations such as high amperage electrical, extension cords, work tables, blackboards, etc.
  - f. Buffet Luncheon -- check with hotel as to the minimum that can be served and the deadlines for knowing the extent of the pre-registration.
4. Contact companies regarding coffee break sponsorship and/or sponsorship of the Hospitality Suite.
5. Determine fees.
  - a. Fees will be established after income and expenses have been predicted. Add from 10-20% to predicted expenses to allow for the unexpected.

- b. Special consideration will be given members and students: non-members will pay an additional fee. Workshop registration fees will include luncheon for the day of the meeting. Fees will be increased for late registrants.
  - c. Cancellation of registration must be received by the Executive Secretary (or person designated by the Committee) five days prior to the workshop if refund is to be made. Exceptions may be made under extenuating circumstances.
  - d. Notification to applicants will be made only in the case of "limited" workshops.
  - e. In determining fees consider the following as a possible check list: (1) hotel costs; (2) rental equipment; (3) luncheon and Board dinner (including gratuities); (4) coffee break (if not sponsored); (5) hospitality suite (if not sponsored); (6) printing of registration forms, programs, luncheon tickets, etc.; (7) stationery (name tags, continuing education certificates, registration envelopes, letterhead for letters and thank-you letters, etc.); (8) display signs; and (9) mailing expenses. The Executive Secretary /or the Treasurer may be able to assist in supplying cost estimates. Always over-estimate, and then add 10-20%.
  - f. The Coordinator of Education will forward to the Board of Directors the projected program, dates and place of meeting and the fee schedule for approval.
  - g. Upon approval, the Coordinator of Education will notify the TABB News Committee of the projected plans.
- 6. Make arrangements for the printing of registration forms and programs. The registration forms should be sent to the Executive Secretary at least two months prior to the meeting.
  - 7. Arrange for CE certificates.

Six weeks prior to the meeting:

- 1. Order signs.
  - a. TABB Registration Sign. This sign is kept by the Executive Secretary and used year after year
- 2. Check with program participants regarding special needs (audio-visual, etc.).
- 3. Arrange for special equipment to be available as necessary.
- 4. Delegate the following tasks:
  - a. Operation of the audio-visual equipment
  - b. Controlling the room lights
  - c. Preparing the registration envelopes

After the workshop:

1. Present all receipts, invoices, and reimbursement requests (use official "Request for Reimbursement" form) to Treasurer for handling.
2. Return all signs and unused stationery to Executive Secretary.
3. Give all dues and membership applications to Executive Secretary for processing.
4. Give attendance roster and registration forms to the Executive Secretary.
5. Write thank-you letters to program participants and sponsoring companies.
6. Write report for Board of Directors and Web Site
7. Notify Board of Directors of any recommendations for improving these guidelines.

## APPENDIX C

### GUIDELINES for ANNUAL MEETING

The President Elect will appoint a Local Arrangements Committee. In selecting a hotel, this Committee and the President Elect will make arrangements with hotels' convention sales representatives to consider the following:

1. Meeting areas
  - a. Meeting room - large enough to hold the projected attendance in a theater-like arrangement. Check on availability of podium, microphones, electricity for audio-visual aids, etc. Determine whether audio-visual equipment must be rented through the hotel or whether it can be brought in from outside.
  - b. Registration area - on the same floor as the meeting room. This area is needed Thursday evening from 6:00 to 8:00 p.m. and through the meeting until noon of the last day. A long table with several chairs, space for registration sign and possible bulletin board, electrical outlet for typewriter, etc., should be available.
  - c. Exhibit area - Area large enough to accommodate exhibitors in one large room with force-flow of members through the area. Project estimated number of exhibits previous Annual Meetings. Coffee breaks and the Friday Luncheon should be set up in the exhibit area.
  - d. Workshop areas - Since size and type of workshop will be unknown at this time, try to determine the flexibility of ancillary areas. Remember that some workshops require special considerations such as high amperage electrical circuits, heavy-duty extension cords, work tables, blackboards, etc.
2. Food and Guest Rooms
  - a. Buffet luncheons for meeting days. Check as to the minimum and maximum number that can be served in any one area and the deadlines for knowing the extent of the registration.
  - b. Guest Rooms -- determine hotel policy regarding complimentary guest rooms and ratio of guest rooms occupied to complimentary rooms (some guest rooms must be reserved for the night before the workshops). Arrange for hotel reservation information to be sent to the Executive Secretary at least three months prior to the meeting.
  - c. Reception and Awards Banquet area -- base anticipated attendance on projected registration (registration fees include costs for luncheons and banquet).
  - d. Board of Directors Meeting -- space is needed for a 7:00 a.m. breakfast meeting for 12-15 people.
3. Other Considerations
  - a. Hospitality suite -- space needed Thursday evening. Check as to whether the bar can be set up and run by the Association or contributors.
  - b. Restaurant -- should be available in hotel or nearby.
  - c. Transportation -- banquet, reception and hospitality. Find out hotel policy regarding entertainment in the vicinity of the selected hotel/motel.

After deciding which hotel will best accommodate the meeting, sign an agreement with the hotel designating the rooms agreed upon including the registration area, main meeting room, exhibit area, banquet room, Board meeting room, workshop rooms and the number of guest rooms. Obtain written confirmation of all arrangements. Present the tax-exempt letter to the business office of the hotel during these negotiations.

One year prior to the meeting

The President-Elect will recommend to the President additional sub-committees to assist the previously appointed Local Arrangements Committee. These may include, but are not limited to, the following:

1. Annual Meeting Committee

- a. For the Annual Meeting, it is important that the program include speakers and participants who are well known and respected in the field of blood banking and who will make a positive contribution to the professionalism of the meeting.
- b. The use of local Tennessee membership talent is to be encouraged and participants receiving honoraria are to be limited.
- c. A separate account may be established in the city of the annual meeting to handle the funds of that meeting.
  - (1) After preliminary contact with speakers, confirm in writing, using letterhead envelopes, etc., obtained from the Executive Secretary, all arrangements.
    - (a) Date and time of program
    - (b) The President- Elect will evaluate each speaker's expense on an individual basis.
    - (c) Honorarium (specify amount), etc.
  - (2) Request the speaker to furnish a resume.
  - (3) Request the speaker to furnish an abstract of his presentation.
  - (4) Arrange a personal liaison for each invited speaker. This should be a TABB member (preferably someone personally acquainted with the participant) who will be responsible for welcoming, local transportation, and assuring that the speaker meets members of our organization and gets "red carpet" treatment at all functions.
  - (5) Invited honoraria speakers will be registered without fee for the meeting and will be provided with luncheon and banquet tickets. Register speakers with Executive Secretary.
  - (6) Select a speaker for the Grace Neitzer Memorial Lecture. A \$250.00 honorarium and a plaque will be given to the speaker.
  - (7) Assistance with hotel and transportation arrangements may be offered to the speakers. Transportation arrangements must be made as soon as possible to take advantage of any cost savings.

2. Exhibitor's Committee -- the exhibitors play an important role in our organization by demonstrating to the membership recent commercial and technical developments in blood banking. They also serve as an important financial sponsor for the Annual Meeting and organizational activities. It is recommended that this committee should include at least one TABB member who is a sales representative.
  - a. Potential exhibitors should be notified of the location, and details of exhibiting at least one year prior to the meeting.
  - b. A contract form, including a sketch of the hotel's area, should be used and written confirmation of exhibit space returned to the company.
  - c. Pertinent information relative to move-in date and time, electric facilities available, etc., will be furnished the companies prior to the meeting.
  - d. The committee will allocate space on a "first-come, first-served" basis.
  - e. Each representative of exhibiting companies will be provided with a banquet ticket upon request.
  - f. Complimentary space will be provided to the AABB Southeast Clearing House for an exhibit.
3. Local Arrangements Committee -- This committee will plan entertainment including arrangements for hospitality suite, reception preceding banquet entertainment, etc.
4. The for publicity for the Annual Meeting will be placed on the Web Site. Suggested ways to publicize include an announcement in AABB News Briefs, contacting local radio and TV stations for announcements to be included in "public service" spots, and sending press releases to local papers emphasizing out-of-state participants as well as speakers from the meeting area.

Six months prior to meeting:

1. Plan opening session welcoming address.
2. Meet with Hotel Convention Sales Representative.
  - a. Select menus. Determine costs so that they may be reflected in the fee determination.
  - b. Select menu for Board Meeting.
  - c. Arrange to have exhibit area locked at night -- check cost for security guards if hotel so advises.
  - d. Plan for coffee breaks. Contact companies for sponsorship. It is preferred that the coffee breaks be held in the exhibit area to give the companies additional exposure.

Three months prior to meeting:

1. Determine fees (include as projected revenues exhibitors' fees)
  - a. Fees will be established after income and expenses have been predicted. Add from 20-25% to predicted expenses to allow for the unexpected.

- b. Special consideration will be given members and students (students must have authorization from their educational coordinator); non-members will pay an additional fee.
  - c. Workshop registration fees will include luncheon for the day of the workshop.
  - d. In determining fees consider the following as a possible check list:
    - (1) Hotel costs including meeting rooms, exhibit rooms, rental equipment, gratuities, security, etc.
    - (2) Luncheons, reception, banquet, Board dinner -- include all gratuities
    - (3) Coffee breaks (if not sponsored)
    - (4) Hospitality suite (if not sponsored)
    - (5) Printing of registration forms, programs, luncheon and banquet tickets, reception bar tickets, banquet program, name tags, etc.
    - (6) Transportation, lodging, food and honorarium for invited guests
    - (7) Mailing expenses
    - (8) Stationery, Continuing Education Certificates, registration packets and inclusion, letterhead, etc.
    - (9) Display signs
    - (10) Awards, photographs, banquet flowers, etc.
  - e. Arrange for printing of programs, registration forms, banquet programs, etc. If the Executive Secretary is to assist with the printing the following must be submitted sixty (60) days prior to the meeting.
    - (1) List of committees.
    - (2) Information from Program Chairman concerning participants.
  - c. Information from the Awards Chairman.
  - d. Dates, times, programs, workshops.
  - e. Abstracts, pictures, resumes.
  - f. Check spelling of names and the correct titles of speakers.
2. Check with program participants regarding special needs, (audio-visual aids, special electrical circuits, etc.).
  3. Arrange for CE certificates

Two months prior to meeting:

1. Meet with Hotel Convention Sales Representative to review arrangements.

2. Mail registration forms.
  - a. Cancellation of registration must be received by the Executive Secretary five days prior to the meeting if a refund is to be made. Exceptions may be made under extenuating circumstances.
  - b. Notification to applicants will be made only in the case of "limited" workshops and should be done no later than two weeks prior to the meeting.

Two weeks prior to meeting:

1. Recheck with hotel for all arrangements including menu
2. Delegate the following tasks:
  - a. Operation of audio-visual equipment -- should be checked prior to each day's use
  - b. Control of room lights
  - c. Preparation of registration packets
  - d. Staffing of registration desk. (The Executive Secretary will be present at the desk or arrange for coverage in his/her absence.)
3. Check arrival times of invited program participants and notify local personal liaison members.
4. Business Meeting -- check with President to see if there are any specific needs for this meeting.

Meeting time:

1. Immediately preceding the meeting the President-Elect, the Local Arrangements Committee Chairman, and the Exhibitors Committee Chairman should arrive at the hotel early to work with the hotel staff and the Association officers.
2. Registration area
  - a. Should be open at times convenient for meeting participants to register.
  - b. Registration desk will include (brought by Executive Secretary):
    - (1) Cash box and sufficient change
    - (2) Receipt book - Receipts should be printed with the name and address of the organization or stamped with the TABB logo.
    - (3) Additional programs, blank name tags, luncheon and banquet tickets, pens, etc.
    - (4) TABB membership applications (individual and institutional)
    - (5) Plug and/or extension cord available.
    - (6) Attendance register -- everyone (including program participants and commercial sponsors) must sign in as they register

- (7) Registration packets
  - (8) Current membership list
4. Provide invited speakers with reimbursement request forms so that payment for expenses can be promptly made.

After the meeting:

1. Present all receipts, invoices and reimbursement requests to the Treasurer for handling.
2. Return all signs and unused stationery to Executive Secretary.
3. Give all dues and membership applications to Executive Secretary for processing.
4. Give attendance roster and registration forms to the Executive Secretary.
5. Notify Board of Directors of any recommendations for improving these guidelines.
6. Write "thank-you" letters to all program participants and sponsoring companies

## APPENDIX D

### GUIDELINES for OFFICE OF EXECUTIVE SECRETARY

- I. Responsibilities -- the Executive Secretary is part of the management team of the TABB and is directly responsible to the Board of Directors and under the immediate supervision of the President.
- II. Duties
  - A. Membership files
    1. Receive and process individual and institutional membership applications.
      - a. Deposit dues in a timely fashion. Mail copy of deposit slips to Treasurer monthly.
  - B. Membership renewal and dues billing
    1. Renewal of membership shall be payable on or prior to annual meeting. The names of those who have not paid their dues will be removed from the official membership list at the end of one year and a report will be filed with the Board.
    2. Maintain current membership roster.
  - C. Annual Meeting and Workshops
    1. Mail advance registration forms to the membership at least forty-five days prior to the meeting.
    2. Notify participants to limited workshops.
    3. Maintain supply of badges, inserts and necessary signs.
    4. TABB registration desk.
      - a. Arrange for desk to be open at the times requested by the meeting coordinator.
      - b. Bring desk sign, badges, bank stamp and stamp pad, registration accounting sheet, receipt book, cash for change, program, membership list, membership application forms (individual and institutional), laptop computer, printer, typewriter, extension cords, etc.
    5. Arrange for printing of all programs and forms if requested by the Board of Directors.
  - E. Board of Directors' meetings
    1. Pre-mailing of agenda (if requested by the President)
    2. Attendance as requested by the President
  - F. Maintenance of TABB archives
    1. Charter

2. Constitution, bylaws, policy manual (including latest revisions)
3. Tax-exempt records
4. Permanent records of minutes of the Annual Business Meeting and all Board of Director's meetings
5. Treasurers' reports
6. Copies of all programs for workshops, seminars and annual meetings
7. Official correspondence
8. Annual membership rosters
9. Computer diskettes (backups, etc.)
10. The following lists: Diggs Awards recipients, Argall Scholarship recipients, President's Award recipients, annual committee rosters

G. Other Duties

1. Check for incoming mail periodically (with greater frequency during registration times).
2. Route mail in a timely fashion to the appropriate TABB officers.
3. Maintain adequate supplies of TABB stationery, membership forms, mailing labels, and any other supplies needed for business.

## SAMPLE MINUTES

- Call to Order            The (Annual, Board, etc.) meeting of the Tennessee Association of Blood Banks was called to order on (day), (date), at (time), in (place, including city), by President (name). A quorum was present (in the case of a Board meeting, the names of the members present should be included).
- Minutes                The minutes of the (date) meeting were read (or the reading of the minutes of the (date) meeting was waived because of prior publication). The minutes were approved as read (published) or approved as corrected.
- Reports
- Treasurer Treasurer (name) gave a summary or receipts, disbursements and balance from (date) to (date). Summarize report only if it is not be published separately.
- President President (name) reported that \_\_\_\_\_.
- Committees        Chairman (name) of the (name of committee) reported that \_\_\_\_\_.
- Unfinished Business    (Name) reported on (topic of report) and a discussion followed. It was then moved by (name), seconded by (name), "that the \_\_\_\_\_ (the exact working of all motions should be recorded)". Motion was carried (or defeated). Amendments to motions must also be moved, seconded, quoted, and disposition recorded.
- New Business        All reporting should be according to the protocol prescribed for "unfinished business".
- Announcements        (Name) announced that \_\_\_\_\_.
- Motion to Adjourn     Moved by (name), seconded by (name), "that the meeting adjourn." Motion carried.
- Adjournment         The meeting adjourned at (time).

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

APPROVED: (or APPROVED AS CORRECTED)

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

(SAMPLE)  
**TREASURER'S REPORT**  
**Annual**

(date)

Balance brought forward (date of last annual meeting)	\$	_____
Cash Received (Deposits) as detailed below	\$	_____
Balance	\$	_____
Cash Disbursed (Expenses) as detailed below	\$	_____
Balance on Hand (current date)	\$	_____
Savings Certificates*	\$	_____
Educational Fund**	\$	_____
TOTAL Balance on Hand (current date)	\$	_____

CASH RECEIVED

\*CASH DISBURSED

Meetings--	\$	_____	Annual Meeting Expense	\$	_____
Registration & Sponsors			Fall Meeting Expense	\$	_____
TABB NEWS Sponsor	\$	_____	Committee Expense	\$	_____
Individual Dues	\$	_____	Web Site	\$	_____
Institutional Dues	\$	_____	Office Expense	\$	_____
Other (Specify)	\$	_____	Miscellaneous	\$	_____
TOTAL	\$	_____	Educational Fund	\$	_____
			TOTAL	\$	_____

\*(Location of certificate

\*\* (Location of deposits)

\_\_\_\_\_  
(Name), Treasurer

**TENNESSEE ASSOCIATION OF BLOOD BANKS**

**REQUEST FOR REIMBURSEMENT**

Expense incurred by: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (Zip)

Expenses - please specify

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Reason for expenditures: \_\_\_\_\_

Date of expenditures: \_\_\_\_\_

\*\*\*\*\*

**TREASURER'S RECORD**

Date statement received for payment: \_\_\_\_\_

Date payment approved: \_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_  
Signature of officer approving payment

**(SAMPLE AGENDA)**

**DIRECTORS MEETING**

The use of an agenda does not preclude other items of business from being considered during the meeting. An agenda is flexible, and items may be changed or omitted by the presiding officer or by unanimous consent, or a majority vote.

1. Call to order
2. Reading, correction, approval, or disposition of minutes of previous meetings
3. Reports of officers
4. Reports of Board of Directors
5. Reports of Standing Committees
6. Reports of Special Committees
7. Unfinished business
8. New business:
  - Report of Nominating Committee
  - Election
  - Nomination of new Nominating Committee from floor
  - Elect
9. Announcements
10. Adjournment

**CLIFFORD A. ARGALL EDUCATION SCHOLARSHIP  
Criteria for Eligibility**

- I. Be associated with (enrolled in and/or employed by) an education program and/or healthcare facility in Tennessee.
- II. Applicants must be United States citizens or permanent residents of the United States.
- III. Acceptable educational programs include: a Medical Laboratory Technician, Medical Technology, Blood Bank Specialty, or Immunohematology Masters Program, or be working independently toward SBB certification.
- IV. Provide a copy of his/her most recent transcript.
- V. Provide two references, one of which must be from the program director if the individual is enrolled in an education program, or from an immediate supervisor if the individual is working independently toward SBB certification.
- VI. Present a completed copy of the scholarship application form.
- VII. This education scholarship will be awarded on an Equal Opportunity basis.
- VIII. An individual is eligible for only one TABB education scholarship.
- IX. The scholarship money will be paid directly to the individual for application toward tuition and/or books for MLT/MT/SBB students or toward SBB exam-related expenses for individuals preparing to sit for that exam.
- X. The Executive Secretary of the Tennessee Association of Blood Banks will route the applications to the Coordinator of Education for consideration by the Education Committee. The decision of the TABB Education Committee will be final.

**The application deadline will be January 31st. The applications will be forwarded to the education coordinator. The education coordinator will confirm the candidates are currently enrolled in an approved school. The board will review and select the scholarship recipients by April 1st. The scholarship recipients will be invited to attend the Spring Meeting.**