Constituent Society

President’s Manual
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ASCLS Mission
The mission of ASCLS is to make a positive impact on health care through leadership that will assure excellence in the practice of laboratory medicine.

ASCLS Believes:
1. Quality laboratory service is essential to quality health care.
2. Competent, credentialed, laboratory professionals are the foundation to quality laboratory medicine.
3. Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare, and
4. Advancing the laboratory profession advances health care.

Core Values:
1. Ensuring safe, accurate, efficient, appropriate and cost effective laboratory services is a component of quality
2. Defining the characteristics of competent personnel within the profession and providing professional development opportunities so that practitioners can maintain competency are essential roles of a professional association
3. Enabling laboratory professionals to function at their highest level of competence will contribute to cost effective health care
4. Promoting diversity supports the delivery of quality laboratory service
5. Taking a leadership role in standard and policy setting is a core professional responsibility
6. Advocating for quality within the laboratory is essential to the assurance of quality health care delivery

*Adopted by the 2011 House of Delegates.*
Code of Ethics
of the American Society for Clinical Laboratory Science

Preamble
The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient
• Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.
• Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.
• Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleague and the Profession
• Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.
• Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary purpose of ensuring a high standard of care for the patients they serve.

III. Duty to Society
• As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.
• Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession
As a clinical laboratory professional, I strive to:
• Maintain and promote standards of excellence in performing and advancing the art and science of my profession;
• Preserve the dignity and privacy of patients;
• Uphold and maintain the dignity and respect of our profession;
• Seek to establish cooperative and respectful working relationships with other health professionals; and
• Contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Approved July 1995

Revised July 2016
Unique Critical Objective:
Actively engage and prepare medical laboratory professionals to meet the demands of the evolving healthcare environment

Marketing
- Build the ASCLS brand for laboratorians positioned around the concept of a professional family.
- Demonstrate the value of ASCLS to all key stakeholders.
- Effectively leverage professional networks and Leveraging Social Media
- Fully utilize the influential position of laboratory science educator to promote ASCLS and profession

Membership
- Identify and disseminate leadership best practices.
- Grow number of members & membership revenue
- Review current membership fees and categories and optimize
- Address base of currently active volunteers who may drop away
- Increase Diversity

Org Efficiency and Internal Commun
- Ensure a strong culture of mentorship and integrate into CE programs.
- Foster systems that support a culture of accountability
- Develop and maintain data-driven management platforms to evaluate and manage ASCLS activities.
- Increase engagement between national, regional and states.

Advocacy and Professional Promo
- Work with partner organizations to maximize efforts on federal legislative and regulatory advocacy
- Define the role of laboratorians to meet demands within the evolving healthcare environment
- Expand and strengthen the role of laboratorians as advocates of patient centered services
- Increase visibility and recognition of the valuable role laboratorians play in healthcare
- Support efforts for state licensure from national level

Collaboration
- Strengthen the ties between ASCLS and other laboratory organizations.
- Work inter-professionally to improve diagnosis, treatment, prevention and patient safety.
- Take full advantage of ASCLS role sponsoring NAACLS and the BOC.
- Develop, support and maintain educational activities on leadership and mentorship

Education
- Expand CE Opportunities
- Promote professional development beyond CE
- Facilitate a culture of lifelong learning along a continuum of education that supports career advancement.
### ASCLS Regions

**Regional Council**

**Job Description:** The Regional Council is the governing body of the region, consisting of the nationally elected Regional Director, Officers of Constituent Societies located within the region as defined in regional guidelines and, as *ex officio* members, all such persons in the region who serve ASCLS in an elective or appointive capacity.

**Purpose:** The Regional Council shall function to coordinate within the regional boundaries activities which support the principles and further the goals of ASCLS and to provide for the constituent societies of the region greater access to, and utilization of, the resources of ASCLS.

### Composition of Regions

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<th>Region I</th>
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<td>Connecticut</td>
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<td>Maine</td>
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<td>Vermont</td>
<td>Maryland</td>
<td>Georgia</td>
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<td>New York</td>
<td>New Jersey</td>
<td>Mississippi</td>
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<td>Central New England:</td>
<td>Pennsylvania</td>
<td>North Carolina</td>
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<td>New Hampshire</td>
<td>Virginia</td>
<td>Puerto Rico</td>
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<td>Rhode Island</td>
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<th>Region V</th>
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<td>Minnesota</td>
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<td>Nebraska</td>
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<p>| Region IX                       | Region X                       |                                |                                  |
|--------------------------------|--------------------------------|--------------------------------|                                  |
| Alaska                         | Arizona/Nevada                 |                                |                                  |
| Oregon                         | California                     |                                |                                  |
| Washington                     | Hawaii                         |                                |                                  |</p>
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<tr>
<td>Annual Meeting Steering Committee Meeting: San Diego, CA</td>
<td>September 9-10, 2016</td>
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<td>Executive Committee Meeting: San Diego, CA</td>
<td>September 10-11, 2016</td>
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<td>Fall Board Reports Due: State Submissions to Regional Directors and</td>
<td>October 7, 2016</td>
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<td>Committees</td>
<td>Send to: Board Liaisons</td>
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<td>Fall Board Reports Due: Regions, Committees, Affiliated Organizations</td>
<td>October 21, 2016</td>
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<td>Send to: National Office and President</td>
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<td>Recommendations/Volunteers for ASCLS Committee and other Jobs</td>
<td>November 1, 2016</td>
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<td>Appointments: Nominate via Survey Monkey link</td>
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<td>Board of Directors Fall Meeting – Conference Call</td>
<td>November 4, 2016</td>
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<td>Nominations for ASCLS Elected Positions</td>
<td>January 15, 2017</td>
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<td>Send to: Nominations Chair</td>
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<td>Omicron Sigma Nominations due</td>
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<td>March 1, 2017</td>
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<td>Interim Board Reports Due: State Submissions to Regional Directors</td>
<td>February 10, 2017</td>
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<td>Clinical Laboratory Educators’ Conference: Boston, MA</td>
<td>February 23-25, 2017</td>
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<td>Board of Directors Interim Meeting &amp; Planning Day</td>
<td>March 18-19, 2017</td>
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<td>Hilton Old Town Alexandria</td>
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<td>Legislative Symposium: Alexandria, VA &amp; Washington, DC</td>
<td>March 20-21, 2017</td>
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<td>National Medical Laboratory Professionals Week</td>
<td>April 23-29, 2017</td>
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<td>Keys to the Future Nominations</td>
<td>May 1, 2017</td>
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<td>State and National Committee Rosters Due</td>
<td>June 1, 2017</td>
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<td>Send to: President-Elect and National Office</td>
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<td>Annual Reports Due: State Submissions to Regional Directors and</td>
<td>June 16, 2017</td>
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<tr>
<td>Committees</td>
<td>Send to: Board Liaisons</td>
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<tr>
<td>Annual Reports Due: Regions, Committees, Affiliated Organizations</td>
<td>June 30, 2017</td>
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<td>Send to: National Office and President</td>
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<tr>
<td>85th ASCLS Annual Meeting: San Diego, CA</td>
<td>July 31-August 3, 2017</td>
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<td>Issue</td>
<td>Deadline</td>
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<td>September 2016</td>
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<td>July 2017</td>
<td>June 2017</td>
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ASCLS Committees

Board of Directors
President, President-Elect, Secretary/Treasurer, 10 Regional Directors, Past President, Student Forum Chairperson, First Year Professional. (16 total)

**Board of Directors Committees** (Comprised of Board members only)
Appointments Committee, Executive Committee, Finance Committee, Long Range Planning Committee, New Board Orientation Committee, Policy & Procedure Committee

**Elected Committees** (Elected By the House of Delegates)

**Judicial Committee**: Exercises its functions only in those matters assigned by the Bylaws, or in matters referred by official persons or bodies of the Society.

**Nominations Committee**: Publicizes position vacancies, secures nominees and evaluates their qualifications for candidacy.

**House Affairs Committees** (Appointed by ASCLS President for the Annual Meeting)

**House Affairs Committees**: (Appointed by ASCLS President for the Annual Meeting)

**Credentials Committee**: Implements method to certify and tally delegates and alternatives at the Annual Meeting.

**Elections Committee**: Conducts all elections of the House of Delegates.

**Minutes Committee**: Takes notes and assists the secretary/treasurer with minutes of the House of Delegates.

**Sergeant-at-Arms Committee**: Provides logistical support for all major gatherings at the Annual Meeting and acts as liaison among committees for traffic flow, security and seating.

**ASCLS Forums**: These affiliated groups have independent boards and activities.

**Education & Research Fund**: Supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships. Appointed by the President-Elect and approved by the ASCLS BOD.

**Forum for the Concerns of Minorities**: Recruits minorities into the profession, addresses the needs and concerns of minority members. Leadership elected separately from the ASCLS appointments process.

**Political Action Committee**: Works with the Government Affairs Committee to monitor legislation at the local, state and federal level dealing with clinical laboratory issues. Raises funds to support lobbying efforts. Members chosen from each ASCLS Region and approved by the ASCLS BOD.
**Student Forum:** Coordinates the involvement and interest of students of clinical laboratory science in the Society.

**New Professional and New Members Forum:** Provides a forum where young professional leaders and those new to ASCLS can clarify the needs and wants of these new members, and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.

**Publications:**

- **ASCLS Today:** Coordinates and reviews submitted articles for publication.
- **CLS Journal /Editors(s)-in-Chief:** Coordinates and reviews submitted articles for publication.

**ASCLS Committees:** (Participants are appointed by the President-Elect and approved by the BOD)

- **Abstract and Proposal Review Committee:** Reviews and implements policies and procedures for submitting and evaluating abstracts, papers/posters and case presentations for the ASCLS Annual Meeting.
- **Annual Meeting Steering Committee:** Plans scientific sessions and workshops for the Annual Meeting in cooperation with the Continuing Education Advisory Council, Board of Directors and staff.
- **Awards Committee:** Coordinates all activities on publication, description, nomination, selection and presentation of Societal awards.
- **Bylaws Committee:** Receives the proposed changes to the Bylaws and Articles of Incorporation and prepares said Amendments for consideration. Also, Committee examines, considers, and approves appropriate proposed changes to the constitutional codes of constituent societies.
- **Government Affairs Committee:** Assists ASCLS in achieving objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the public.
- **Leadership Academy Committee:** Develops and implements the curriculum and activities for an intensive year-long experience in leadership issues facing rising leaders within ASCLS
- **Leadership Development Committee:** Cultivates members to encourage those individuals who have indicated a talent and interest in serving in a leadership position.
- **Membership Committee:** Responsible for recruiting new members into ASCLS. Responsible for the retention of members and reactivation of lapsed members.
- **P.A.C.E.® (Professional Acknowledgment for Continuing Education) Committee:** Serves to accomplish the goal of the P.A.C.E. program which is to create a combined provider approval
and education documentation system for creating educational programs for interested allied health professionals.

**Patient Safety Committee:** Serves to promote member understanding of the laboratory professional’s role in patient safety and provides tools, resources and educational materials to improve safety for all patients served.

**Product Development Committee:** Coordinates the development and maintenance of current publications/products, as well as facilitates the creation of new publications/products.

**Promotion of the Profession Committee:** This Committee serves to provide the face for the profession in areas of activity that include public relations, image management, and marketing. It provides resources to improve the image of the Society and the profession.

**Scientific Assemblies:** Serves to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas. Every ASCLS member has the opportunity to designate up to two sections in which to participate, according to individual interests.
# 2016-2017 ASCLS Appointed Committee Leadership

## Abstract and Proposal Review Committee (APRC)

**Chair:** Deborah Josko  
908-889-2422  
daj100@shrp.rutgers.edu  
**Vice-Chair:** Linda Gorman  
Lsgorm0@uky.edu

## Annual Meeting Steering Committee (AMSC)

**Chair:** Melanie Giusti  
859-466-8599(c)  
jiustimj@uc.edu  
**Vice-Chair:** Michelle Butina  
(c)859-699-8147 (w) 859-218-0852  
michelle.butina@uky.edu

## Awards Committee

**Chair:** Susie Zanto  
da_zzzz@yahoo.com  
laboratorysolutionz@gmail.com  
406-459-1076 (c)  
**Vice Chair:** Lacey Campbell  
laceyanncampbell@gmail.com  
423-402-7048

## Bylaws Committee

**Chair:** Beckie Hetrick  
bhetrick@hotmail.com  
(c) 720-219-6979  
**Vice-Chair:** Eileen Wyatt  
Elwyatt363@hotmail.com

## Diversity Advocacy Council

**Chair:** Jonathan Gusilatar  
jr.gusilatar@gmail.com  
**Vice-Chair:** Wayne Wilson  
wilsondw@archildrens.org

## Education and Research Fund (E & R) Board

**Chair:** Mary Ann McLane  
302-831-8737(w)  
mclane@udel.edu  
**Vice-Chair:** Louann W. Lawrence  
504-388-0966(c)  
llawre97@yahoo.com

## Government Affairs Committee (GAC)

**Chair:** Linda Goossen  
616-302-2908(c)  
goossen925@gmail.com  
goossenl@gvsu.edu  
**Vice-Chair:** Debbie Shell  
208-863-6710(c)  
dmshell1707@gmail.com

## Leadership Academy Committee (LAC)

**Chair:** Kyle Ridding  
508-496-0968  
kylerbernard@aol.com  
**Vice-Chair:** Angela Darby  
aphillips78@yahoo.com  
(901) 301-1434
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Chair Name</th>
<th>Chair Contact Information</th>
<th>Vice-Chair Name</th>
<th>Vice-Chair Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Leadership Development Committee (LDC)</td>
<td>Stacey Robinson</td>
<td>301-832-2058 <a href="mailto:robinsonstacey@yahoo.com">robinsonstacey@yahoo.com</a></td>
<td>Buffy Kelly</td>
<td>307-286-3387(w) 307-286-2511 <a href="mailto:buffykelley4@yahoo.com">buffykelley4@yahoo.com</a></td>
</tr>
<tr>
<td>Membership Committee</td>
<td>Brandy Greenhill</td>
<td>713-962-2819 (c) <a href="mailto:bgreenhill@mdanderson.org">bgreenhill@mdanderson.org</a></td>
<td>Lucy Wang</td>
<td><a href="mailto:Lwang.asclsnj@gmail.com">Lwang.asclsnj@gmail.com</a> 908-956-5827 ©</td>
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<td></td>
<td></td>
<td></td>
<td>Leslie Martineau</td>
<td><a href="mailto:lmartineau@chartercare.org">lmartineau@chartercare.org</a></td>
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<tr>
<td>P.A.C.E. Committee</td>
<td>Suzanne Butch</td>
<td>734-936-6861 (w) <a href="mailto:butchs@umich.edu">butchs@umich.edu</a></td>
<td>Brenda Kochis</td>
<td><a href="mailto:BrenKoch@comcast.net">BrenKoch@comcast.net</a> 509-939-8445 ©</td>
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<tr>
<td>Patient Safety Committee (PSC)</td>
<td>Stacy Walz</td>
<td><a href="mailto:swalz@astate.edu">swalz@astate.edu</a> 870-680-8596</td>
<td>Jennifer Dawson</td>
<td><a href="mailto:jdawson@sonichealthcareusa.com">jdawson@sonichealthcareusa.com</a> 720-440-1436 cell</td>
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<tr>
<td>Political Action Committee (PAC) Board</td>
<td>Shirley Heber</td>
<td>Shirlehy.heber@ avera.org</td>
<td>Linda Hickok</td>
<td><a href="mailto:LJHickok@h-allc.com">LJHickok@h-allc.com</a></td>
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<td>Product Development Committee</td>
<td>Lindsey Davenport-Landry</td>
<td><a href="mailto:kldavenport@gmail.com">kldavenport@gmail.com</a> 708-567-2642</td>
<td>Toula Castillo</td>
<td><a href="mailto:Demetra.castillo@gmail.com">Demetra.castillo@gmail.com</a> 847-373-0515</td>
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<td>Promotion of the Profession Committee (PPC)</td>
<td>Charlotte Romain</td>
<td><a href="mailto:Marsh397@gmail.com">Marsh397@gmail.com</a></td>
<td>Michelle Moy</td>
<td><a href="mailto:Michellemoy1991@yahoo.com">Michellemoy1991@yahoo.com</a> 847-431-0560</td>
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Revised July 2016
Constituent Societies and District Societies

Members maintain their ASCLS membership through constituent and local societies. Within these constituent societies, members are able to discuss local and constituent society-wide problems, compare and contrast issues / standards and methodologies of their respective laboratories, and stimulate local/ regional interest in the profession. Most constituent societies produce journals or newsletters to facilitate communications among their members. Workshops and seminars are sponsored to provide continuing education. Constituent societies also sponsor their own annual meetings, usually held in the late winter or spring of each year.

Medical Laboratory Professionals Week

Medical Laboratory Professionals Week provides the profession with a unique opportunity to increase public understanding of, and appreciation for, clinical laboratory personnel. This activity takes place the fourth week in April each year, (last full week of the month) and is coordinated by the ASCLS National Office. Public relations manuals, posters and recruitment materials are available for sale to constituent society coordinators, who in turn distribute the materials to local society coordinators. Many members plan displays, open houses and various other activities in their hospital, laboratory or on local TV and radio stations. Medical Laboratory Week has been successful in increasing the recognition of clinical laboratory science among the health care community and the general public.

Medical Laboratory Professionals Week Objectives:
- To recognize the vital contributions made to health care in the United States by those professionals engaged in clinical laboratory science.
• To recognize the professional dedication to quality health care by the practitioners of clinical laboratory science.
• To bring public attention to the role played by the medical laboratory in service to the patient and the public.
• To enhance the image of clinical laboratory professionals to those in both the public and private sector directly concerned with the provision of quality health care in the United States.

Materials and ideas are available well before MLPW at www.ascls.org under the Celebrate tab.

ASCLS Education and Research Fund

The ASCLS E&R Fund, Inc. is a nonprofit 501(c)(3) corporation that functions as an extension of -- and an arm’s length from -- ASCLS. It advances knowledge in the field of clinical laboratory science through development grants to pilot and develop programs and projects, through scholarships to graduate and undergraduate students and via awards recognizing significant contributions to the profession.

For more information, look at www.ascls.org under the About tab.

Alpha Mu Tau Fraternity

Alpha Mu Tau is an honorary fraternity that recognizes outstanding clinical laboratory scientists in the ASCLS for their contributions on a national level. The purpose of Alpha Mu Tau is the professional advancement of clinical laboratory science as a scholarly profession by providing monies to clinical laboratorians for educational endeavors. Scholarships are given on both undergraduate and graduate levels.

Alpha Mu Tau held its organizational meeting in Chicago in 1948 with 21 charter members. There can be no more than 300 active members at any one time. As of August 2012, there are 292 active, 149 emeritus members, and 3 honorary members. The organization meets annually at the ASCLS Annual Meeting and Exhibition.

For more information about Alpha Mu Tau scholarships, look at www.ascls.org under the Celebrate tab, Awards as well under the Student Quick Link, Scholarships.

Role and Responsibilities of the Constituent Society President

The following is intended to provide a model for constituent societies to use in developing a position description for its own chief elected officer. The duties included should generally apply to constituent societies. Additional duties/items should be added to conform to each constituent society's bylaws and organizational structure.

The president is the chief elected officer of the constituent society and as such sets the dates, prepares an agenda, and presides at all meetings of the constituent society board of directors and its membership. Other duties and objectives at the constituent society level include:

• Appoint chairs for all standing committees.
• Establish special committees as needed, and appoint chairs.
• Represent special committees as needed, and appoint chairs.

• Develop and distribute communications to present constituent society views, solicit feedback from members, transmits relevant information from ASCLS and other sources to members.

• Respond knowledgeably to questions regarding ASCLS, the profession, and the constituent society.

• Submit reports to the constituent society membership, regional director, and ASCLS as requested.

• Update, maintain, and organize the constituent society president's files.

• Monitor and evaluate the activities of all constituent society committees and chairs.

• Authorize constituent society expenses and reimbursements.

• Inform the constituent society membership of ASCLS Board of Directors, House of Delegates, and Committee actions.

• Serve as ex-officio member on all constituent society appointive and standing committees.

• Report and distribute to the Regional Director a copy of all official communications that are directed to ASCLS.

• Advise and consult with the constituent society Annual Meeting Chair on overall arrangements for the meeting, **including getting your meeting listed on the ASCLS website, [www.ascls.org](http://www.ascls.org) in the Community Calendar under the Participate tab.**
  - Send Karrie Hovis ([karrie@ascls.org](mailto:karrie@ascls.org)) the following information to list your continuing education activity on the ASCLS website:
    - Title of conference
    - State or Regional Activity
    - Dates
    - Location: city & state
    - Contact person: email and website url

• Serve as a speaker and/or resource person for local chapters and all members regarding the society and general issues concerning the profession.

• In addition to the foregoing constituent society duties, the following duties relate to ASCLS activities:
  - Appoint constituent society liaisons to ASCLS standing and other committees and the Scientific Assembly as requested.
  - Respond to requests from ASCLS as requested.
  - Submit nominations for
    - ASCLS and constituent society awards and/or recognition (e.g., Keys to the Future, Member of the Year, Omicron Sigma).
Appointment to ASCLS committees or positions.
- Serve on your Regional Council, and make sure your President-elect and past President also serve on that council.
- Preside over, coordinate the activities of and schedule meetings of the constituent society delegation at the ASCLS Annual Meeting.
- Become familiar with ASCLS positions on issues and assist constituent society membership in becoming knowledgeable of each position.
- Keep the ASCLS executive office informed when changes are necessary in the Leadership Directory.

Remember: When submitting constituent society reports for the Society's Board of Directors' meetings, these reports will be summarized in the regional director's report and will be reproduced in entirety only in the report to the House of Delegates at the Annual Meeting. The House of Delegates report should be on your constituent society’s letterhead. A constituent society report should not exceed two single sided pages.

Guidelines for Persons Acting on Behalf of ASCLS

These guidelines are directed to board members, officers, and staff, elected and appointed representatives to other organizations, and all volunteers whose activities may influence or commit ASCLS to a position or a course of action. These guidelines are intended to assist all ASCLS agents in assuring that they meet the high standards we expect from each other in the performance of our duties on behalf of ASCLS and to remind each of us of our responsibility to the organization. ASCLS has adopted these guidelines because it is of the utmost importance that those who represent ASCLS understand the scope of their authority when acting in an official capacity on behalf of ASCLS. Consequently, ASCLS members and employees should assess carefully each opportunity to act on behalf of ASCLS to determine if their statements or actions are appropriately made in an official capacity or in a personal capacity.

Each of you acting on behalf of ASCLS is responsible for assuring that the affairs of the organization are conducted honestly and competently. Each of you should exercise the highest level of care, skill, and judgment in the performance of your duties on behalf of ASCLS. During the course of your service to ASCLS you will be presented with many opportunities to take action or express a view on matters that directly affect the profession of clinical laboratory science and those who practice in it. In addition, you may deal with a variety of third parties, e.g. other professional organizations, hotels, printers, travel agents, etc., in a commercial context on behalf of ASCLS. The following are intended to provide general guidelines for conducting your activities on behalf of ASCLS.

Please be assured that adoption of these guidelines does not indicate any lack of confidence in those who are serving on behalf of ASCLS. The guidelines are intended to protect you, as well as ASCLS, as you carry out your responsibilities to the organization.

1) Know the scope of your duties as an agent of ASCLS.

First and foremost it is important that you familiarize yourself thoroughly with the nature of the responsibilities that have been entrusted to you by ASCLS. Specifically, you should review any description of your duties available in the ASCLS Bylaws, Standard Operating Procedures and policies adopted by the Board of Directors. These descriptions are intended to define your
duties and you should not construe your mandate to act on behalf of ASCLS broadly, unless that is the clear intent of the controlling document.

Do not commit to activities that may be counter to the mission and goals of ASCLS. For example, some other laboratory groups may wish to co-sponsor activities such as the state meeting. Do not commit to such activities unless you are assured that ASCLS and your state society will not be negatively affected by diminished revenues for such programs, increased resources needed from the state society, and more volunteerism required for our membership. While ASCLS believes and participates in collaboration efforts, these efforts must result in a win-win situation for ASCLS or its constituent societies.

2) **Keep informed of ASCLS policies and concerns.**

To assure that you are in fact carrying out ASCLS policy in the execution of your duties, be sure to keep abreast of ASCLS developments by reading the newsletter, leadership packets, and other relevant materials sent to you.

3) **Seek advice if you are uncertain about ASCLS’s position on a policy or issue or activity, and whether or not a given policy issue or activity is within the scope of your duties.**

Remember that ASCLS officers and staff are willing to assist you in resolving any questions you may have regarding the appropriateness of given action in light of the responsibilities with which you have been entrusted. If you have a question regarding a proposed course of action, contact the ASCLS Executive Director of appropriate staff to assist you in resolution of your question.

4) **Seek review of important written statements or positions you intend to adopt in an official capacity.**

Given the current changes in the clinical laboratory environment, many opportunities present themselves to express an opinion regarding clinical laboratory services and related issues. Any ASCLS member may be approached to write an article on a topic of current interest or take part in a symposium on a given topic. It is important to consider carefully the question of whether the opinion you intend to express in such a situation is one that you should express as a representative of ASCLS or as an individual professional. If you intend to express an opinion as an ASCLS agent, written statements should be reviewed by an appropriate ASCLS staff person or member of the Board of Directors.

5) **Take exceptional caution in areas that are controversial or newsworthy.**

In light of current efforts to reorganize hospital clinical laboratories and the resulting partisanship among various professional groups practicing in the laboratory, it is of particular importance that statements regarding competing groups of allied health professionals or physicians should be made only with the utmost care and thought, preferably after consultation with ASCLS officers, directors and responsible staff. Statements on behalf of ASCLS in connection with controversial topics may unwittingly impair a broader strategy on the issue adopted by ASCLS.
Opinions or actions that may adversely affect competitors, other members of ASCLS or persons with whom ASCLS has a commercial relationship should be made or taken only in exceptional circumstances and only with the approval of appropriate ASCLS officials.

ASCLS Documents

Classification of ASCLS Documents

*Position Paper* - An elaboration of the Society's opinions and policies regarding a specific issue or problems. It contains a concise statement of the position of the Society.

*Public and Professional Statement* - An official statement.

*Future Direction Statement* - An official statement.

*Working Paper* - A white paper that has been further developed to include statements of action taken by the Society relative to the specific issue. It does not include a position statement. A position paper may be developed from a working paper.

*White Paper* - An expository paper to initiate an awareness of the issue to educate people about the elements of an issue or problem. It does not include a statement of policy or infer action taken by the Society.

Position papers, public and professional statements and future directions statements represent official ASCLS positions with respect to a given issue. Working papers and white papers are often developed by various committees or task forces of the Society for the purposes indicated in the definitions above.

Description of Possible Status

Current (Reference) and historical documents are those in any of the classification categories above which are no longer current or which provide still-current reference information. Therefore, each file topic should include a subtopic "reference/historical file" to retain these documents according to the subject matter. Dates of adoption or use by the appropriate society entity should be included.

ASCLS Key: Resource Documents/Materials

The following documents have been developed by ASCLS over the past years. Those that are considered to be currently applicable are listed accordingly. Those that may be contained in constituent presidents' files, but are no longer suggested for use are listed under "Historical Documents".

Following most document titles is a publication date. If the document is currently in the process of revision, an asterisk will precede it. Most of the documents should be contained in each constituent society president's files or in the appropriate constituent committee chair's files. If they are not and you wish to obtain a copy, you may do so by contacting the place/person identified following the document title. Please note that some of the historical documents may only be available from other constituent societies that have kept them in their files, in which case you would have to contact each constituent society president. When "Executive Office" is indicated, requests should be sent to the individual division/department designated responsible for that document.
Current Documents
ASCLS Strategic Plan. Revised annually. ASCLS Executive Office, ASCLS website

A Guide to the Promotion of Medical Laboratory Professionals Week (annual). ASCLS Executive Office, ASCLS website.

Bylaws and Standard Operating Procedures (SOPs) of the American Society for Clinical Laboratory Science. Revised annually. ASCLS Executive Office, ASCLS website.


The Constituent Delegation at an ASCLS Annual Meeting. ASCLS Executive Office, Chair of Credentials Committee.

ASCLS Position Papers. (Revised annually, for specific titles see the listing in this handbook), ASCLS Executive Office. Selected position papers on the ASCLS website.

ASCLS Membership Manual.(revised 2005) ASCLS Executive Office

Fiscal Responsibilities and Audit Procedures for Constituents to Use. Refer to constituent societies Bylaws and SOP’s.

ASCLS State Publications Information. ASCLS Executive Office or constituent societies.

Handbook for Scientific Assembly Chairs. ASCLS Executive Office or Scientific Assembly chair.

Government Relations Program Manual. ASCLS Executive Office.


ASCLS Position Papers
http://www.ascls.org/about-us/voice-your-opinion/position-papers

Most recent papers
- Healthcare Reform
- Scope of Practice
- Independent Practice
- Direct Access Testing
- Advanced Practice – the DCLS

PART II
A Guide to Parliamentary Procedures

Adapted from Robert’s Rules of Order, Newly Revised (current edition), (For Presiding Officers and Members of Parliamentary Assembly)

Revised July 2016
PRESIDING OFFICERS

1. Effect democratic procedure:
   a. promote free discussion and debate;
   b. guarantee the rights of minorities;
   c. seek and abide by the will of the majority;
   d. maintain equal rights of members;
   e. avoid and discourage dilatory, absurd, frivolous, hair-splitting and time-wasting motions and procedures;
   f. keep the meeting on an impersonal basis; and,
   g. take definite, positive and decisive action.

2. If possible, determine the order of business before the meeting. If a program committee or executive board exists in your organization, plan with it an order of business for the meeting. Assign responsibility for necessary reports and information for profitable discussion, debate and action. The usual order of business is:
   a. reading the Minutes of a previous meeting, with corrections and approval;
   b. reports of Boards and Standing Committees;
   c. reports of Special Committees;
   d. Special Orders;
   e. Unfinished Business; and,
   f. New Business.

3. Adjust yourself, your attitude, your speech and your vocabulary to the size and purpose of the assembly. In small groups, discussion and debate can be carried on informally, but form motions should be made for the minutes when action is taken.

4. Preserve order.

5. Refer to yourself as "The Chair," not as "I".

6. Recognize speakers fairly. Give preference to one who has not spoken, to one who speaks infrequently, to alternate sides, etc.

7. If you must debate, leave the chair. Ask another to take the chair, move on to the floor and debate from the floor. If you find it necessary to assert your opinions, you probably are not "The Chair" type.

8. Insist on clearly phrased motions. Help the secretary or clerk to get the motion clearly phrased. Keep the assembly clearly informed as to what is immediately pending.

9. Insist on relevant discussion and debate.

10. Identify the motion to be voted on. For example, say: "The vote is to close debate on the motion to..." "Those in favor of ending debate, say yes," "Those opposed, say no."

11. Always take a negative vote, even though the affirmative seems to have carried.

12. State clearly whether the motion is carried or lost.
13. Remember that nothing is official until it is stated by the Chair. The meeting is not adjourned, even after the vote, until the Chair announces adjournment.

14. Remember that a two-thirds majority is required to close nominations.

15. If you are in doubt, ask for a vote or for the opinion of someone who knows, such as a Parliamentarian.

**Parliamentary Procedures**

1. **Main Motion**
   Rise, wait until the Chair recognizes you, then say, "I move that..." You may speak in favor of the motion before or after you move it.

2. **To Second**
   You need not be recognized by the Chair. Simply say, "I second it." After a second has been given, the Chair will call for discussion. If there is no discussion and no subsidiary motions are placed before the house, the Chair calls for the vote.

3. **Postpone Indefinitely**
   "I move to postpone the consideration of this question indefinitely." This kills the motion.

4. **Postpone Definitely**
   "I move to postpone the consideration of this motion until (specific a date and time)."

5. **Amend**
   -"I move to amend the resolution by (one of the following forms:) -"adding the words (insert new phrasing) after the word (in the text already)."
   -"striking out the words (delete old phrasing) and substituting (insert new phrasing)."
   -"striking out the words (delete old phrasing)."

   When amending, always quote the exact part of the resolution you wish to change. You may also move to amend an amendment in the same fashion explained above.

6. **Limit Debate**
   "I move to limit debate on this resolution to (a specific time length)." Another way of limiting debate is, "I move to limit debate on this resolution to (a specific number) speeches by those in favor and (the same number) by those opposed to it."

7. **Previous Question**
   "I move the previous question." Another version, in which a two-thirds vote is required, is "I move the previous question on the main motion and all motions pending." If this passes, it ends all discussion and the Chair calls for a vote on the main motion in the first case, or upon all motions if the second form was used.

8. **Lay on the Table**
"I move to lay this motion on the table." It is a motion to kill a resolution unless the motion states that it is to be considered at a later time, in which case, at a future time, someone needs to move, "to take motion #(whatever number it was given when tabled) from the table."

9. **Rise for Information**
   "I rise for information. Will the Chair please ask *(person’s name).*" The Chair at this point will ask the speaker to provide the source of the information she is presenting. Another version is, "Mr./Madame Chair, may I ask the speaker a question?"

10. **Object to Consideration**
    "I object to the consideration of this question." You must say this before any discussion has started. You might feel, for example, that this motion would discriminate against certain people in the assembly. A two-thirds vote is required for this action to be accepted.

11. **Call for Division of the House**
    "I call for a division of the House." Do this if you think the Chair has "'-'' given the wrong interpretation of a voice vote. The Chair must then call for a hand vote or a standing vote.

12. **Question of Privilege**
    "I rise to a question of privilege." This may interrupt a speaker if it is urgent; as soon as the request is granted, the Chair returns the floor to the speaker who had the floor prior to the interruption. For example, if the speaker is not speaking loud enough, "We cannot hear the speaker. Will the Chair ask the speaker to speak more loudly or move closer to the assembly?"

13. **Parliamentary: Inquiry**
    "I rise to a parliamentary Inquiry." To be used if you think the Chair is wrong. Upon being recognized by the Chair, say, "Isn't the Chair out of order *(in a specific parliamentary action)?*"

14. **Point of Order**
    "I rise to a point of order." When the Chair asks you to state your point of order, you may say, "the Chair was out of order *(in a specific parliamentary action).*

**PART III**

**Membership Benefits**

**Clinical Laboratory Science**
The official journal of ASCLS: Clinical Laboratory Science is a peer-review professional journal, which is published quarterly. The journal's timely features and editorials, research findings and reports on cutting-edge technologies, methods together with recruitment classified ads help you stay up-to-date on the latest trends, issues and openings in the field. Published by the profession for: the profession, CLS embraces a philosophy that clinical laboratory science is something more than a collection of sub-disciplines: it is an interactive, multi-disciplinary and autonomous body of knowledge unified through its orientation to patient care.

**Continuing Education**
ASCLS (P.A.C.E.)® Professional Acknowledgment for Continuing Education, reviews and approves hundreds of continuing education opportunities offered each year at local, constituent, regional and national meetings and in ASCLS publications. By participating in these sessions, you will not only expand your knowledge, but will also earn continuing education units (CEU). Additionally, there is also FOCUS,
ASCLS peer-reviewed, mail-in continuing educational program. Each FOCUS self-study module, covering a current scientific or professional topic, is developed by a board of editors and published in Clin Lab Sci. In addition, ASCLS has provided P.A.C.E. approval to the Learning Scope of Advance, an independent newsletter. ASCLS also provides a “CE Organizer” as a member benefit to allow easy documentation of all continuing education activities, certificate and transcript production and printing.

Government Relations
Policy and regulatory changes at all levels of government directly affect our profession. Early access to these developments gives us the ability to make informed decisions - which gives all of us a decided advantage on the job. That is one reason why ASCLS, headquartered in Washington, DC, maintains continuous liaisons with Congress and the Federal Executive branch. Through ASCLS’s government affairs staff, you have an effective means of monitoring and influencing the federal and state laws and regulations that can change your world. But to have a positive effect on government policy you must have more than lobbying; you must have a direct say in who is elected to Congress. And through ASCLS /PAC - our Political Action Committee - you will have just that: a legal and ethical way to pool our political campaign contributions. Why are we supporting their election campaigns? Because they will support legislation that benefits our profession.

ASCLS Annual Meeting and Exposition
The ASCLS annual meeting continues to help you keep up to date in prevailing clinical laboratory technologies, methods and concepts. The Annual Meeting provides all of us with the largest exposition in the nation, featuring tomorrow’s technologies and services under one roof; national policy makers whose insights give us a competitive head start; and a forum for scholarly exchanges among colleagues. As an ASCLS member, you will automatically receive substantial discounts on the registration, scientific, and exhibition session fees. The scientific sessions, symposia, and professional development/leadership workshops are P.A.C.E. approved and designed to meet state and Board of Certification (BOC) continuing competency requirements.

Publications
ASCLS’s expanding library of publications brings the profession to your bookshelf and, at a substantial discount. Our publications focus on a range of topics, from technical specialty areas to government affairs, from education to industry. Our issue analyses on such subjects as physician office laboratories are excellent references for trend watchers and career planners alike.

Professional Affairs
In a rapidly changing world, ensuring the public’s continuing trust is not only crucial, it is a source of personal satisfaction for professionals. That is why ASCLS’s professional affairs programs maintain an open dialogue between the public and the profession. Our programs remind the public that disease prevention; health promotion and medical diagnosis and treatment are only as good as the clinical laboratory professional on whom they depend. Members of the Society mobilize public opinion to support quality assurance standards. They bring to light such pressing issues as adequate salaries and personnel supply and demand. Our programs give you the benefits of enhanced professional security and are reported to you in ASCLS Today, the Society’s newsletter.

Education and Research
Every day, we face information crises. Cost containment, technological and marketing developments demand new ideas and new solutions... and you demand a constant flow of information to maintain your competence and keep the professional advantage. ASCLS meets your information needs in two major ways: through the Education and Research Fund, Inc. (mentioned above) and through ASCLS’s
Educational Services Division, which develops materials you need for the most profitable investment you can make—an investment in yourself and your career.

**ASCLS Committees and Special Interest Groups**
ASCLS provides a privilege of helping to shape our professional Society. Through participating in ASCLS's leadership structure - locally and nationally - you will have an important say in how your Society is governed and how it will represent the profession. Active involvement in ASCLS's specialty interest groups, governance bodies, or substantive committees gives many benefits. "While you help your profession mature, you mature as a professional."

**Awards**
This program provides members national recognition for outstanding professional and leadership achievement. Winners are announced at the ASCLS Annual Meeting.

**Regional, Constituent Societies, and Local Societies**
Your professional Society is also available to you and nearer to home. The regional and constituent meetings give you opportunities to network and hone your personal leadership skills. District/chapter meetings give you a wide range of technical and professional opportunities that are in step with issues important in your local area.

**Insurance**
ASCLS offers low-cost professional liability insurance, as well as other affordable insurance coverage and attractive financial services for you and your family.

**Web Site Access**
The ASCLS Web site located at www.ascls.org contains a large body of information about the Society's organizational structure, regions, and meetings. Regional and constituent society web pages are linked, and interactive discussions with members occur on the "Forum." Visit this site often and use the features available only to members.

**PART IV**
**QUICK GUIDE**

**What You Need to Know & Do as Constituent Society President**

**Contact Information**
Most calls to the ASCLS office will be answered by voice mail; please be prepared to leave your name, phone number for return call and a brief message.

**Email:**
- Jim Flanigan: jimf@ascls.org
- Karrie Hovis: karrieh@ascls.org
- Andrea Hickey: andreah@ascls.org

**Office Internet Address:**
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ASCLS Today:  Submit any material to be included in newsletter by the first day of the month prior to publication to:

Cheryl Caskey, Editor
Shreveport, LA
318-681-4531
crcaskey@att.net
### ASCLS Board and Office Directory 2016-2017

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**ASCLS DIRECTOR FOR MEMBERSHIP SERVICES AND P.A.C.E.®**  
Patrick Cooney

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Revised July 2016
Constituent Society President Responsibilities

ASCLS Calendar

1. Post copy in prominent place, and/or incorporate into your work and personal activities calendar
2. President Responsibilities
   a. Deadlines
      (1) Awards included in February 15, 2017 deadline
         (refer to ASCLS website for specifics)
         - CLS Distinguished Author
         - Constituent Society Publications (newsletter)
         - Gloria "Mike" Gilbert Applications
         - Professional Achievement
         - Lifetime Achievement Award
         - Robin H. Mendelson Memorial Award
         - Scientific Research Award
         - Student Forum Leadership Award
         - Theriot Creativity Award
      Omicron Sigma (state) March 1, 2017
      Keys to the Future nominations deadline May 1, 2017
      (2). Leadership emails
      (3). ASCLS Meetings
         - Board of Directors, Clinical Lab Educators, Legislative Symposium, Annual Meeting
      (4). Board report due dates to Regional Director
         b. Make sure other constituent society leadership are aware of deadlines, events, and information pertinent to them

Leadership Directory- President Responsibilities

Submit constituent society leadership information by June 1, 2017
   a. Will be posted on Web Site as submitted

Include:
   Name
   ASCLS member number
   Preferred Mailing Address
Work Phone + Area Code
Home Phone + Area Code
Fax number + Area Code
Email address

b. **Do not delay** sending. If not complete submit as much as is known now.
c. Send updates to constituent directory by next Leadership Posting deadline
Constituent Society Leadership Conference

(Optional, but recommended)

1. **President’s responsibilities**
   a. Set date, agenda in coordination with Leadership Development Chair
   b. Invite previous and new constituent society leadership
   c. Set goals for each committee, include deadlines; be sure chairs involve all committee members in activities
   d. Be sure files transferred to new chairs, elected positions

Leadership Postings and Emails

1. Emails sent out via the Constituent Society List Serv
2. Four Leadership Postings on the ASCLS Web site (see ASCLS calendar for posting dates)
   a. Includes reports from ASCLS President, Executive Vice President, Committee chairs, and others regarding current activities, deadlines, articles, and other information of interest

2. **President’s responsibilities**
   a. Read and note any pertinent deadlines
   b. Contact constituent society leadership to view posting on ASCLS Web Site

Board Reports

(see samples on next pages)

1. All **electronic** reports should meet the deadlines on the ASCLS calendar and be forwarded to your Region Director for the fall Board meeting, interim Board meeting, and the annual meeting.

2. All reports should be printed **single sided** on appropriate letterhead (i.e. ASCLS letterhead, region letterhead, etc.) and **should not exceed two pages in length**.

3. Reports should be labeled as follows:

   - **Report to:** ASCLS Board of Directors
   - **Report of:** (name of your constituent society)
   - **Submitted for:** (name of meeting)
   - **Prepared by:** (your name/title)
   - **Date:**

4. If attachments accompany the report please note so at the bottom of your report to ensure they are included with the report.
For the Fall Board Meeting and the Interim Board meeting you will submit one report that summarizes the activities from the previous submission. (In other words for Fall, summarize activities from the report submitted since Annual Meeting; for Interim submit activities since the Fall report).

Report the progress on any societal activities, request resources, comment on policy, recommend changes in policy, and raise issues of concern. Fall report should contain your strategic plan/goals for the year. Recalling the function of the Board and the vast number of activities that ASCLS is involved in, the key is to report all those ideas, comments, and occurrences that will be meaningful or useful and involve matters of major or practical importance to all concerned. These reports may include ‘Concerns’ or ‘Requests for Action’. Requests for Action must be discussed with your board liaison BEFORE submitting the report, and be phrased as a parliamentary motion: “I move that the ASCLS Board of Directors ……” If the Request for Action will include financial consideration, the estimated costs must be written in the motion.

Submit two reports at the end of the year. One report is for House of Delegates and should be a list of the year’s activities and be addressed to the “House of Delegates”. It should NOT include any “concerns” since those should be addressed to the ASCLS Board of Directors. A constituent society or committee can include a Request for Action to the House of Delegates, if the request has to do with setting policy for ASCLS. If you are not certain if your request for action is appropriate, you should discuss it with the Region Director or Board Liaison before introducing it to the House.

The second report is for the Board of Directors (addressed to your Region Director) and should include a summary of what has happened in the society since the Interim report was submitted, and should include any concerns and/or Requests for Action (phrased in the form of a motion).
Sample Board Report (used for Fall, Interim and Annual Meetings)

Note that this report did not include any “concerns”. If it had, it would have been listed after the Request for Action.

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

REPORT TO: ASCLS Board of Directors
REPORT OR: ASCLS Bylaws Committee
SUBMITTED FOR: ASCLS Interim Board Meeting
PREPARED BY: Karen Bennett, Chair KB
DATE: 9 February 2008

❖ ASCLS Bylaws Committee:
The SOP changes that were made by the ASCLS BOD during the Fall Conference call were added to the Bylaws/SOP document and sent to the Executive Office to be placed on the Website the first part of November 2007.
We have also been involved in discussions regarding the updating of the PAC Bylaws to allow for three year terms to coincide with the terms of other ASCLS appointments. This is being considered by the PAC Board of Trustees.
Several Board members and the Committee are reviewing possible changes to the SOPs or if necessary, the Bylaws, concerning the collection of state dues in constituent societies with little or no leadership/activity and lack of benefits for members who are residents of the state.

❖ Constituent Society Activity:
The Committee has reviewed and approved minor changes to New Jersey and Michigan’s Bylaws and they will be submitted to their memberships for approval.

Request for Action: The ASCLS Bylaws Committee moves that the ASCLS Board of Directors approve the following modifications to the SOPs concerning the current practice for submission of constituent society bylaws review.


1. Upon adoption of Proposed amendments to constituent society codes, three (3) official copies of the amended codes are to be transmitted as follows: one copy to the Executive Office of this Society, and two copies, to the Chair, Chair of the Bylaws Committee of this Society.

(a) Four copies. An electronic copy of the current codes and the proposed amendments, which are to be presented in context, are to be submitted at least 60 days before adoption is desired. If an electronic copy of the codes does not exist, two paper copies are to be sent to the Chair of the Bylaws Committee of this Society.

(b) An official copy of amended codes is to be transmitted to the Chair of the Bylaws Committee within 90 days after adoption by the constituent society membership.
Sample report for House of Delegates. Note this is a full year summary and there are no ‘concerns’ or ‘requests for action’.

Missouri Organization for Clinical Laboratory Science

Report to: 2008 House of Delegates
Report of: Missouri Organization for Clinical Laboratory Science
Submitted by: Renee Setina, Missouri President
Date: June 5, 2008

State Board Meetings:
- September 8-9, 2007 Retreat – Springfield, MO
- November 3, 2007 – Jefferson City, MO
- January 10, 2008 – Teleconference
- March 27, 2008 – Teleconference
- April 10, 2008 Annual Business/Awards – St. Louis, MO

Spring Meetings:
- 2008 Spring Meeting held jointly with St. Louis CLMA
  April 9-11, 2008 – St. Louis, MO
- 2009 Spring Meeting Quad State meeting with Kansas, Nebraska & Iowa
  April 15-17, 2009 – Council Bluffs, IA
- 2010 Spring Meeting – Kansas City Area

Goals for 2007-2008:
- Licensure bill filed in both houses in Missouri General Assembly. Both bills were assigned to committee. The Senate committee hearing was held March 31, 2008 where 4 MoCLS members testified in support and 3 testified in opposition representing CAP, Missouri Medical Association, Missouri Society for Pathology, and Missouri Hospital Association. House committee never scheduled a hearing, however several house bills did not receive a hearing during the 2008 session. Both bills never were voted out of committee. This was the first year for Missouri to successively submit a bill simultaneous in both houses of the general assembly. In previous years, the licensure bill was filed only in house or senate.
- Missouri Membership printed and mailed the ASCLS Voice Value Vision membership brochures to lapsed members. In process updating membership database with current email addresses.
- Missouri is also in process updating the Missouri Leadership Handbook.

Scope and Planning:
- Incoming President Tim Randolph has already started the process for Missouri’s Scope and Planning for 2008-2009 by holding a meeting April 11, 2008 establishing goals for each leadership position.
Communication

1. **Keep copies** of all official communication in electronic President's file to be given to President-Elect at end of the year
2. **Copy constituent society President-Elect** on all official communication to President, Board of Directors, ASCLS Chairs
3. **Notify** constituent society leadership regarding Leadership Postings
4. **E-mail monthly updates** to Regional Director (RD)-by last day of the month
5. **Contact constituent society leadership monthly** (for updates on goals, activities)- select a regular date for contacts (suggestion: have President-Elect help with contacts)
6. Circulate updates from RD and/or ASCLS President to constituent society leadership
7. Communicate constituent society newsletter deadlines to RD, ASCLS office.

Membership Development, Rosters

1. The following membership reports are available on the ASCLS web site at www.ascls.org in the Groups Section:
   a. New Member Roster
   b. Current Member Roster
   c. Lapsed Member Roster

   Reports can be found under the group pages for your state: member reports.

2. A list of members who have joined or renewed accompanies every state dues check sent to the **Constituent Treasurer** quarterly

3. **Emeritus Membership**
   a. Refer to ASCLS Bylaws for qualifications
   b. Recognizes continuous long-term commitment to ASCLS, profession

4. **Honorary Membership**
   a. Refer to ASCLS Bylaws for qualifications
   b. Recognizes individuals who cannot qualify for any other membership category, but have contributed extensively to ASCLS, profession
   c. **President's Responsibility**
      (1) Submit formal motion accompanied by letter of recommendation outlining the qualifications of the nominee to the ASCLS Secretary- Treasurer with a copy to the RD
      (2) With ASCLS President's approval, nomination will be on annual meeting House of Delegates agenda; majority vote of House required
      (3) Constituent may nominate no more than one candidate in anyone year providing the number of honorary members does not exceed 1% of the total society membership
      (4) Honorary member will be notified by the ASCLS Secretary- Treasurer
Annual Meeting

1. Dates on ASCLS calendar

2. **Incoming President’s responsibilities**
   a. Attend [Presidents-Elect Seminar](#) (listed in annual meeting program)
   b. Coordinate with current President for the rest of society responsibilities below.

3. **Current President's responsibilities**
   a. Preside over and coordinate constituent delegation activities and meetings
   b. Attend [President’s Seminar](#) (listed in annual meeting program)
   c. **Credentials**
      (1) Prior to annual meeting, submit to ASCLS Executive Office, list of official
delegates and alternates for the House of Delegates
      (2) Pick up Credentials for delegates as directed
   d. **Delegates**
      (1) **Explain** constituent society expectations of delegates and reimbursement
          policies well before the annual meeting
      (2) **Explain importance of meeting with candidates at ASCLS exhibit during**
          Candidate time in the booth
      (3) **Suggested**: assign to some delegates to attend NAACLS update,
          ASCLS Committee, Scientific Assembly section meetings if constituent Chair
          not at meeting & report back to constituent society leadership
      (4) Make sure delegates know to bring membership card, registration form, and
          wear badge at meetings
   e. **Other meetings to be attended by Constituent Society President**
      (1) **Pre-House Board Meeting**
          (a) Held day prior to official opening of the Annual Meeting
          (b) Open session with discussion of House of Delegates agenda items
              resulting in Board recommendations
          (c) **Suggested** attendance to learn about issues to be addressed at Annual
              meeting and House of Delegates
      (2) **National Committee Meetings** – Suggested to assign delegates to attend to
          learn about issues and report back to constituent society membership
      (3) **Issues Update** – Important issues update session
      (4) **Awards Ceremony**
      (5) **Keynote sessions**
      (6) **Candidates Presentation**– Delegation has opportunity to meet and talk with
          candidates for all ASCLS elected positions
      (7) **Regional Caucus**
      (8) **Constituent Society Caucus** –Delegation to discuss candidates, issues, and
          elections procedural questions
      (9) **Elections** - Ensure all delegates are knowledgeable about election
          procedure, notify delegates of any run-off election
      (10) **House of Delegates**
f. Agenda Book – Print out from ASCLS Web Site and bring with you to Annual Meeting (Inform all delegates to print their own copy)
   (1) Contains information to be considered by House of Delegates
   (2) Ensure that you and each delegate are familiar with contents, or assign portions to various delegates and report back to delegation at constituent society caucus

Travel Tips

Make hotel and transportation arrangements well in advance. Refer to the meeting program when making arrangements to ensure ample time to attend all functions.

- When making hotel reservations, use the hotels designated in the meeting program. Special rates have been negotiated by ASCLS.

- Check with the meeting hotel to coordinate travel arrangements to and from the airport, if needed.

- Attendees of the Annual Meeting often acquire large amounts of literature and souvenirs. When packing, leave room in your luggage for these materials on your return. Another suggestion is to bring a "book bag" with you, or ask the vendors to mail the materials to you after the meeting.

- Remember, our Annual Meeting is a great opportunity for networking. Use the myriad functions at this meeting to make new friends, discover new ideas and expand your professional and personal horizons. Planning ahead will help you get the most from your time.