



**TEXAS STATE ASSEMBLY
Of AST, Inc.**

POLICY MANUAL

2024

Texas State Assembly of AST, Inc.

**P.O. Box 152982
Arlington, Texas 76015-8982**

Texas State Assembly of Association of Surgical Technologists, Inc.
Filing Number 800549093
September 22, 2005

Article I: Corporate Name

The corporation formed is a non-profit corporation. The name of the corporation is as set forth below:

Texas State Assembly of the Association of Surgical Technologists, Inc.

Article II: Registered Agent and Registered Office:

The initial registered agent is an individual resident of the state whose name is set forth below:

Jeff Feix
1718 Huff Street
Wichita Falls, Texas 76301

Article III: Management

Management of the affairs of the corporation is to be vested in its board of directors. The number of directors, which must be a minimum of four, President, Vice President, Treasurer and Secretary.

Article IV: Organizational Structure

The corporation will have members.

Article V: Duration

The period of duration is perpetual.

Article VI: Purpose

The corporation is organized for the following purposes or reasons:

Educational and scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

Article VII: Supplemental Provisions/Information

There were none at the time of filing.

Article VIII: Incorporator

Jeff Feix
1718 Huff Street
Wichita Falls, Texas 76301

Article IX: Effectiveness of Filing

This document will become effective when the document is filed by the Secretary of State.

Signed by Roger Williams, Secretary of State on September 22, 2005.

Texas State Assembly Policy & Procedures

ARTICLE I: Name

Section 1. The name of this State Assembly is the Texas State Assembly of the Association of Surgical Technologists, Inc., hereinafter referred to as the “State Assembly,” a State Assembly of the Association of Surgical Technologists, Inc, hereinafter referred to as “AST.”

ARTICLE II: Purposes

TX State Assembly herein after follows all guidelines and bylaws set forth by the Association of Surgical Technologist Inc.

TX State Assembly Policy and Procedures

Article III:

Logo Policy

The Texas State Assembly of the Association of Surgical Technologists, Inc. logo, or other artwork or themes developed by the state assembly may not be used without the expressed written permission of the state assembly Board of Directors and only then if the benefit of its use, monetary or otherwise, inures to the state assembly.



Official Logo of the Texas State Assembly of AST, Inc.

The above logo has been created incorporating the Association of Surgical Technologists, Inc. (AST) logo. AST has provided permission to incorporate the use of the national logo with the Texas State Assembly logo.

Article IV:

Section 1

Protocol for Reimbursement:

1. Submit receipts to Treasurer within 30 days of the event, maintain copy for your records.

2. Submit reimbursement form to the treasurer.
3. The Treasurer shall issue a check for reimbursement of expenses within 15 days upon receiving reimbursement form and receipts.
4. Airfare: Most inexpensive coach fare, taking into consideration time and route of flight.
5. Hotel: Single room occupancy when available, otherwise double occupancy.
6. Mileage: Gasoline expenses shall be reimbursed for duration of travel when personal vehicle is utilized.
7. Taxi/Shuttle: Reimbursement shall be made for taxi/shuttle service when air travel is involved.

Responsibilities:

1. All individuals who receive funds to attend Events shall participate in all required activities at said event.
2. Failure to participate shall result in the loss of funds to attend future meetings.
3. Individuals who purchase supplies, make contracts for purchase of goods and/or services, travel at state assembly expense, or are responsible for expenditure of state assembly funds has a fiduciary responsibility to the membership to seek the most cost effective prices available.

Special Provisions:

1. The President may not approve any travel or meeting expenses, in or out of the state of Texas, over \$250.00 (two-hundred and fifty dollars) without Board of Directors approval.
2. No reimbursement can be made without a signed reimbursement form and the receipt. If a receipt does not exist, Board of Director approval is required for reimbursement. (**No exceptions**)
3. Board of Directors approval shall be required for any contract the President signs on behalf of the state assembly requiring reimbursement or payments totaling over \$250.00 (two-hundred fifty dollars). (**No exceptions**)
4. Board of Directors action/approval of a future or unknown expense(s) shall require the President to monitor and/or approve the funds to be expended when the amount of the expense becomes known or a contract is presented. Board of Directors approval for expenditure(s) in this manner, using state assembly funds, should only be used in special circumstances and only if the Board has officially approved the expense(s) in this manner.

Texas State Assembly of the Association of Surgical Technologists, Inc.
Board of Directors Reimbursement Form

This form must be completed and submitted to the Treasurer within 30 days of travel for reimbursement. After 30 days it is at the discretion of the President of the state assembly if extraordinary conditions existed to prevent submission of travel documents and receipts.
All expenses listed must have an itemized receipt for reimbursement.

Board Member Name _____ Date _____

Travel Dates: From: _____ to _____

Reason for Travel (Workshop, event, etc.): _____

Expenses: List the expenses below and ensure a receipt is submitted for each expense.

Airfare: _____

Hotel: _____

Gas: _____

Meals: _____

Total Expenses: _____

Address that reimbursement check is to be mailed to:

Street Address _____

City _____ State _____ Zip Code _____

Board Member Signature _____

Article V:

State Assembly Bank Account:

1. The state assembly's official bank account to include checking, savings, and any other type of account shall be **Bank of America** or any other bank approved by the Texas State Assembly Board of Directors.

2. The Treasurer shall be responsible for receiving, balancing, and retaining all bank records and said records shall be readily available for the incoming treasurer at the Annual Meeting.
3. Within Thirty (30) days of the business meeting and elections at the Annual Meeting each year the officers shall sign a signature authorization form provided by the bank.
4. The Secretary will provide a signed original copy of the official business meeting minutes that lists the officers elected and/or still on the Board to the treasurer within seven (7) days that shall accompany the signature authorization form.
5. The incoming Treasurer shall be responsible for submitting the bank signature authorization form, signed copy of official business meeting minutes, and change of address for the state assembly bank account within thirty (30) days of being elected. The outgoing Treasurer shall be required to immediately (fourteen (14) days) forward any documents or bank statements received to their successor and the state assembly shall reimburse the outgoing treasurer any expenses related to the transfer of said records.
6. The Only TSA Bank Cards shall be issued to the President and the Treasurer for use in planning and conducting TSA workshops and travel expenses. All receipts MUST be forwarded to the treasurer within 30 days of said event.
7. When a new bank card is issued, the old one **MUST** be destroyed.

Article VI:

Delegates to the AST National Conference:

The Texas State Assembly of AST, Inc. shall have six (6) delegates as representation at the AST National Conference as defined in the AST State assembly Bylaws

1. Six (6) delegates and up to six (6) alternates shall be elected at the March Annual Business Meeting and Elections.
2. Members of the Board of Directors shall serve as delegates and alternates if a slate of qualified candidates does not exist during the Business Session at the Annual Meeting.
3. Delegates and alternates must be active members.
4. Delegates could receive a onetime reimbursement for expenses related to attending national conference. Upon board approval.
5. Alternates could receive a onetime reimbursement for expenses related to attending National Conference if elevated to a voting delegate status.
6. Delegates and alternates **MUST**:
 - a. Attend all business sessions of the AST House of Delegates.
 - b. Attend all candidate forums.

- c. Vote for candidates for national office.
 - d. Vote for business items presented for House of Delegates action.
 - e. Failure to meet delegate obligations will result in the forfeiture of any reimbursements.
7. Delegates will conduct themselves in a manner that will reflect prestige upon the state assembly and follow ethical standards as defined in this AST State Assembly Bylaws.
 8. An Executive officer shall submit to AST, within five (5) business days of the state assembly business meeting, the list of delegate and alternate names.
 9. The President shall be the official spokesperson for the Texas State Assembly of AST, Inc. Delegation at the AST National Conference and may call Delegate Meetings as necessary.

NOTE: Conference Rules for State Assembly Delegates can be found in the AST State Assembly Bylaw

Article VII:

Procedures for Specific Activities

As an Active, Associate, Affiliate, Retired or Honorary Member refer to AST State Assembly Bylaws for specific requirements to participate.

Article VIII:

Section 1

Annual Business Meeting and Election Rules:

1. All Business and Elections shall follow Roberts Rules.
 - a. The Sergeant of Arms is appointed during the Texas AST business meeting to ensure the maintenance of order and safety. This appointment will be made by the Texas AST President.
2. All attendees will wear ID badges provided at registration.
3. All active members must wear stamped badges noting voting status.
4. Any member seeking to be recognized shall rise, address the chair, identify himself/herself, and wait to be recognized.
5. Debate shall be limited to three (3) minutes per speaker unless authorized by a two-thirds vote of the assembly. The debate shall be alternated one for and one against the motion. No speaker shall speak more than twice on any one issue.
6. Nominations from the floor shall be accompanied by a consent-to-serve form, and eligibility of the candidate to serve shall have been established through the Credentials Committee 1 hour prior to the start of the business meeting.

7. There shall be no audio or video at the business sessions, except the official recorder used by the recording secretary.
8. There shall be no tobacco and or electronic Cigarettes during the business session.
9. There shall be no alcoholic beverages in the business session.
10. No voting members may leave the floor while a motion is on the floor.
11. Election of Officers and delegates shall be by a majority vote. In the event a second ballot is needed to establish a majority, the two (2) candidates receiving the highest number of votes shall be placed on the ballot. Election of Directors shall be by a plurality vote. In the case of a tie, a decision shall be made by ballot of the tied candidates and plurality shall elect.
12. Members shall conduct themselves in a professional manner at all times and refrain from abusive or profane language.
13. Candidates for an Officer or Board of Director position will be allowed a three (3) minute election statement during the business session prior to the election. Candidates for Delegate to the AST National Conference will be allowed a two (2) minute election statement during the business session prior to the election.

Procedures for Voting and Tallying

Section II

Procedures for Voting:

1. All Teller Committee members are required to be in the area 15 minutes prior to voting.
2. The Credential Committee will monitor all balloting activities and the committee will check any questionable ballot.
3. Specific duties for the tellers are as follows:
 - a. Tellers will work at the credentials table during registration and verify credentials by checking the individual's current membership card, verifying the name on the card with the name on the ID badge. If a member does not have his/her membership card, the membership list provided by AST will be checked to verify membership. The member's name must appear on the membership list and a photo ID will be required to verify individual's identification.
 - b. Once verified, the active member will have his/her ID badge stamped with the official Texas State Assembly of AST, Inc. logo as marketing of approved voting status.
4. A teller will monitor the voting room
 - a. Assure each active member has a quiet, private area in which to mark the ballot.
 - b. Assure each ballot is completed at voting station

5. A Credential Committee member will stand at the end of the voting area. After an active member has turned in a completed ballot and upon leaving the area, the active member will have his/her ID badge stamped with a code by the Credentials Committee member. This stamp will signify that the active member has been credentialed to vote and has voted once.

Section III

Procedures for Tallying:

1. After all balloting has been completed the Tellers Committee Chairperson will take possession of the ballot box, laptops and/or iPad.

The count will proceed as follows:

Once all ballots have been accounted for and recorded as a vote for a candidate or Invalid, the Tellers Report will be completed and signed by all tellers.

1. The officers must receive a majority of the votes cast for their office. If no one receives the majority vote, then a run-off between the two (2) candidates receiving the most votes shall occur. The individual receiving the most votes in the run-off shall be awarded the office he/she was seeking. All other positions shall be won by plurality.
 - a. If a revote is required, after the business session is called to order by the president, he/she will announce that:
 - i. A majority could not be reached for a particular office or offices and that the active members will break immediately to revote.
 - ii. The revote will occur in the same room that the first vote took place.
 - iii. The business session will resume after all active members who chose to have revote. Ballots will be tallied immediately following the revote and, if completed; the results will be announced immediately upon resuming the session. If the results are not available, they will be announced at the end of the business session.
 - b. All tellers must resume their posts and duties if there is a revote.

Section IV:

Re-voting Procedure:

Once the president states to the assembly that there will be a revote, he/she then explains the voting procedure. The president should state the following:

“Active members must have their ID badge on when revoting. The ballot will look exactly the same as the one used earlier, however, active members who choose to revote must vote for either _____ or _____ and ignore all the rest of the names on the ballot.”

In the voting area, two (2) Credential Committee members will verify that active members have ID badges with the Texas State Assembly of AST, Inc. logo stamp and the special stamp on it at the entrance to the voting room. Once inside the voting room the active member will obtain a ballot from a teller and proceed to revote. If there is a revote and the

active member did not vote during the first voting session, the active member must be credentialed for voting in the normal manner.

After the active member has turned in a completed revote ballot and upon leaving the voting area, the member shall have his/her ID badge stamped with a second code (which will be different from the first) by a Credential Committee member standing at the exit door of voting. This second stamp will signify that the member has revoted and prevent any member from attempting to cast more than one (1) vote.

Section V:

Format for Tellers Report:

- A. Number of votes cast
 - B. Number of disqualified (invalid) ballots
 - C. List of candidates for each office in ascending order starting with the Board and ending with the office of president, indicating the candidates alphabetically in each category.
- Signatures of the Teller's Committee

Section VI:

Voting Protocol:

1. Voting will take place in the following order when electric voting is not available:
 - a. Tellers who are active members
 - b. Board of Directors
 - c. Candidates
 - d. Active Members
2. Active members should have their membership cards available and be wearing their ID badge.
3. No talking shall occur in the voting area, the only exception being a question directed to a teller or Credential Committee member.
4. Candidates will leave the voting area immediately after voting. Candidates may not speak to any voting member while waiting to vote or immediately after voting. A Credential Committee member will monitor candidates and aide them in complying with this protocol.
5. Members will leave the voting area immediately after voting.
6. The election shall conclude when all eligible active members have voted.
7. Elections for delegates to the AST national conference shall be conducted in the same manner as elections for the Board of Directors.

Section VII:

Credentials Procedures

Definition of Credentials Committee

Appointed annually by the president for a term of one year and comprised of three (3) members of the Board of Directors, one of which must be an officer. The highest ranking officer shall be the chairperson. Any member of the Credentials Committee that is a candidate for office shall withdraw from the committee. The President shall appoint a replacement.

1. Review the credentials and the eligibility of all candidates for office including those nominated from the floor. All candidates CV's are submitted for review of accuracy.
2. Members shall staff Credentials Table in registration area to verify credentials of active members separately from the workshop registration table.
3. Prepare ballot for voting.
4. Assist tellers with voting process as detailed in the procedures for voting and tallying policy.
5. Assist tellers with a revote if necessary.

Section VIII: Tellers Committee

1. Chairperson shall announce results of the voting during business session.
 - a. The President shall appoint the Tellers Committee Chairperson from members present or who plans to attend the Annual Meeting

Article IX: AST Code of Conduct and AST Code of Ethics

Section 1 AST Code of Ethics Position Statement

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.

5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

Section II.
Professional Code of Conduct

The Association of Surgical Technologists Professional Code of Conduct

The professional conduct of individuals serving AST state assemblies in appointed and elected positions shall reflect the highest standards. The AST Professional Code of Conduct requires all members in appointed or elected positions to adhere to the following:

1. Shall refrain from any behavior that would be determined by the Board of Directors to be discriminatory, harassing, or unprofessional to include verbal or written personal statements regarding fellow members.
2. Shall maintain confidentiality of association business and matters under review or investigation at all times.
3. Shall adhere to the bylaws and policies and procedures of the association at all times when conducting business in any capacity.
4. Shall provide just and equitable treatment to all members and staff of the association in terms of professional rights and responsibilities.
5. Shall not use coercive means or promise special treatment in order to influence professional decisions of fellow members.
6. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, or offer any favor, service, or thing of value to obtain special advantage.
7. Shall not use the association or one's position in the association for private gain.

8. Shall present professional qualifications and credentials honestly to the association, membership, and public at all times.
9. Shall honestly represent the association or the constituent division with which that person is affiliated and shall refrain from expressing personal opinions that are contradictory to the association's positions.
10. Shall follow this code of conduct and report without hesitation to the Board of Directors any fellow member who violates this code.

The Board of Directors has the sole authority to determine violations of this Code of Conduct and enforce the approved Protocol for Code of Conduct violations. The Chief Executive Officer of AST has the sole authority to determine violations of this Code of Conduct and enforce the approved Protocol for Code of Conduct violations regarding staff.

**Section III:
Association of Surgical Technologists Protocol for Code of Conduct Violations**

Code of Conduct violations pertaining to State Assemblies shall first be reported in writing to the State Assembly Board of Directors and the State Assembly President shall notify the AST Board that a review has been initiated. Violations pertaining to AST committees shall be reported directly to the AST Board of Directors.

1. Written complaint to the Board of Directors alleging violation(s) of Code of Conduct is required to initiate the process. The complaint must be received within 30 days of the incident.
2. The President will have seven days after receiving complaint to notify the member of the allegation, inform the member of an official review, and require a written response. Board of Directors will be provided with appropriate documentation.
3. The member will have 10 days to respond in writing.
4. The President will forward the response to the Board of Directors within seven days of receiving the member's response to the allegation(s).
5. The President will call for a Board conference call or meeting to review the alleged Code of Conduct violation and render a decision.
6. The Board's decision will define the severity of the Code of Conduct violation and may issue a warning or take other disciplinary action. The parties to the complaint will be notified of the decision within five days.
7. The state assembly President will notify the AST Board of Directors of the outcome immediately upon completion of the review.

8. Elected officials are subject to disciplinary action in accordance with AST Bylaws and/or Policy and Procedure Manual.

This process will take no longer than 45 days to complete.

**Article X:
Continuing Educational Workshops**

AST CE Policies for the CST and CSFA

(excerpts from article on website by Kevin Frey CST, AST Continuing Education Director)

Effective January 1, 2010

- Activities in which CE credits are earned must be relevant to the **medical-surgical practice** of surgical technology and surgical assisting.
- AST maintains the following equation when calculating CE credits: 50-60 minutes of lecture or activity equals 1 CE credit.
- A new policy has been added in that live or recorded lectures, including employer-sponsored in-services that are 30 minutes in length will be accepted for 0.5 CE credit. The lecture or in-service **must** last a minimum of 30 minutes. The existing policy of accepting partial CE credits in 15-minute increments remains in place past the required minimum of 30 minutes. For example, a lecture that lasts 45 minutes will be awarded 0.75 CE credits, or a lecture that lasts one hour and 15 minutes will be awarded 1.25 CE credits.
- In addition to the acceptance of partial CE credits, another new policy addresses combining lectures. When possible, the lectures provided at CE programs will be combined in order to award the maximum number of CE credits, as long as the lectures are subject related. For example, an orthopedic seminar offers several lectures on total joint arthroplasty that are 15 minutes in length; the lectures will be combined to determine the total number of CE credits that will be accepted by AST. However, if a program has several lectures that cover various surgical specialties, the lectures are required to be at least 30 minutes in length and would not be eligible to be combined.
- Since January 1, 2005, the AST Approved Provider Policies have been in effect. Organizations and businesses, including AST State Assemblies, are required to be an approved provider in order to offer CE credits to the CST and CSFA. Due to the increasing complexities of CE, including the proliferation of Internet CE offerings, AST is replacing the Approved Provider Policies with the “AST Policies for Program & Enduring Materials Approval.” These policies will go into effect January 1, 2010.
- AST State Assemblies who wish to offer CE credits to the CST and CSFA will be required to complete the program application and submit it to AST for review.

- The primary goal of the application is keep it simple, to the point and only ask for the information that is necessary in order for AST to make an informed approval decision. Additionally, the application represents a consolidation of the program forms that are currently on the AST Web site, including the date request form, post-program report, speaker profile packet, attendance record and attendee program evaluation. State Assemblies can still contact AST and request the packet of Certificates of Attendance.
- When a State Assembly is planning a meeting or workshop in which CE lectures will be a part of the program agenda, the application package must be submitted to AST at least 120 days prior to the date(s) of the program. The application will be reviewed by AST, and if the CE program is determined to be relevant to the medical-surgical practice of surgical technology and surgical assisting, a letter of approval will be sent to the State Assembly. Incomplete application packages will delay the approval, therefore, it is important to submit all requested information with the application. Additionally, the State Assembly should choose the dates of the program carefully. State Assembly events that are scheduled within two weeks before or after an AST program, such as the Annual National Conference, will be contacted to choose another date.
- Completed applications should be sent to the attention of the AST CE Department.

Article XI:

Texas State Assembly Special Provisions

1. The current Officers and BOD will not be required to pay registration fees at any state assembly workshop and/or meeting.
2. Past-Presidents of the state assembly shall not be required of the posted registration fees for any state assembly workshop and/or meeting.
3. The current President of any state assembly within AST attending a state assembly workshop and/or meeting shall not be required to pay a registration fee.
4. Any national AST Board member attending a state assembly workshop and/or meeting shall not be required to pay a registration fee.
5. The President of the state assembly or his/her designee shall have the discretion to waive registration fees for VIP attendees at any state assembly workshop and/or meeting.
6. Each member shall be issued an electronic or paper certificate of attendance for each state assembly education workshop attended. Copies shall only be available for three (3) years after the date of the workshop.
7. Workshop registration fees will be determined by the Board of Directors.

Bob Caruthers / Don Braziel Scholarship Donation

The Texas State Assembly of AST, Inc. is committed to the high standards in education that Dr. Bob Caruthers and Don Braziel demonstrated during their lifetimes and involvement with AST. As both of these individuals were from Texas, the Board of Directors shall make an annual donation of \$1,000.00 in each of their names, to the AST Foundation for Education in Surgical Technology at the AST national conference to be applied to the Bob Caruthers and the Don Braziel Memorial Scholarships. The Board may, by a two-thirds vote, suspend the

donation (for that particular year) if the donation of state assembly funds, as determined by the Board, would cause fiscal harm.

The President shall present the donation in the form of a check drawn on the state assemblybank account to the Foundation Chairperson.

Scholarships shall only be made available to students currently enrolled in a CAAHEP accredited surgical technology program and are current members of AST. Texas students shall receive first priority.

Stella Trimble Scholarship

Stella Trimble Memorial AST Conference Scholarship

The Texas State Assembly is honored to recognize and remember the significant contribution that Stella Trimble, CST, FAST made to the profession as a practitioner, educator, and mentor during her forty plus years in the operating room. Stella was a huge supporter of AST and their annual National Conference. To honor her legacy the Texas State Assembly Board of Directors provides an annual scholarship to help an AST member that has never attended the AST National Conference defer the costs of attending and participating at the conference.

One (1) scholarship will be awarded annually and the Texas State Assembly Board of Directors may award additional scholarships based on applications received and funds available. The scholarship will pay for AST member conference registration fee and four nights at the conference hotel. The member receiving the award will be responsible for travel and meal expenses.

Application and Award Process:

1. Must be a Certified Surgical Technologist (CST) and member of the Association of Surgical Technologists (AST) residing and employed in Texas.
2. Complete the entire application and answer all questions. Submit the application to the Texas State Assembly of AST, Inc. prior to February 28th.
3. Applications will be reviewed and the scholarship(s) will be awarded at the Texas State Assembly of AST, Inc. Annual Business Meeting & Elections the first weekend of March.
4. The member(s) will be notified that weekend of the award. Upon confirmation of the member being able to attend conference, the state assembly will register the recipient for the AST National Conference upon receiving the recipient's completed conference registration form. All attempts will be made by the recipient to complete the form prior to the deadline for the early registration discount.
5. Once the recipient has been registered for conference the state assembly will make the hotel reservations at the conference hotel. The state assembly will pay for the four nights at the conference hotel upon arrival with the recipient being responsible to provide a debit/credit card for room incidentals.
6. The Texas State Assembly of AST, Inc. Board of Directors reserves the right to not award the scholarship based on the number of applications received and the member receiving the award being able to attend conference.

Applications must be completed, submitted, and received by the Texas State Assembly of AST, Inc. by February 28th to be considered for the Stella Trimble Scholarship. Applications: Must be MAILED/EMAIL and RECEIVED by FEBRUARY 28th

Email: txsastateassembly@gmail.com

Mail the application to the address below.

Texas State Assembly of AST, Inc.

PO Box 152982 Arlington, TX 76015--8982

**Article XII:
Special Provisions**

1. The Board shall use the most efficient method possible to notify the membership of state assembly continuing education workshops. The Board shall use the most efficient method possible to notify the membership of legislative activities.
2. Notifying the membership of matters deemed emergent or very important shall be made by a mailing approved by the President.

**Article XIII:
Official Website**

1. The state assembly will maintain an Internet website.
2. The official website of the state assembly is www.texasstateassembly.org and said domain name and web address shall remain the same.
3. The website shall contain content related to the state assembly and its activities for the membership.
4. The maintenance of the official website shall be the responsibility of a webmaster appointed by the President after discussion with the Board of Directors.
5. The President shall coordinate with the webmaster to ensure the content of the website reflects the goals of the state assembly.
6. The President shall ensure the domain name and web hosting service remain current and fees are paid by the treasurer.
7. The webmaster shall ensure the state assembly's website has an active link established on the AST official website www.ast.org.
8. Under no circumstances shall the website contain content that is negative or derogatory towards individuals/members, other state assemblies, and AST.
9. The Board of Directors shall not allow any advertising or affiliation with any organization on the official website and/or website that may result in the loss of non-profit status for the state assembly.
10. No member of the Board of Directors may use the official website for advancement or advertisement of any personal business and/or personal involvement in a business or organization for profit.

**Article XIV:
Dissolution**

1. In the event of the dissolution of the state assembly, all state assembly assets shall be assigned to the AST National Treasury. None of the funds shall inure to the benefit of individual members.

In the event of dissolution of the state assembly, the state assembly Charter document must be returned to AST.