

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE - WASHINGTON**

**AFFILIATE OF THE**

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE**

**HANDBOOK FOR  
OFFICERS AND COMMITTEES**

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## TABLE OF CONTENTS

	<b>Page</b>
Table of Contents	2
ASCLS-WA Mission Statement	3
Strategic Plan	3
ASCLS Mission Statement	3
Vision Statement	3
Purpose	4
Code of Ethics	4
Pledge to the Profession	5
ASCLS-WA and District Society Charters/Dissolution	5
ASCLS-WA District Society Boundaries	6
ASCLS-WA Society Presidents	7
Governance Overview*	
ASCLS-WA Board of Directors	8
Purpose	8
Composition	8
Committees	9
Duties and Functions	9
Meetings	10
House of Delegates	
ASCLS-WA Representation	10
ASCLS House of Delegates Representation	10
ASCLS-WA Board of Directors Position Descriptions	
President	11
President-elect	14
Secretary	17
Treasurer	18
Board Liaison	20
Seminar Board Liaison	21
District Society President/Representative	23
ASCLS-WA Committees	
Overview and general information	25
Awards	26
Bylaws and Articles of Incorporation	29
Finance	30
Ascending Professional	32
Leadership Development	
Legislative/ Government Affairs Committee (GAC)	32
Membership Committee	33
Nominations and Elections	37
Political Action Committee (PAC)	49
P.A.C.E. Administrator	39
LabOratory	
Scholarship	40

ASCLS-WA Committees – continued

Promotion of the Profession	
Scientific Assembly - inactive	
Ascending /Developing Professional Advisor	43
Developing Professional Delegate	44
Developing Professional Delegate Selection Letter (with duties)	46
Webmaster	
PAC – Political Action Committee	

\*Any questions that are not addressed either in the Bylaws or the Handbook, please see the Washington Nonprofit Handbook at [www.sos.wa.gov/\\_assets/charities/Washington Nonprofit Handbook.pdf](http://www.sos.wa.gov/_assets/charities/Washington%20Nonprofit%20Handbook.pdf).

## **ASCLS-WA MISSION STATEMENT**

The mission of the American Society for Clinical Laboratory Science - Washington (ASCLS-WA) is to be the primary source for clinical laboratory science education, information and advocacy in Washington State.

## **ASCLS-WA STRATEGIC PLAN**

- Assure education for laboratorians so that quality health care may be provided at all clinical laboratory sites in this state.
- Monitor, evaluate, and act upon legislation that affects our profession on a national and state level; and continue to pursue personnel licensure.
- Explore resources to support our licensure efforts and increase our membership through more district activities.
- Increase unity among laboratorians in the legislative arena, in career recruitment, and to reach common goals for professional recognition.

## **ASCLS MISSION STATEMENT**

The mission of the American Society for Clinical Laboratory Science (ASCLS) is to promote the profession of clinical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all customers, the society ifs committee to the continuous quest for excellence in all its activities.

## **ASCLS VISION STATEMENT**

The American Society for Clinical Laboratory Science (ASCLS), as the preeminent organization for clinical laboratory science practitioners, provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care.

## **ASCLS PURPOSE**

The purposes for which the society is formed are:

- To promote standards in clinical laboratory methods and research, and in affiliated fields;
- To enhance the professional status and image of its members;
- To create mutual understanding and cooperation among the Society and its members and all others who are engaged in the interests of individual and public health;
- To be responsible for providing educational programs in the clinical laboratory and related sciences and defining standards of competence at all levels;
- To be responsible for determining entry level requirements and providing for appropriate credentialing;
- To represent the interests of the clinical laboratory and affiliated professions and the members of the Society in all government and other forums that affect those interests;
- To establish and promote ethical standards for the professions represented; and
- To provide aid and benefit to all members of said professions.

## ASCLS CODE OF ETHICS

### **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 Colleagues 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 care professionals with the primary objective 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 others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community.

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

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – WASHINGTON  
(ASCLS-WA)**

Washington was the 37th State to receive a Charter from the American Society for Clinical Laboratory Science (formerly American Society for Medical Technology). The charter was issued in 1948. The Articles of Incorporation were issued by Earl Coe, Secretary of State of Washington, on March 30, 1948.

**DISTRICT SOCIETIES**

<b>DISTRICT</b>	<b>YEAR CHARTERED</b>
TACOMA/OLYMPIA	1951
SEATTLE	1951
*SPOKANE	1949
*NORTH CENTRAL	1951
NORTH PUGET SOUND	1970
*SOUTHWEST	1972
COLUMBIA BASIN	1977

\*Currently inactive

**Inactive Districts/Charter Dissolution:**

The Board of Directors works with a district representative to determine if the society has become inactive. The district bank account is closed and all funds are then turned over to the state Treasurer to include in the state budget and be disbursed like any other ASCLS-WA funds. The district representative can give instructions as to whether the funds should remain in a separate column rather than the state funds. This would occur if there is any possibility of reactivating the district. If the district decides to become active again, a representative will notify the Board of Directors of such action.

If, in the rare instance, that a society wants to dissolve its charter, a representative should present the reasons to the Board of Directors. There is information in the national bylaws and SOPs that can help in this situation along with help from the Regional Director. The National Bylaws Committee may be able to help in working with the state on dissolution of the charter. If the district has any money or funds in a district bank account, this account will be closed and the money will transferred to ASCLS-WA become money to be disbursed like any other ASCLS-WA funds.

## **DISTRICT BOUNDARIES\***

### **Columbia Basin District**

Includes the geographical area bounded on the West by a line drawn from the Dalles, Oregon, north to the Canadian-United States border and to include only that part which is south of Cle Elum; on the North by a line drawn from Ritzville west through Cle Elum to intersect with the western boundary; on the East by a line drawn from Ritzville south through Dayton to the Washington-Oregon border; on the South by the Washington-Oregon border.

### **North Central District**

Includes the geographical area bounded on the West by a line drawn from the Dalles, Oregon north to the Canadian-United States border to include only that part which is north of Cle Elum; on the North by the Canadian-United States border; on the East by a line drawn from Grand Forks, B.C., south to Ritzville; on the South by a line drawn from Ritzville west through Cle Elum to intersect with the western boundary.

### **North Puget Sound District**

Includes the geographical area bounded on the West by the Pacific Ocean; on the North by the Canadian-United States border; on the East by the line drawn from the Dalles, Oregon, north to the Canadian-United States Border; on the South by the line drawn from Kalaloch, Washington, due east until it intersects the previously mentioned eastern boundary line, but not to include any of King County.

### **Seattle District**

Includes the geographical area contained in King County.

### **Southwest District**

Includes the geographical area bounded on the West by the Pacific Ocean; on the North by a line drawn from Westport, Washington, due east until it intersects the Eastern boundary; on the East by a line drawn from the Dalles, Oregon, north to the Canadian-United States border; on the South by the Washington-Oregon border.

### **Spokane District**

Includes the geographical area bounded on the West by a line drawn from Grand Forks, B.C., south to Ritzville south through Dayton, Washington to the Washington-Oregon border; on the North by the Canadian-United States border; on the East by the Washington-Idaho border; on the South by the Washington-Oregon border, Ritzville is to be included in this area.

### **Tacoma/Olympia District**

Includes the geographical area bounded on the West by the Pacific Ocean; on the North by a line drawn from Kalaloch, Washington, due east until it intersects the Eastern boundary, but not, to include any of King County; on the East by a line drawn from the Dalles, Oregon, north to the Canadian-United States border; on the South by a line drawn from Westport, Washington, due east until it intersects the Eastern boundary.

**\*Map can be found on website**

## SOCIETY PRESIDENTS

PAST PRESIDENTS	YEAR SERVED	CONVENTION SITE
Neva Lyness Johns	1948-49	
Eugene Schneider	1949-50	
Winogene McIntyre	1950-51	
Ruth M. Church	1951-52	Fall:Seattle
		Spring:Wenatchee
Jacqueline Bahrenburg	1952-53	Fall:Yakima
		Spring:Tacoma
Lucille F. Larson	1953-54	Fall:Seattle
		Spring:Spokane
Verna L. Williams	1954-55	Olympia
Warren Brown	1955-56	Richland
Bernice Fallis	1956-57	Tacoma
Frances Fitzpatrick	1957-58	Spokane
Jean Anderson	1958-59	Seattle
Bonnie Eyrich	1959-60	Wenatchee
Marion McMartin	1960-61	Bellingham
Carol Pinneo	1961-62	Spokane
Esther Misterek	1962-63	Tacoma
MaryBelle Harvey Thompson	1963-64	Seattle
Dolores Sherman	1964-65	Wenatchee
Patricia Wood	1965-66	Spokane
Joe Bacchi	1966-67	Tacoma
Kathryn Flohr	1967-68	Seattle
Ruth Bradley	1968-69	Spokane
Margaret Sprause	1969-70	Union
Joan Carlson	1970-71	Seattle
Rosalee McGourin	1971-72	Spokane
Ivan Budd	1972-73	Seattle
Miriam Williams	1973-74	Yakima
Arnold Fox	1974-75	Tacoma
Esther Klevin	1975-76	Vancouver
Marilyn Lloyd	1976-77	Spokane
Mary Nolan	1977-78	Vancouver
Beryl Burgoyne	1978-79	Tacoma
Thelma Mosebar	1979-80	Seattle
Mary Anne Aspinwall	1980-81	Spokane
Brenda Kochis	1981-82	Seattle
Yvette Jorgenson	1982-83	Portland
Leonard Kargacin	1983-84	Seattle
Cheryl Pierce	1984-85	Spokane
Dana Duzan	1985-86	Tri-Cities
Cathy Smalley	1986-87	Seattle
Sue Miller	1987-88	Everett
Gail Apley	1988-89	Spokane
Wayne Ketchersid	1989-90	Olympia

Sandy Porter	1990-91	Seattle
Donna Reinbold	1991-92	Kennewick
Sharon Morey	1992-93	Spokane
W. Dan Miller	1993-94	Everett
Rhonda Pikelny	1994-95	Bellevue
Shirley Krehbiel	1995-96	Olympia
Greg Metzger	1996-97	Spokane
Don Kuhn	1997-98	Yakima
Greg Metzger	1998-99	Everett
Linda Brinkley Breiwick	1999-00	Seattle
Debbie Wall	2000-01	Spokane
Joyce Behrens	2001-02	Everett
Patty Bound	2002-03	Pasco
Margie Vaccaro	2003-04	Vancouver
Glenlee James	2004-05	Spokane
Carol Anderson	2005-06	Seattle
Molly Morse	2006-07	Kennewick
Mary-Helen Carroll	2007-08	Lynnwood
Mary-Helen Carroll	2008-09	Spokane
Molly Morse	2009-10	Lynnwood
Donna Reinbold	2010-11	Vancouver
Marianne Strnad	2011-12	Kennewick
Donna Reinbold/Molly Morse/Toni Okada	2012-13	Lynnwood
Sigrid Reymond	2013-14	Spokane
Terese Abreu	2014-15	Olympia
Leslie Nakagawa	2015-16	Renton

## GOVERNANCE OVERVIEW

### ASCLS-WA BOARD OF DIRECTORS

#### PURPOSE

The purpose of the Board of Directors is to represent ASCLS-WA when the ASCLS-WA House of Delegates is not in session.

#### QUALIFICATIONS

Only active members are eligible to serve on the Board of Directors.

#### COMPOSITION

Voting members of the Board:

- President\*
- Immediate Past President\*
- President-Elect\*
- Secretary\*
- Treasurer\*
- Ascending Developing Professional Representative
- Developing Professional Delegate
- Board Liaisons, if utilized (3 members at large selected by President to serve as committee liaisons)  
including the Seminar Board Liaison
- District Society Presidents/Representative

#### **\*Executive Board of Directors**

Standing Committees:

- Awards
- Children's Miracle Network - inactive
- Bylaws and Articles of Incorporation
- Finance
- Leadership Development
- Government Affairs Committee (GAC)
- Membership
- Nominations
- PAC – Political Action Committee
- P.A.C.E.
- Promotion of the Profession
- LabOratory
- Scholarship
- Scientific Assembly (not currently active)
  - Chemistry/Urinalysis
  - Education
  - Generalist
  - Hematology/Hemostasis
  - Immunology/Immunoematology
  - Informatics
  - Lab Administration/Consultant/Quality/Accreditation/Industry
  - Microbiology/Public Health
  - Molecular Diagnostics
  - Phlebotomy

Point of Care Testing  
Ascending and Developing Professional Delegate Advisor  
Ascending Professional Representative  
Developing Professional Delegate  
Special Committees:

Any other committee ordered by the House of Delegates or the Board

#### **DUTIES AND FUNCTIONS**

- A. The Board of Directors is vested with the properties, control, management of all affairs and funds of ASCLS-WA, and has power and authority to do and perform all acts and functions consistent with the Articles of Incorporation and Bylaws or with any action taken by the ASCLS-WA House of Delegates.
- B. When the House of Delegates is not in session, the Board of Directors acts on matters that require immediate attention. A report of all such matters and action taken shall be made to the next session of the ASCLS-WA House of Delegates.
- C. A quorum consisting of 3-5 of the voting members of the Board of Directors shall be present for business to be conducted.
- D. The Board of Directors will determine the remuneration policies for the ASCLS-WA Board, representatives, and committee expenditures, through the annual budget preparation process.
- E. The committee chairs are appointed by the President and report to the Board directly or through the Board Liaison designated by the President. Written reports are made at the Board Meetings and to the House of Delegates at its Annual Spring Business meeting.
- F. The President, who presides at the Annual Spring Business meeting, serves as the Chair of the ASCLS-WA Delegation to the ASCLS House of Delegates.

#### **MEETINGS**

It has been the practice to hold three Board meetings per year including one held immediately before the ASCLS-WA Annual Meeting. The time and place of these meetings is left to the discretion of the President.

The President, or any other officer of this Society, may call meetings of this Board, provided proper notice stating purpose and place of the meeting is made to the respective members, prior to such meetings.

### **ASCLS-WA HOUSE OF DELEGATES**

#### **REPRESENTATION**

According to Article IX of the ASCLS-WA Bylaws the membership of the House of Delegates consists of the Board of Directors and Professional, Ascending, Emeritus, Developing Professional members can serve as delegates to the ASCLS-WA House.

A quorum of the House of Delegates is a majority of its accredited members present at the House of Delegates Annual or Spring Meeting. The accredited members of the House of Delegates consists of the Board of Directors and ASCLS-WA Professional, Emeritus, Ascending Professional and Developing Professional members.

## ASCLS HOUSE OF DELEGATES

### REPRESENTATION

The President and the President-Elect are members of the President's Council of ASCLS. Since ASCLS-WA election is held before the annual meeting of ASCLS, these are actually the immediate Past-President and the newly elected President.

The society is entitled to four (4) delegates: the current President and President-elect (incoming President for the next year), one (1) Ascending Professional delegate, and one (1) Developing Professional] **plus** one (1) delegate per each 50 professional and emeritus members or major fraction thereof as of April 30 prior to the ASCLS Annual Meeting. It is important to give consideration to representation from each of the districts if at all possible.

The total number of delegates is exclusive of the ASCLS officers, members of the ASCLS Board of Directors, and members of the President's Council having residence in the State of Washington. Therefore, in addition to the allotted delegates, ASCLS-WA is entitled to representation by the President or alternate, President-Elect or alternate, one Developing Professional or alternate, and one Ascending Professional delegate or alternate. The President-Elect-Elect is automatically one of the delegates.

If the combined number of delegates and alternates present at the ASCLS Annual Meeting is less than the quota allowed, the ASCLS-WA President, or in his/her absence, another officer of ASCLS-WA shall fill the quota from eligible active or emeritus members of ASCLS-WA present at the meeting. Delegates will be credentialed according to current ASCLS policy.

**NOTE:** Delegates are expected to attend the House of Delegates and other appropriate meetings or functions assigned by the State President.

### OFFICE OF THE PRESIDENT

#### TERM OF OFFICE

The President serves for one year. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position. The term begins from the adjournment of the ASCLS National House of Delegates meeting of one year to the adjournment of the following ASCLS National House of Delegates meeting.

#### QUALIFICATIONS

The President must have served as President-Elect the preceding year. Only active members and emeritus members who have been in this Society at least one year and are in good standing are eligible to hold office or to serve on the Board of Directors. The President-Elect must have served on the Board of Directors for at least one year. One who no longer qualifies as an active or emeritus member forfeits any office held in this Society.

#### DUTIES

The President is the chief executive of the American Society for Clinical Laboratory Science - Washington. The President's duties are **to:**

- A. Meetings

1. Preside at all meetings of the Board of Directors and House of Delegates.
2. Establish dates of the interim (generally 3 per year) meetings and any special Board of Directors meetings needed
  - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
  - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
  - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting. A conference call may be held rather than a face to face meeting.
  - iv. ASCLS-WA House of Delegates - held in conjunction with the Spring Meeting
3. Prepare agendas for all such meetings.
  - i. Supply the necessary information to all Board Members and Committee Chairs.
  - ii. The Notices should be sent at least three weeks prior to the meeting.
4. Establish Interim Meeting and Annual Meeting report deadlines for ASCLS-WA Officers, Board Liaisons (if positions are utilized), and committee chairs.
  - i. Reports are to be submitted to the Secretary for duplication at the meetings. Alternately, reports may be distributed electronically prior to the meeting for review purposes.
  - ii. The report deadline should be chosen in consultation with the Secretary.
  - iii. Any ASCLS-WA officer or committee chair not meeting the deadline is responsible for bring the requested number of copies of the report to the meetings
  - iv. Reports should be filed electronically following the meeting, if not before, for future reference as needed by Board members.

#### B. Reports

1. Make a complete report of the yearly activities of the Society, in writing, at the ASCLS-WA Annual Meeting.

#### C. Appointments

1. Appoint the chairs of the standing committees, special committees, and sections of the Scientific Assembly (if Scientific Assembly is active). Work with President-elect to help identify and confirm Vice-Chairs for the committees. The vice-chair will become the chair of the committee the following year. Refer to the specific committee for the duration of the term of the appointment.

**Note:** It is important to always include new members as committee (co- or vice-) chairs or on committees so they can be mentored. It is recommended that members not get “locked” into positions by always doing the same job. This discourages “new blood” and discourages different viewpoints and mentoring.

2. It is recommended that appointments be made prior to the Annual Meeting and should be made within one month after installation.
3. Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume.
4. Make certain all appointees have a copy of the ASCLS-WA Leadership Handbook or appropriate sections.
5. A form supplied by ASCLS is to be completed and returned immediately upon receipt listing the officers, committee chairs, and district society presidents. It is imperative that ASCLS receive this information as soon as it is available so that State and National Directories can be made up and distributed. State dues won't be released until after the directory is submitted.

- D. Leadership Directory
  - 1. Develop address and telephone lists of all officers and appointed ASCLS-WA representatives to distribute to Board members. Update the website with email contact information of officers.
- E. LabOratory
  - 1. Prepare and submit an item for each issue of LabOratory.
- F. Region IX Council
  - 1. Reports to the Region IX Director.
  - 2. Represent ASCLS-WA on the Region IX Council
  - 3. Attend all Region IX Council meetings or sends a designated representative.
- G. ASCLS House of Delegates
  - 1. Furnish the ASCLS Credentials Committee with a list of names, addresses and ASCLS numbers for the delegates and President's Council attending the National Meeting. A form will be provided by the ASCLS Credentials Committee.
  - 2. With the President-Elect, or alternate, represent ASCLS-WA on the ASCLS President's Council and attend all meetings recommended for the President's Council.
- H. District Society Meetings
  - 1. Be available to attend district society meetings as requested or send a designated representative.
- I. President's File
  - 1. Keep materials received from previous President in order.
  - 2. Add reports, newsletters, correspondence, bylaws, etc. as indicated.
  - 3. Deliver to successor no later than one month after the expiration of the term of office.
  - 4. Regularly back up all electronic files received.
- J. Correspondence
  - 1. Send copies of all official correspondence to the President-Elect.
  - 2. Send copies of all correspondence with National or Region IX to the Region IX Director.
- K. Other Duties
  - 1. Perform all duties customary and necessary to the office
  - 2. Answer all mail and electronic mail.
  - 3. Ascertain that all officers, chairs and committees are functioning properly
  - 4. Perform tasks assigned by the Board of Directors or the House of Delegates
  - 5. Review Leadership mailings in a timely manner and answer all ASCLS requests for action.
  - 6. Distribute information pertinent to ASCLS-WA members from the leadership mailings or any other source.
  - 7. Assist the President-Elect to plan and conduct the Summer Leadership Conference
  - 8. One month after the expiration of the term, the President shall deliver to the successor all Society properties.
  - 9. Check Spring Seminar guidelines and NWMLS guidelines for tasks pertinent to these meetings, when in Washington State.
  - 10. Submit Omicron Sigma awards when notified by the Region IX Director.

The office of President is an important position and the individual chosen needs to be an open-minded, creative leader accepting new challenges and devising ways in which to improve and expand the Society and the role we play in laboratory medicine.

**OFFICE OF THE PRESIDENT TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity with President-elect</b>	<b>Approximate Time Commitment</b>
May	Plan Leadership Conference / Summer Board Meeting to be held in Summer/early Fall	4 hours planning 8 hours meeting + travel
May/June / July	Appoint Committee Chairs and Board Liaisons. Work with President-elect to help identify and confirm Vice-Chairs for the committees.	3 hours
June	Update Leadership Directory	1 hours
September	Prepare agenda for Fall Board Meeting & send to Secretary for mailing Prepare ASCLS-WA report for Region IX Council Meeting	1 hour 1 hour
October	Fall Board Meeting at NWMLS Region IX Council Meeting	2 hours + travel 2 hours
November	Act on action items from Fall Board Meeting	2 hours
December	Prepare agenda for Winter Board Meeting to be held in January or February & send to Board Leadership	1 hour
January/February	Winter Board Meeting Prepare report for Region IX Council Meeting Region IX Council Meeting Submit award nominations to ASCLS Write letter for nomination for ASCLS Member of the Year Submit names for Omicron Sigma when requested	8 hours + travel 1 hour 8 hours + travel 1 hour 1 hour 1 hour
March	Prepare agenda for Spring Board Meeting and Annual House of Delegates Meeting and send to Board Leadership	2 hours
April	Spring Meeting Board Meeting and House of Delegates	4 hours + travel
May	Act on action items from meetings	2 hours
June	Prepare ASCLS-WA yearly report for ASCLS House of Delegates	1 hour
July-August	Assist President-Elect with Leadership Conference Get President's File in order and pass on to new President	4 hours 2 hours

## OFFICE OF THE PRESIDENT-ELECT

### TERM OF OFFICE

The President-Elect serves for one year and automatically assumes the office of President in the event of a vacancy of the President's position. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position – this would only occur if the current President wanted to stay in office for another year. If the President-Elect is needed to fill a vacancy for the office of President, s/he will still become President for the year for which they were originally elected.

### QUALIFICATIONS

The President-Elect must have been an active member in good standing for at least one year prior to taking office, and should have served on the Board of Directors for one year. Only active members and emeritus members who have been in this Society at least one year and are in good standing are eligible to hold office or to serve on the Board of Directors.

### DUTIES

The President-Elect duties are to:

- A. Assume the presidential responsibilities if, for any reason, the President cannot perform their duties.
- B. Work closely with the President so continuity can be maintained from one year to the next.
- C. Meetings
  1. Attend all meetings of the Board of Directors and House of Delegates.
    - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
    - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
    - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting or via conference call
    - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- D. Appointments
  1. Make certain all appointees have a copy of the ASCLS-WA Leadership Handbook or appropriate sections.
  2. Identify the vice-chairs of the standing committees, special committees, and sections of the Scientific Assembly (if Scientific Assembly is active) for the following year in consultation with the ASCLS-WA President. Refer to the specific committee for the duration of the term of the appointment.
    - i. It is important to always include new members as committee chairs or on committees so they can be mentored. It is recommended that members not get “locked” into positions by always doing the same job. This discourages “new blood” and discourages different viewpoints and mentoring.
  3. Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume the following year.
  4. Make certain that all appointees work with the current chair of the committee that they will lead the following year.
- E. Region IX Council
  1. Represent ASCLS-WA on the Region IX Council.
  2. Will serve as an officer on the Region IX Council.
  3. Attend all Region IX Council meetings.

- F. ASCLS House of Delegates
  - 1. With the President, or alternate, represent ASCLS-WA on the ASCLS President's Council and attend all meetings recommended for the President's Council.
- G. District Society Meetings
  - 1. Be available to attend district society meetings as requested.
- H. ASCLS-WA Leadership Seminar
  - 1. Determine the date of the Leadership Seminar after consulting with the ASCLS-WA Board. This meeting is generally held in the Summer (see meetings above).
  - 2. Plan the agenda for Leadership Seminar
  - 3. May be asked to plan a Leadership session for the ASCLS-WA Spring Meeting.
- I. Finance Committee
  - 1. The President-Elect acts as the Chair of this committee.
  - 2. Members of this committee consist of the President-Elect, Treasurer, and may include the Past-President.
  - 3. The President-Elect prepares the budget for the year s/he will serve as President
  - 4. Present the proposed budget at the Winter Board Meeting.
  - 5. The proposed budget is adopted at the Spring Board Meeting/ASCLS-WA House of Delegates
- J. Other Duties
  - 1. Act as the liaison for the District Presidents
    - i. Correspond with the District Presidents to establish good communication and to offer assistance and ideas.
    - ii. Urge each District President to write District reports respecting the deadlines established by the ASCLS-WA and Secretary or to send a representative if s/he is unable to attend.
    - iii. Urge each District President to attend all ASCLS-WA Board Meeting and the House of Delegates
  - 2. Perform tasks assigned by the President, Board of Directors, or the House of Delegates
- K. The office of President-Elect is meant to be a year for preparation to take over the President's position for following year. Since this position, and that of the President, involved conducting many formal meetings, a good working knowledge of Robert's Rules for Handling Meetings is essential.

**OFFICE OF THE PRESIDENT-ELECT TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity with President</b>	<b>Approximate Time Commitment</b>
May	Plan Leadership Conference / Summer Board Meeting to be held in Summer/early Fall	4 hours planning 8 hours meeting + travel
June / July	Appoint Committee Vice-Chairs and Board Liaisons for upcoming year	2-3 hours
August	Update Leadership Directory	1 hours
September	Assist President in preparation of agenda for Fall Board Meeting	1 hour
October	Fall Board Meeting at NWMLS Region IX Council Meeting	2 hours + travel 2 hours
November	Act on action items from Fall Board Meeting, if needed	Varies with assignments
December	Assist President in preparation of agenda for Winter Board Meeting to be held in January or February Budget preparation for the coming year with Finance Committee	1 hour  1-2 hours
January/February	Winter Board Meeting Region IX Council Meeting Present budget	8 hours + travel 8 hours + travel
March	Assist President in preparation of agenda for Spring Board Meeting and Annual House of Delegates Meeting	1 hours
April	Spring Meeting Board Meeting and House of Delegates Adopt budget for coming year	4 hours + travel
May	Act on action items from meetings, if needed Work on Leadership Directory	Varies with assignments  2 hours
June/July/August	Implement plans for Leadership Conference Get President's File in order for upcoming year	  2 hours

## OFFICE OF THE SECRETARY

### TERM OF OFFICE

The Secretary is elected for one year, but may be re-elected for another year. The maximum term is for two consecutive years. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position. Care should be taken that members not get “locked” into positions by always doing the same job. If someone new is interested in serving as Secretary, the new person should be given the opportunity to serve.

### QUALIFICATIONS

The Secretary must be an active member in good standing of this Society for at least one year prior to election of this office. Only active members and emeritus members who have been in this Society at least one year and are in good standing are eligible to hold office or to serve on the Board of Directors.

### DUTIES

The duties of the Secretary are:

- A. Meetings
  1. Attend all meetings of the Board of Directors and House of Delegates.
    - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
    - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium.
    - iii. Winter Board Meeting – held in January or February in different locations of the state than the Spring Seminar. Also, may be a conference call.
    - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Seminar
- B. Record the minutes at all of the official meetings of ASCLS-WA.
  1. Distribute copies of the minutes of the meetings to all Board members and Committee Chairs within one month of these meetings.
  2. The “unofficial” copy of the minutes from the previous meeting will be presented for approval at the next Board Meeting or House of Delegates, whichever the case may be.
  3. Once the minutes are approved as read or as correct at the meeting, one copy of the “official” minutes will be kept in the Secretary’s File and the President’s File.
  4. Copies of all reports presented at the Board Meetings or House of Delegates are to be attached to the “official” minutes
- C. Perform other secretarial duties as directed by the ASCLS-WA President or Board of Directors, i.e. writing special letters, ordering and keeping stationery supplies.
- D. In the event of the simultaneous absence or removal of the President and President-Elect during their terms of office, by death, resignation, or total disability, the Secretary will become President for the remainder of their terms of office.
- E. Keep track of all email votes for the society records.
- F. Official ruling documents of this society must be filed with the ASCLS Executive Office within two weeks of adoption or amendment. This includes:
  1. Articles of Incorporation – done by the Bylaws and Articles of Incorporation Committee
  2. Bylaws – done by the Bylaws and Articles of Incorporation Committee
- G. Deliver to the successor, all Society properties in his/her possession including the Secretary’s File within one month after the expiration of their term of office.
- H. The official copies of the minutes are the records of the business of ASCLS-WA and must be kept in perpetuity.

**OFFICE OF THE SECRETARY TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity</b>	<b>Approximate Time Commitment</b>
May		
June / July		
August		
September	Type minutes and mail	3 hours
October	Fall Board Meeting	3 hours
November	Type up and mail minutes	3 hours
December		
January	Winter Board Meeting Minutes	3 hours
February	Type up and mail Minutes	3 hours
March		
April	Spring Meeting Minutes	3 hours
May	Type up Minutes / Mail	3 hours
June		
July-August	Summer Board Meeting	3 hours

**OFFICE OF THE TREASURER**

**TERM OF OFFICE**

The Treasurer is elected for a term of two years. The person may be re-elected, but may not serve in this office for more than six consecutive years. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position. Care should be taken that members not get “locked” into positions by always doing the same job. If someone new is interested in serving as Secretary, the new person should be given the opportunity to serve.

**QUALIFICATIONS**

The Treasurer must be an active or emeritus member in good standing of this Society for at least one year prior to election to this office.

**DUTIES**

The duties of the Treasurer include:

A. Meetings

1. Attend all meetings of the Board of Directors and House of Delegates.
  - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
  - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
  - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
  - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
2. Submit a financial statement for each ASCLS-WA Board Meeting and for the House of Delegates.
  - i. Supply the necessary information to all Board Members and Committee Chairs.
  - ii. The Notices should be sent at least three weeks prior to the meeting.

- iii. The House of Delegates report should be an annual financial statement.
- B. Fiscal and Board Year is defined as the period August 1 through July 31.
- C. Other Duties
  - 1. Notify the Secretary of State for Washington of the name and address change for Non-Profit Corporation mailings, and notify the Bonding Insurance Broker of same within 1 month of assuming the duties of office.
  - 2. Serve as a member of the Finance Committee.
  - 3. Pay only vouchers authorized by the ASCLS-WA Board of Directors for that year, except for checks authorized especially by the President or the Board.
  - 4. Understand receipts versus disbursements in order to advise the Board of Directors of the feasibility of new projects.
  - 5. Bill for services rendered under the direction of the Boards of Directors or the President.
  - 6. Maintain a running tally of scholarship and student delegate funds for record purposes, keeping the respective committee chairs apprised of funds available.
  - 7. Assure that two authorized signatures appear on the checks of the Society for amounts over \$500.00. Those authorized to sign include the President, Treasurer, and one Board Member (preferable living in the same city as the Treasurer).
- D. Monthly
  - 1. Arrange reconciliation of bank statements by a member of the Society who is not authorized to sign checks.
- E. Annually
  - 1. Acquire bank signature authorization cards at the beginning of each organization year, so that the current ASCLS-WA President, Treasurer, and one authorized Board Members may have the accounts in their proper names.
  - 2. Notify all ASCLS-WA Committee Chairs by August 31, of the total expenditures of their respective committees during the previous board year.
  - 3. Complete Form L-3-Employer of Lobbyist Annual Report and File with the Washington State Public Disclosure Commission February 28. (This is in the event that ASCLS-WA employs a lobbyist).
  - 4. File the Non-profit Corporation Annual Report and fee with the Washington Secretary of State by March 1.
  - 5. Update the Group Exemption Status with the IRS before April 30.
  - 6. Request and maintain on file from each District Society:
    - i. A copy of the District's Final Financial Record for the board year.
    - ii. Verification of review of the District's financial records for that year.
    - iii. These records are to be on file with the ASCLS-WA Treasurer within two months of the closure of the board year.
  - 7. Have the ASCLS-WA financial records reviewed, including signed verification of this procedure, within two months of the closure of the board year by a committee approved by the ASCLS-WA President from the membership.
  - 8. File Form 990 or 990EZ-Organizations Exempt from Income Tax with the IRS on or before December 15.
  - 9. Review tax laws by contacting the IRS regarding any changes that may affect the organization.
  - 10. The ASCLS-WA Treasurer will file the 990N form for the District Societies.
- F. When appropriate
  - 1. Sign Form L-1-Lobbyist Registration when a new lobbyist is employed or a lobbyist contract is renewed or revised.
  - 2. Renew Bonding Insurance prior to April 21 at three-year intervals, for a sum of money appropriate for the Society.

3. File a copy of the ASCLS-WA Articles of Incorporation/Bylaws with the Secretary of State following any revision of these documents.
  4. Update the Treasurer’s Manual when appropriate so that a smooth transition may occur when a new Treasurer is installed.
- G. Deliver to successor, within one month following expiration of term of office, all Society properties in his/her possession.

**Tax Status:** This Society is incorporated in the State of Washington as a non-profit organization and is subject to the laws of the State of Washington. This Society is recognized by the Internal Revenue Service as an organization exempt from income tax under section 501(c)6 of the Internal Revenue Code.

**OFFICE OF THE TREASURER TIME COMMITMENT EXPECTATIONS:**

Month	Activity	Approximate Time Commitment
May		
June / July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July-August		

**BOARD LIAISON**

**POSITION**

A Board Member appointed by the president who will act as a liaison between the Board and designated Committee Chairs.

**QUALIFICATIONS**

An active member of the Society in good standing who has been appointed to the Board of Directors by the President to be a Board Member-At-Large.

**DUTIES**

The Board Liaison’s duties are :

- A. Meetings
  1. Attend all meetings of the Board of Directors and House of Delegates.
    - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.

- ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
  - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
  - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- B. Communicate with the Committee Chairs assigned to him/her by the President.
- 1. Offer assistance and ideas.
  - 2. Urge Committee Chair to write committee goals and objectives for the coming year which will be used to evaluate progress throughout the year.
  - 3. Make sure the Committee Chair has report deadlines
  - 4. Communicate with the Committee Chair(s) not present at the Board Meetings, any actions or decisions taken at the meeting which affect the Committee.
  - 5. Establish good communications. Offer assistance and ideas, as needed.
- C. Committee Reports
- 1. Present the Committee reports to the Board Meetings and House of Delegates for Committee Chairs not in attendance.
  - 2. Present Committee motions and suggestions to the Board in the absence of the Committee Chair.
  - 3. Inquire, in turn, of each Committee Chair present as to whether or not there are additions or corrections to their report.

**BOARD LIAISON TIME COMMITMENT EXPECTATIONS:**

Month	Activity	Approximate Time Commitment
Month prior to meetings	Remind your committee chairs that reports are due for Board Meetings and House of Delegates	½ hour
Month of Board Meetings and House of Delegates	Attend meetings and coordinate reports of your committees; report for those committee chairs not present	4-8 hours per meeting + travel

**Seminar Board Liaison**

**PURPOSE:** The annual ASCLS-Washington Spring Seminar and the Northwest Medical Laboratory Symposium (NWMLS), held in Washington in the odd numbered years, are the primary continuing education events sponsored by ASCLS-WA. As such, the planning for these meetings must be done several years in advance in order to secure adequate hotel space. The Seminar Board Liaison will oversee that the planning for these meetings.

The Seminar Board Liaison is considered a voting member of the ASCLS-WA Board of Directors and should try to attend all meetings.

**NOTE:** The Seminar Board Liaison is NOT responsible for planning the meeting itself. Their role is just to insure that the planning process is in place and keep the ASCLS-WA President and the

Board of Directors appraised on the planning process. The ASCLS-WA President will appoint a General Chair for the meetings that are being planned by a statewide committee.

### **POSITION**

A Board Member appointed by the president who will act as a liaison between the Board and designated Committee Chairs.

### **QUALIFICATIONS**

An active member of the Society in good standing who has been appointed to the Board of Directors by the President to be a Board Member-At-Large.

### **DUTIES**

The duties of the Seminar Board Liaison shall include:

#### **Spring Seminar:**

1. The Spring Seminars will be rotated on the following schedule:
  - Spokane District Society
  - Seattle District Society
  - \*Central Washington (Columbia Basin and North Central District Societies)
  - North Puget Sound District Society
  - \*Southwest Washington District Society
    - \*These district societies have small membership so the Spring Seminar Planning Committee will have state-wide representation.*
2. The Seminar Board Liaison will work with the ASCLS-WA President to insure that the Spring Seminars are being planned according to the following schedule:
  - 5 years out: Advise the district society president/representative that the Spring Seminar is scheduled to be held in their district in 5 years
  - 4 years out: Remind the district society president/representative to appoint someone to start looking for available adequate hotel or other suitable space in their district
  - 3 years out: Remind the district society president/representative to insure that the location for the meeting has been selected and to seek volunteers to act as the General Chairperson for the meeting.
  - 2 years out: Remind the district society president/representative to be sure that the contract has been signed for the meeting hotel/location, selected a general chairperson, and is actively looking for volunteers for the program committee, registration committee, and other committees as are deemed necessary.
  - 1 year out: Remind the district society president/representative to be sure that an active seminar committee for the meeting is in place including program committee, registration committee, finance committee, hospitality committee.

3. For the meeting scheduled in Central or Southwest Washington, the Seminar Board Liaison will remind the ASCLS-WA President that the Spring Seminar will be held in these areas. The President will solicit volunteers through a state-wide appeal. The ASCLS-WA President will appoint a General Chairperson for the meeting and provide them with a list of volunteers. The schedule will proceed as in #2 above.
4. The Seminar Board Liaison will provide updates of the future Spring Seminars and NWMLS at each meeting of the ASCLS-WA Board of Directors. It is up to the ASCLS-WA President to take appropriate action when the seminar planning process is not on schedule.

**Northwest Medical Laboratory Symposium (NWMLS):**

The NWMLS is held in Washington during the odd numbered years. The Seminar Board Liaison will remind the ASCLS-WA President to solicit volunteers willing to act as the general chairperson for the NWMLS 2 years in advance of the meeting. The names are to be submitted to the Region IX Director. The general chair will be selected by the Region IX Director from the nominations received.

**DISTRICT SOCIETY PRESIDENT/REPRESENTATIVE**

**TERM OF OFFICE**

The District Society President/Representative serves as a member of the ASCLS-WA Board for the time that s/he presides as District President. The length of term of the District Society President/Representative may vary with the District's Bylaws.

**QUALIFICATIONS**

The District Society President/Representative must be an active member in good standing of the Society for at least one year prior to election to this office.

**DUTIES**

The District Society President/Representative duties are to:

- A. The District Society President/Representative has a dual function as an ASCLS-WA Board Member and as Representative of the District.
- B. ASCLS-WA Meetings
  1. Attend all meetings of the Board of Directors and House of Delegates.
    - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
    - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
    - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
    - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
  2. Submit a financial statement for each ASCLS-WA Board Meeting and for the House of Delegates if finances are separate from the state funds and the society has any receipts or expenditures since the last meeting.

- i. Supply the necessary information to all District? Board Members and Committee Chairs.
- ii. The Notices should be sent at least three weeks prior to the meeting.
- C. At the State Board s/he represents the concerns of the district to the Board and reports back to the District members the actions taken by the Board.
- D. Submit a list of officers and appointed officials of the District to the Board.
- E. Prepare an article for each edition of LabOratory concerning activities within the District. (May delegate to others).
- F. In the District s/he presides at all meetings, and, if unable to attend, appoints another District officer to preside.
- G. Prepares the agenda, establishes meeting dates and times, and has notices of meetings sent to District members.
- H. Appoints District Committee Chair(s) as are active in the District (this will vary by District).
- I. Performs all usual and customary duties of a District Society President.
- J. Makes a report for all ASCLS-WA Board Meetings and an annual report to the ASCLS-WA House of Delegates.
- K. Sends copies of all official correspondence to the President and the President-Elect.
- L. May publish a District newsletter to update members on all district events. (May delegate to others).
- M. Select delegates to the ASCLS Annual Meeting in March (ASCLS-WA President will let you know of the number of delegates from your District).
- N. Delivers all properties of the Society to successor within one month after the expiration of his/her term of office.
- O. Conducts an audit of the district finances on a yearly basis and submit the audit results to the ASCLS-WA Treasurer as requested.

**DISTRICT SOCIETY PRESIDENT/REPRESENTATIVE TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity</b>	<b>Approximate Time Commitment</b>
May	District Board Meeting / election of Officers	
June / July / August	Audit District Treasurer's Books; Prepare report for Summer Board Meeting; Attend ASCLS-WA Summer Board Meeting / Leadership Conference	2 hours ½ hour 8 hours if attending
September	Prepare report for ASCLS-WA Fall Board Meeting	1/2 hour
October	Fall Board Meeting at NWMLS Region IX Council Meeting	2 hours 2 hours
November		
December		
January	Prepare report for Winter Board Meeting; Winter Board Meeting	½ hour 8 hours if attending
February		

March	Prepare report for Winter Board Meeting; Select District delegates to ASCLS Annual Meeting (ASCLS-WA President will let you know of the number of delegates for your District)	
April	Spring Meeting Board Meeting and House of Delegates	4 hours
May	Transfer updated records to incoming President	

## COMMITTEES

### COMMITTEE SELECTION

The ASCLS-WA President and President-elect should work together to identify chairs and vice-chairs for the major committees. The vice-chairs will become the chair of the committee the following year. This provides a mechanism for committee leadership rotation and provides a way for new people to be involved in committee work shortly after being elected. The standing committees should be officially put into place at the beginning of their term as President. Although the majority of committee appointments are made in the Spring, the President appoints further special committees as directed by the Board of Directors throughout the year, or by the House of Delegates.

### COMMITTEE COMPOSITION AND TERM

- Only ACTIVE ASCLS members may be appointed as chair of any of the committees.
- No member may serve for more than three consecutive years as chair of the same committee, unless the appointment is approved by a majority vote of the Board of Directors and the person is willing to serve a longer term. Care should be taken that members not get “locked” into positions by always doing the same job. This discourages “new blood” and discourages different viewpoints and mentoring. If someone new is interested in being the committee chair, the new person should be given the opportunity to serve.
- Ideally, each standing committee shall be composed of at least three members.
- Suggestion: It is desirable that each committee member be appointed for a three-year term. Each year the President would appoint the chair of the committee from the remaining two individuals on the committee. The President would also appoint a new member to the committee for a three-year term. The President must, however, confirm the willingness of each member to serve on the committee for the coming year.

### ADMINISTRATIVE/STANDING COMMITTEES

- Awards
- Bylaws and Articles of Incorporation
- Finance
- Leadership Development
- Legislation/ Government Liaison
- Membership
- Nominations and Elections
- P.A.C.E.
- Professional Affairs

- Publications/LabOratory
- Scholarship
- Ascending Professional and Developing Professional Advisor –
- Developing Professional Representative
- Ascending Professional Representative
- Political Action Committee (PAC)

●**SPECIAL COMMITTEES (may be appointed as necessary)**

**CURRENTLY INACTIVE COMMITTEES – can be reinstated at any time**

Children’s Miracle Network  
 Scientific Assembly

**FUNDING OF COMMITTEE ACTIVITIES**

If funds for any proposed project, beyond those provided in the current ASCLS-WA budget are anticipated, the chair, or a committee member authorized by the chair, requests the additional funds at a Board Meeting.

**COMMITTEE REPORTS / CORRESPONDENCE / RESPONSIBILITIES**

1. A written report is to be presented at each ASCLS-WA Board Meeting as well as an annual report to be presented at the ASCLS-WA House of Delegates. The President will issue a deadline for these reports to be sent to the Secretary for duplication. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the Annual Meeting. One copy is to be filed in the Committee workbook. Within one month after the end of their term, the chair of each committee shall give all Society properties and correspondence to the incoming chair so that a smooth transition may occur.

**AWARDS COMMITTEE**

**PURPOSE**

This committee shall inform all members of this society of the awards that are given each year and the methods of nominating someone for the Member of the Year Award. It is their responsibility to receive and process all nominations for awards, except those mailed directly to the ASCLS Executive Office. ASCLS-WA awards include Member of the Year, President’s Awards, and Certificates of Merit. ASCLS national awards include ASCLS Member of the Year, Omicron Sigma, and Keys to the Future.

**DUTIES**

The duties of the Chair of the Awards Committee are:

- A. Consult with the ASCLS-WA Board of Directors at the fall meeting to determine if the society wishes to participate in the ASCLS Awards Program. Proceed to do so as directed by the President or the Board of Directors.
- B. The ASCLS Awards Program is published annually in the ASCLS Today newsletter and on the ASCLS website. Work with the ASCLS-WA President to decide how to solicit nominations for these awards from the ASCLS-WA Board of Directors and District Society representatives.
- C. ASCLS-WA Member of the Year Award

A list of the ASCLS-WA Member of the Year should be kept in the records of the Awards Committee and in this document.

1. The ASCLS-WA Member of the Year Award is designed to honor a ASCLS-WA member who has made an outstanding contribution to the field of clinical laboratory science and the society. The award shall be made annually when there are sufficiently deserving candidates, and except under very unusual conditions, shall not be awarded to the same person more than once in five years. It shall be presented during the ASCLS-WA House of Delegates.
  2. Place a notice in LabOratory (in the fall issue) and the ASCLS-WA website that nominations are being accepted for the ASCLS-WA Member of the Year Award.
  3. The nominations for this award may be recommended by any individual member, and shall be submitted to the ASCLS-WA Awards Committee on forms provided by the Committee. The nominee need not be a member of the constituent (or district) society submitting the nomination.
  4. Nomination forms shall be distributed to the District Presidents or contact person on or before November 1. Completed forms shall be submitted to the Awards Committee at least two months before the ASCLS-WA House of Delegates.
  5. In order to qualify for this award, the nominee shall meet the following requirements:
    - i. Be an active member of ASCLS-WA.
    - ii. Has been an active member of ASCLS-WA for three years and a member of ASCLS for five years immediately preceding nomination.
    - iii. Has contributed generously time and talents to the furtherance of the profession and its related specialties through service at the district and state levels. Service at the national level shall also be taken into consideration.
  6. The nomination forms will be evaluated by this committee Points for evaluation of candidates will be distributed in the following manner:
 

i.	Officer of District Society.....	10
ii.	Officer of ASCLS-WA.....	15
iii.	Officer of ASCLS.....	15
iv.	District Committee Chair.....	5
v.	ASCLS-WA Committee Chair.....	10
vi.	ASCLS Committee Chair.....	10
vii.	Publication.(published articles).....	5
viii.	Community Service.....	1-5
ix.	District Committee Member.....	4
x.	ASCLS-WA Committee Member.....	5
xi.	ASCLS Committee Member.....	5
xii.	Special Medical Technology Honors.....	5-10 (Alpha Mu Tau, District Member of the Year)
xiii.	Special Service to Medical Technology..	5-10
xiv.	Delegate to ASCLS-WA.....	10
xv.	Delegate to ASCLS.....	10

These points are to be awarded per year of service.
  7. After consultation with the ASCLS-WA President, select the award recipient. Purchase a gift for presentation at the ASCLS-WA House of Delegates along with the traveling plaque to the recipient to be hung at his/her work place. Obtain the Member of the Year plaque from the previous year's winner and have it engraved for the current winner.
  8. Encourage the ASCLS-WA President to send a letter to the recipient's employer notifying them of this award.
- D. President's Awards – these are given to 3-5 board or committee members who have been of special help in the past year. A certificate and small gift can be given. The President chooses these recipients and notifies the Awards Chair.

E. Certificate of Merit awards go to all members of the board and committee chairs and members who have contributed during the past year.

F. Keys to the Future awards are chosen in consultation with the board and committees for any newly active members who have made contributions. Up to three can be chosen. This is a national award.

G. Omicron Sigma awards are assigned by the President (Awards Chair can help) and form is received from the Region IX Director with instructions on how to select (there are national and regional levels and one person should not be listed twice.)

H. Written report to be given at the ASCLS-WA House of Delegates.

1. The ASCLS-WA President shall issue a deadline for the report to be sent to the ASCLS- WA Secretary for duplication.
2. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the House of Delegates.
3. One copy is to be filed in the Committee Handbook.
4. Send copies of all official correspondence to the ASCLS-WA President and President-Elect.

**AWARDS COMMITTEE TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity</b>	<b>Approximate Time Commitment</b>
May		
June / July		
August	Article for LabOratory or notice on the ASCLS-WA website regarding the ASCLS-WA Member of the Year	½ hour
September	Write to District Presidents or contact person regarding the Awards Program	1 hour
	Prepare report for Fall Board Meeting	½ hour
October	Fall Board Meeting: submit written report; request nominee for ASCLS Member of the Year; check with ASCLS-WA Board regarding participation in ASCLS Awards Program; request nominations for ASCLS-WA Member of the Year Award	2 hours if attending meeting
November	Send ASCLS Member of the Year nomination forms to ASCLS	
December	Check with ASCLS-WA President regarding ASCLS Awards Program information from Leadership Mailing	¼ hour
	Prepare report for Winter Board Meeting	½ hour
January	Winter Board Meeting: submit written report	8 hours if attending

February	Completed nomination forms for ASCLS-WA Member of the Year due Help President with Omicron Sigma awards Select Keys to the Future awards with board and committee input	
March	Prepare report for Spring Board Meeting Purchase gift and engrave plaque for ASCLS-WA Member of the Year	½ hour
April	Spring Board Meeting: prepare Certificates of Merit for ASCLS-WA President; have ASCLS-WA Member of the Year gift and plaque to be given at the House of Delegates	
May		
June		
July-August	Prepare report for Summer Board Meeting Transfer updated records to incoming chair	

## **ARTICLES OF INCORPORATION AND BYLAWS COMMITTEE**

### **PURPOSE**

The purpose of this committee is to review and examine any proposed amendments to the Articles of Incorporation and Bylaws of ASCLS, ASCLS-WA, and District Societies. After examination for correctness of intent and content this committee submits the proposed amendments to the Board and the House of Delegates and if approved, makes the necessary changes in the Articles of Incorporation and Bylaws and assures that appropriate agencies or individuals are notified.

### **DUTIES**

The duties of the Bylaws and Articles of Incorporation Committee include:

- A. Proposed amendments to the Articles of Incorporation and Bylaws of ASCLS.
  1. Prepare proposed amendments to the Bylaws and Articles of Incorporation of ASCLS as directed by the Board of Directors or the ASCLS-WA House of Delegates.
  2. Present the proposed amendments to the Board of Directors for approval at the Winter Board meeting.
  3. Submit copies to the Chair of the ASCLS Bylaws and Articles of Incorporation Committee as prescribed by the ASCLS Standard Operating Procedures.
- B. Proposed amendments to the ASCLS-WA Bylaws and Articles of Incorporation.
  1. The ASCLS-WA Bylaws and Articles of Incorporation Committee is responsible for incorporating in the ASCLS-WA Bylaws such changes as are necessary to conform to the Bylaws of ASCLS.
  2. Amendments to the Articles of Incorporation and/or to the Bylaws may be proposed by:
    - i. A District Society

- ii. An active member
  - iii. The Board of Directors
  - iv. The ASCLS-WA House of Delegates
  - v. The Bylaws and Articles of Incorporation Committee, if they are merely changes to put the document in order so as not to conflict with the current ASCLS Bylaws.
3. Examine all proposed amendments to the Articles of Incorporation and Bylaws. Changes in the proposed amendment shall be made as necessary to put them in proper form without altering their intent.
  4. Submit the proposed amendments to the ASCLS-WA Board of Directors at the Winter Board Meeting. Proposed Bylaw or Articles of Incorporation changes require a majority approval and require a 2/3 approval of the Board to be considered for further action.
  5. Send an electronic copy to the chair of the ASCLS Bylaws and Articles of Incorporation Committee in the manner prescribed by the ASCLS Standard Operating Procedures.
  6. Notify membership of the proposed amendments to the Bylaws at least 15 days prior to the ASCLS-WA Annual Meeting. Proposed Articles amendments require at least 30 days, but not more than 50 days notification.
- C. Examination of all proposed amendments to the Bylaws and Articles of Incorporation of District Societies.
1. This committee is responsible for insuring that all Constitutions and Bylaws of the District Societies are kept in harmony with those of ASCLS.
  2. Upon approval of such amendments by this committee, they may be presented to the members of said district society for vote, or if such amendments are not approved by the ASCLS-WA Bylaws and Articles of Incorporation Committee, they shall be submitted with a report to the ASCLS-WA Board of Directors. If the amendments are approved by a majority vote of the Board, they may be presented to the members of said district society for vote.
- D. Examination of the proposed Bylaws and Articles of Incorporation of any group petitioning for a charter from ASCLS-WA.
1. This new Bylaws and Articles of Incorporation must have the unanimous approval of the Bylaws and Articles of Incorporation Committee of ASCLS-WA, or in default of the above, the new Bylaws and Articles of Incorporation can be accepted by a majority vote of the ASCLS-WA Board of Directors.
  2. Prepare and present a report and a recommendation concerning the chartering of the group at the next Annual or Spring Meeting of the ASCLS-WA House of Delegates.
- E. Written report to be given at the ASCLS-WA Annual Meeting.
1. The President will issue a deadline for these reports to be sent to the Secretary for duplication.
  2. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the Annual Meeting.
  3. One copy is to be filed in the Committee workbook.
- F. Send copies of all official correspondence to the President and the President-Elect.
- G. Notify ASCLS-WA membership of proposed amendments through the ASCLS-WA newsletter LabOratory or electronically. If this is not possible, a separate mailing will be made. Within 90 days of approval of amendments, update all Bylaws copies and distribute copies per Bylaws Article XV, Section E.
- H. Write committee report for the ASCLS-WA Board of Director and House of Delegate meetings

**TIME COMMITMENT EXPECTATIONS:**

The Bylaws and Articles of Incorporation are rarely changed; unless some change occurs with ASCLS that necessitates ASCLS-WA to make appropriate revisions of its Bylaws. The time estimates below correspond to the “Duties” outlined above. The duties are listed by letter/number listed above.

<b>Duty Citation</b>	<b>Approximate Time Commitment</b>
A	This occurs very rarely
B/3	1-2 hours depending on complexity of the change
B/5	1 hour
B/6	1 hour
C/1	1-2 hours (research may take longer)
G	1 hour
H	1 hour

### **FINANCE COMMITTEE**

The purpose of this committee is to prepare the budget for the ensuing year to be presented to the House of Delegates at each Annual Meeting, and to study ways and means of meeting allotments established in the budget.

#### **COMMITTEE MEMBERS**

Members of the Finance Committee include the ASCLS-WA President Elect who is the chair of this committee, the ASCLS-WA Treasurer, and other members to be appointed by the ASCLS-WA President and/or ASCLS-WA President Elect.

#### **DUTIES**

The duties of the Finance Committee include:

- A. Study the previous year’s budget and financial statements and contact ASCLS-WA Committee Chairs for updated estimates of committee expenses for the current year, as well as estimates on any proposed committee activities for the following year.
- B. Present the proposed budget for the coming fiscal year to ASCLS-Board of Directors and House of Delegates for approval at the Spring meeting.

#### **ITEMS TO BE CONSIDERED IN BUDGET PREPARATION**

Following is a breakdown of the items to be considered in the budget. The list does not cover all items that will need consideration, but does mention those items that occur in every ASCLS-WA budget.

- A. Receipts
  - a. ASCLS-WA Dues Reimbursement
  - b. Annual Region IX Symposium Profits
  - c. Scholarship Funds
  - d. Account Interest
  - e. Annual State Seminar Profits
  - f. Annual State Seminar Seed Monies
  - g. Mailing Labels
  - h. Operating Expenses for one year--to be held in reserve
- B. Disbursements
  1. Treasurer Expense (to include bonding, tax return fees and audit if needed, postage and supplies)

2. Secretary Expense (to include stationery, directory, postage and supplies)
3. Executive Board Expense (to include postage and supplies)
4. Committees
5. Developing/Ascending Activity Fund
6. Postal Permit
7. Mailing Labels
8. Leadership Conference
9. President's Fund
10. Board Meeting Facilities
11. Board Travel
12. President's Pin (to be presented at the end of the national meeting to the new Past-President by the new President)
13. Scholarship Funds
14. Annual National Meeting (to include President's Council, ASCLS-WA Delegates and Developing Professional Delegate)
15. District Dues Reimbursement
16. Region IX Dues
17. PACE Provider Number

**FINANCE COMMITTEE TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity</b>	<b>Approximate Time Commitment</b>
December/January	Prepare Budget for following year	2 hours
January/February	Present at Winter Board Meeting	½ hour

**ASCENDING PROFESSIONAL REPRESENTATIVE**

**TERM OF OFFICE**

The Ascending Professional Representative is elected for a term of 1 year.

**QUALIFICATIONS**

The Ascending Professional Representative must be a current member of ASCLS with less than 5 years of membership.

**DUTIES**

The duties of the Ascending professional Representative are:

**A. Meetings**

1. Attend the ASCLS-WA Board and House of Delegates Meetings
  - i. Fall Board Meeting: Held in conjunction with the Northwest Medical Laboratory Symposium
  - ii. Winter Board Meeting - Conference call
  - iii. ASCLS-WA House of Delegates - Held in conjunction with the Spring Meeting
  - iv. Summer Board Meeting - To be announced
2. Possibly attend the ASCLS national meeting as the ASCLS-WA Ascending professional

Delegate.

- B. Encourage clinical laboratory science students in Washington state programs to join ASCLS as Developing Professional members. Encourage new graduates to join ASCLS as Ascending Professional members.
- C. Work with the Developing Professional Representative and the ASCLS-WA program committee in the fall to plan one 3-hour session with student appeal for the Spring Meeting. In addition, work with the Developing Professional Representative to contact all clinical laboratory science program directors in Washington State to invite students to attend the ASCLS-WA Spring Meeting.
- D. Promote ASCLS to students throughout Washington State
- E. Assist and mentor the Developing Professional Representative in his/her duties.
- F. Remind students of the importance of renewing their membership in the following year and in the future as part of being a professional.

## **LEGISLATIVE / GOVERNMENT AFFAIRS COMMITTEE**

### **PURPOSE**

Develop and execute a legislative plan of action for Washington State legislation and regulation impacting the profession and/or workplace if it is deemed necessary by the ASCLS-WA Board of Directors. Monitor legislation on the national scene also with help from the ASCLS Government Affairs Committee.

### **DUTIES**

May be in conjunction and coordination with the ASCLS-WA lobbyist, if one is retained.

- A. Work closely with the ASCLS-WA Board of Directors in formulating policy statements and/or action alerts on specific legislative issues.
- B. Track, monitor, review and evaluate legislation affecting the clinical laboratory in the Washington State Legislature and the Congress.
- C. Communicate to the Executive Board, in a timely manner, any legislative or rules activity having an impact on the clinical laboratory and to provide copies of proposed legislation/rules if requested.
- D. Write or call selected legislators/staff, present testimony, attend committee meetings and public hearings on issues of concern and organize and/or initiate such responses by members in consultation with the ASCLS-WA President and the Board of Directors.
- E. Maintain close contact with other laboratory-related groups or agencies such as the Clinical Laboratory Advisory Council (CLAC), Department of Health (DOH), Department of Labor and Industries (DLI), CLMA, Washington State Hospital Association, etc.
- F. Cultivate legislative awareness in ASCLS-WA membership by providing legislative workshops, surveys, etc.
- G. Communicate Legislative Committee activities/issues to the general membership by submitting pertinent articles for the ASCLS-WA website.
- H. Serve as a liaison to the ASCLS Government Affairs Committee (GAC) for making calls or corresponding with Senators or Representatives when asked to do so.
- I. Attendance at ASCLS Legislative Day is recommended.

**LEGISLATIVE COMMITTEE TIME COMMITMENT EXPECTATIONS:**

<b>Activity</b>	<b>Approximate Time Commitment per issue</b>
A	Varies with year
B	1 hour / month
C	Varies with year
D	4 hours / year
E	Varies with year
F	1 hour / month
G	3 hours / month
H	4 hours / year
I	3-4 days/year in March

**MEMBERSHIP COMMITTEE**

**PURPOSE**

This committee plans ways and means under guidance of and in co operation with the ASCLS Membership Committee and the ASCLS-WA District Societies, to:

1. Maximize membership retention.
2. Increase society membership.
3. Keep mailing address files up to date for all Society Mailings including LabOratory.

**COMMITTEE STRUCTURE**

The Membership Committee should include a Chair, Vice-Chair (to proceed to Chair in the following year) and the current retired Past-President as a committee member.

**CHAIRPERSON:**

- A. Coordinate and participate in all activities associated with Membership Committee duties.
- B. Write and submit all Membership Committee reports.
- C. Attend all ASCLS-WA Board Meetings; if unable to attend, make sure an informed alternate is present.
- D. Report activities quarterly to the Region IX Membership Committee Chair.
  1. Region IX Director will ask for reports with a deadline.
  2. Due dates established according to the ASCLS Leadership Calendar.

**DUTIES**

- A. Respond and cooperate with requests received from the ASCLS Membership Committee and the Region IX Membership Chair.
- B. Establish communications:  
District Society Membership Committee Chairs <--> State Membership Committee Chair <-->  
Region IX Membership Committee Chair <--> ASCLS Membership Committee Chair.
- C. Organize and carry out
  1. Recruitment, Renewal, and Retention Campaigns.
    - a. Look for ways to help keep members in the organization.
    - b. Encourage involvement at State and Local Levels.

- c. Encourage member feedback about ASCLS/ASCLS-WA.
  - d. Develop ways to get students interested and involved.
- 2. Set up goals and objectives for Membership Committee Chair and the Membership Committee.
  - a. Percent membership increase that the Committee is aiming for.
  - b. Schedule of contacts with members. (May utilize the ASCLS-WA Newsletter.)
  - c. Aim for 100% membership retention.
- 3. Reference the ASCLS Membership information on the ASCLS website for ideas.
- 4. Encourage all ASCLS-WA members to participate in campaigns. (May utilize the ASCLS-WA newsletter and website.)
- 5. Coordinate membership drives: ASCLS-WA <--> National <--> Region IX
- 6. December still leaves time to give local and state membership drives a push to be in contention for the Constituent Society Membership Awards which include:
  - a. Greatest number of new members
  - b. Greatest percent increase.
  - c. Greatest retention.
- D. ASCLS-WA Member Handbook (Welcome Packet) - Mail to all new ASCLS-WA members.
  - 1. May include a thank you token i.e. ASCLS-WA pin
  - 2. ASCLS-WA Welcome Letter (ASCLS-WA President)
  - 3. Region IX Director Welcome letter.
  - 4. Contact information for ASCLS-WA, Region IX and ASCLS Membership Committee leadership.
  - 5. Calendar of events.
  - 6. Map with description of Districts and Regions.
  - 7. Society diagrams to include ASCLS, Region IX and ASCLS-WA
  - 8. Publish updates each fall through ASCLS-WA Newsletter, website, and other social media including Facebook.
  - 9. ASCLS-WA Scholarship information
- E. Construct Form Letters - Useful during the year. (Refer to Membership Committee Manual for inspiration.)
  - 1. Welcome Letter - Send to all new ASCLS-WA members including transfers from out-of-state (in ASCLS-WA Membership Handbook
    - a. From ASCLS-WA Membership Committee Chair (May give form letter to Region IX Director, ASCLS-WA President and District Presidents to use as a guide). fix
    - b. Inform member which District s/he belongs to.
    - c. Inform member which Region s/he belongs to.
  - 2. Recruitment Letter - Send to non-members who have attended seminars or non-members in general.
    - a. High light benefits of membership.
  - 3. Lapsing Members - Encourage membership renewal.
    - a. Remind of benefits of membership.
    - b. Include short questionnaire as to reasons for not renewing.
    - c. Remind students of Ascending Professional category. (This could be sent a couple of months before graduation from program.) Consult Developing/Ascending Professional Advisor as to program beginning and ending dates.
  - 4. Renewal Letter Types: Express appreciation for support.
    - a. Send to current members (including students) thanking them for being ASCLS members and remind them that they will receive their membership renewal invoices soon. Urge them to renew promptly.
    - b. Send to members that renewed thanking them for renewing their membership.
    - c. Send to current members who have not renewed by September 30 (or appropriate date) reminding them that their renewal is important and encourage membership (possibly emeritus membership if they have been a long time member).

- i. Encourage involvement in district society and ASCLS-WA activities.
- 5. Program Directors - Send a modified recruitment letter. May enlist help from the Developing/Ascending Professional Advisor.
  - a. Include student benefits, activities and material that can be placed on bulletin board.
  - b. Encourage Education Coordinator membership in ASCLS.
- F. Membership Materials - Keep a good supply on hand to distribute on request or have available at Membership Table at all educational events.
  - 1. Keep materials updated.
  - 2. Request Meetings packet from National Office at least two months before Meetings.
  - 3. Membership applications.
  - 4. Information: ASCLS publications examples and information on insurance, Focus on Learning, etc.
- G. LabOratory (ASCLS-WA Newsletter) / ASCLS-WA Website
  - 1. An article from the Chair or a committee member concerning membership should appear in each issue of the newsletter and be placed on the ASCLS-WA website
  - 2. Membership application form is available on the ASCLS website.
  - 3. An Address Correction Card/Form is available on the ASCLS website to help update State and National Rosters.
- H. Membership Booth/Table - There should be a membership table at the State and Regional Meetings.
  - 1. Maintain supply of ASCLS information and membership applications.
  - 2. Update display yearly.
  - 3. Man this table at least during registration hours, lunch and breaks.
    - a. Suggest an informed professional be available on off hours also, as registrants (those already registered and new registrants) are continually returning to that area during these times.
  - 4. Recruit volunteers to help. Preferably professionals with knowledge about Society.
- I. Membership Rosters
 

Membership rosters are available on the ASCLS website (<http://www.ascls.org>). Consult with the ASCLS-WA President to receive the password to access the ASCLS membership information for Washington. You can obtain lists of:

  - 1. New Members
  - 2. Current Members
  - 3. Lapsed Members
  - 4. Bad Addresses for both Home and Business
  - 5. Bad Home Addresses
  - 6. Bad Business Addresses
  - 7. Delegates to National Meetings
    - a. The number of delegates allowed per state is calculated using the membership numbers from the April 30 Roster.
    - b. These numbers are sent to the ASCLS-WA President.
- J. Reports
  - 1. Submit written report for each State Board Meeting.
    - a. Include Membership Committee goals, objectives, and any requests for action
  - 2. Submit written report to the ASCLS-WA House of Delegates in April.
    - a. A summary of the year's activities.
- K. Copy all formal correspondence to the ASCLS-WA President, President Elect and Board Liaison (if there is one) for Membership.
- L. Membership Categories
  - 1. Categories include: Professional, Community, Emeritus, Ascending Professional, Developing Professional, and Honorary.

2. Rights and privileges: All categories are able to vote and hold leadership positions except for Community and enjoy the many benefits available to members, depending on membership type.
3. Qualifications:

Professional membership shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences, including those with an active interest supporting the goals of this Society;

Community membership shall be open to all persons with an interest in supporting the goals of the Society;

Ascending Professional is open to any individual eligible for professional membership if the individual has not held previous membership other than Developing Professional or Ascending Professional in this Society and is within five (5) years of graduation from a program of clinical laboratory studies;

Developing Professional membership shall be open to any person enrolled in a program of clinical laboratory studies for five (5) years;

Emeritus membership shall be open to any member whose age and years of continuous membership are equal to or greater than 90, or if the professional member is eligible for emeritus status if the total years of non-continuous membership and age are equal to or greater than 95.

Honorary member is an individual elected to membership by the House of Delegates in recognition of outstanding service or contribution to the field of clinical laboratory science. Total Honorary membership should not equal more than one percent of the total membership of the Society.

Sustaining Membership add-on for those individuals with a desire to provide additional financial support for the Society's work and mission is available to professional and emeritus members for a fee set each year by the board during budget process. It is a status, not a membership.

1. Be aware of possible ASCLS Board of Director changes to the membership categories
- M. Dues are set by the Board of Directors of ASCLS including the procedure for paying dues.  
 N. Expulsion: The process is defined in the Bylaws.

**MEMBERSHIP COMMITTEE (Membership Committee) TIME COMMITMENT EXPECTATIONS:**

<b>Membership Committee Duties (letters correspond with "Duties" listed above)</b>	<b>Approximate Time</b>
A	1 hour / month
B	30 minutes / month
C	1 hour / week
D	2 hours / month
E	1 hour / year
F	1 hour / year
G	1 hour / week
H	3 days / year
I	2 hours / month
J	1 hour / quarter
K	1 hour / year
L	1 hour / year
M	1 hour / year

## NOMINATIONS AND ELECTIONS COMMITTEE

### PURPOSE

This committee notifies the membership of ASCLS-WA of the vacancies which must be filled by election at the next House of Delegates, solicits and receives nominations for such offices, prepares a slate for such offices and conducts all elections by the House of Delegates at the House of Delegates. Also submits nominations for ASCLS positions as directed by the ASCLS-WA Board of Directors. **NOTE: When contacting members for officer positions, it is best to make the contact in person or by phone call. If the member is not interested in one of the officer positions, ask which committee they would be interested in working on.**

### COMPOSITION

- A. This committee shall consist of up to five members.
- B. The Immediate Past-President is automatically the Chair of this committee.
- C. The members are elected by the House of Delegates.
- D. If more than four names are proposed, the House of Delegates shall vote by secret ballot and the four members receiving the highest number of votes shall be the committee.
- E. Only active and emeritus members may serve on the committee.

### DUTIES

The duties of the Nominations and Elections Committee include:

- A. Solicit from the District societies, or from any active member of ASCLS-WA, names of nominees for offices that will be vacant at the time of the next House of Delegates.
  - a. Submit to the President of each District Society, at the Fall meeting, the names of those officers whose terms expire at the close of the next House of Delegates.
  - b. Publish a list of vacancies in the Fall issue of LabOratory and on the ASCLS-WA website.
  - c. Publicize qualifications for offices as printed in this Handbook.
  - d. Instruct those submitting names of nominees that all names must be submitted before February 1.
    - i. Written permission of the nominee must accompany the nomination – email is acceptable,
    - ii. Qualifications of the nominee must accompany the nomination.
- B. Prepare and publish a slate of candidates.
  1. Examine qualifications of all nominees.
  2. Since not more than two candidates for each office may appear on the slate, if there are more than two eligible nominees for any office, a ballot of the nominations committee shall determine which two names shall appear on the slate.
  3. The slate, together with the qualifications of the candidates, shall be published and distributed to all active Society members not less than thirty days before the House of Delegates. Contact the LabOratory editor for the deadline or send out electronically.
- C. Conduct elections at the ASCLS-WA House of Delegates.
  1. Present an official list of candidates for each office to the House of Delegates.
  2. Nominations may be made from the floor providing the qualifications and permission of persons nominated is presented in writing to the House of Delegates at the time of the nomination.
  3. Distribute ballots to all authorized delegates as directed by the President if more than one person is nominated for office.

4. Tabulate the votes and present the President with a note listing the new officers immediately following the balloting. In the event of a tie, re-balloting shall take place following the newly Revised "Robert's Rules of Order".
  5. Dispose of all ballots as directed by the outgoing President.
- D. Secure and submit nominations for ASCLS positions
1. At the Summer or Fall Board meeting, discuss possible nominations to be made for (national or regional) ASCLS offices and positions on Boards.
  2. If it is decided to nominate an ASCLS-WA member, proceed as follows:
    - i. Secure permission of this person.
    - ii. Submit the name of the nominee to the chair of the ASCLS Nominations Committee on the proper form.
  3. If it is decided to nominate someone from another state, proceed as follows:
    - i. Write to the President of that state society informing him/her of the intention to request permission from the individual to submit his/her name.
    - ii. Write to the person being considered, asking permission to submit his/her name.
    - iii. If permission is granted, submit the name to the Chair of the ASCLS Nominations Committee on the proper form.
  4. Observe deadlines for submission of nominations as printed on the ASCLS form.
- E. A written report is to be given at the House of Delegates of ASCLS-WA.
1. The President of ASCLS-WA will issue a deadline for these reports to be sent to the Secretary of ASCLS-WA for duplication. Do we need to fix this on every position?
  2. If the report is not in on time, the chair is responsible for having the requested number of copies ready for duplication at the House of Delegates.
  3. One copy of the report is to be filed in the Committee Handbook.
- F. Send copies of all official correspondence to the President and the President-Elect.

**NOMINATIONS AND ELECTIONS COMMITTEE TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity</b>	<b>Approximate Time Commitment</b>
Fall/Winter	Solicit nominees	2 hours total each member
January	Submit names to Board of Directors – advertise 30 days before election in newsletter or online	

**P.A.C.E. ADMINISTRATOR**

**PURPOSE**

The P.A.C.E. Administrator shall have the responsibility of reviewing all continuing education sessions offered in the state of Washington and granting P.A.C.E. approval to appropriate sessions. The P.A.C.E. Administrator shall process all requests for P.A.C.E. approval received from Washington district societies and/or individuals. Documentation of these sessions shall be sent to ASCLS in accordance with P.A.C.E. Procedures and Policies. A copy of the documentation of P.A.C.E. approved sessions shall be maintained for a period of three years in the State of Washington.

## **DUTIES**

The duties of the P.A.C.E. Administrator include:

- A. The P.A.C.E. Administrator shall file an application for Administrator status with the ASCLS P.A.C.E. Committee prior to the program year (January 1).
  1. Application for Administrator status is only required once for each individual.
  2. The individual making application as P.A.C.E. Administrator shall meet the qualifications established by ASCLS.
  3. The P.A.C.E. Administrator shall file an application for provider status at the same time as applying for Administrator status unless the organization has previously been a provider and there is just a change of Administrator.
- B. Renewals for provider status will be received from ASCLS in November of each year.
- C. The Provider Administrator shall establish a mechanism for district societies and/or individuals in the State of Washington to request approval for continuing education sessions.
- D. The Provider Administrator shall establish guidelines to include as follows:
  1. The time frame a request must be received in order to grant approval (generally 30 days),
  2. A mechanism for requesting approval of P.A.C.E. programs,
  3. A format for the program announcement,
  4. Instructions for writing appropriate objectives,
  5. A standard evaluation form for evaluating sessions,
  6. A mechanism for circulating and completing the roster and evaluation summaries,
  7. The mechanism for calculating contact hours, and
  8. Instructions for the return of completed rosters and the program summary.
- E. Upon approving said session(s) the Provider Administrator shall assign a P.A.C.E. number and contact hours. The Provider Administrator shall prepare a roster, evaluation, and evaluation summary forms and send these to the session(s) contact person along with the requested number of P.A.C.E. certificates and P.A.C.E. Stickers.
- F. The Provider Administrator shall review all continuing education sessions for appropriateness and assure that the announcement meets ASCLS P.A.C.E. committee standards. The Provider Administrator shall review all Program request and Speaker credential forms for completeness and assure that correctly worded objectives are present. The Provider Administrator shall review the returned roster(s) and each session's evaluation summary.
- G. Quarterly, the ASCLS-WA Provider Administrator shall send a report of all sessions held during that quarter along with the announcements, rosters, and evaluation summaries.

## **RESPONSIBILITIES**

The P.A.C.E. Administrator shall submit a report to each ASCLS-WA Board meeting outlining current activities.

Any problems noted with sessions submitted for approval will be indicated in that report as well as discussed with the session contact person.

At the House of Delegates, a list of all P.A.C.E. approved programs shall be submitted to the President, President-elect and Secretary. The P.A.C.E. year is from January – December, so this report will encompass the preceding year plus information up to April of the current year.

The P.A.C.E. Administrator has the right to sit in on any session at no charge to access whether that session is being run in accordance with P.A.C.E. policies and ASCLS-WA guidelines.

## **P.A.C.E. ADMINISTRATOR TIME COMMITMENT EXPECTATIONS:**

Month	Activity	Approximate Time Commitment
May		
June / July		
August	Symposium Sessions PACE	3 hrs
September	Quarterly Report	1 hr
October		
November		
December		
January	Quarterly Report	2 hrs
February	Spring Seminar Sessions PACE	3 hours
March		
April	Quarterly Report	1 hr
May		
June		
July-August	Quarterly Report	2 hr
During the year	Individual Sessions	1 hr for each session generally average 15 individual sessions/year;

## SCHOLARSHIP COMMITTEE

### PURPOSE

This committee shall publicize and issue available scholarships in Clinical Laboratory Science for the Northwest Medical Laboratory Symposium and the ASCLS-WA Spring Seminar. This committee shall also send applications and information to Education Coordinators in Washington State for their students to apply for the Student Scholarships.

### DUTIES

The duties of the Scholarship Committee include:

- A. Student Scholarships
  1. Send information and application forms and deadlines to the Program Directors of the Training Programs in Washington State
  2. Interested students must apply by October 1 and be current members.
  3. There are two scholarships available, \$500 each be given depending on need, grades, experience and goals in Clinical Laboratory Science. The dollar amount and the number of scholarships given may be adjusted by action of the Board of Directors.
  4. Recipients should be chosen and notified by October 15. Checks will be issued as soon as possible after selection. The checks must be signed by the Treasurer of ASCLS-WA.
  5. Scholarships are awarded providing funds are available in the ASCLS-WA treasury.
- B. Seminar Scholarships (Currently called the Don Kuhn and Joyce Behrens Scholarship)
  1. Publicize the scholarships available in Washington State through the LabOratory newsletter and the ASCLS-WA website including the application form.
  2. Two scholarships are given for the Northwest Medical Laboratory Symposium and two are given for the Spring State Seminar.
  3. Each scholarship is up to \$250. The dollar amount and the number of scholarships given may be adjusted by action of the Board of Directors.

4. Scholarships are available for persons who are currently members of ASCLS-WA, currently in the work force, who would like to attend either the Fall or Spring seminars.
  - i. NWMLS
    1. The Fall deadline is September 15, to be chosen and notified by the deadline for registering for the Symposium.
    2. The funds will be awarded at the conclusion of the NWMLS upon receipt of expenditures not to exceed \$250.
    3. In the event of financial need, the money can be awarded at the time of registration to assure every person equal opportunity. The registration fee can also be billed to the State with travel being advanced for attendance.
  - ii. Spring Seminar
    1. The Spring deadline is March 15, to be chosen and notified before the registration deadline.
    2. Monies will be awarded at the conclusion of the Spring Seminar, upon receipt of expenditures not to exceed \$250.
    3. In the event of financial need, arrangements can be made prior to the seminar. Reimbursement will be made as soon as the expenditure vouchers are received.
5. The check must be signed by the Treasurer of ASCLS-WA. Scholarships are awarded providing funds are available in the ASCLS-WA treasury.
- C. Obtain contributions to the fund through the LabOratory from the district societies and any other available source, e.g. individual donors. Make such checks payable to the American Society for Clinical Laboratory Science - Washington Scholarship Fund, c/o the Treasurer of ASCLS-WA.
- D. A written report is to be given at the Board meetings of ASCLS-WA. One copy is to be filed in the committee handbook.
- E. A written report is to be given at the Annual meeting of ASCLS-WA.

The current copies of the scholarship applications are found on the ASCLS-WA website.

**SCHOLARSHIP COMMITTEE TIME COMMITMENT EXPECTATIONS:**

<b>Month</b>	<b>Activity</b>	<b>Approximate Time Commitment</b>
April	Submit article to LabOratory listing the Spring Seminar scholarship winners Complete Committee report for Board of Directors Meeting and House of Delegates	1 hour  ½ hour
May	Receive, review, and approve expense vouchers from scholarship recipients. Forward approved vouchers to the ASCLS-WA Treasurer for payment	½ hour
August	Set deadline (October 1) for the Student Scholarships and send applications to the Program Directors Set deadline for the NWMLS scholarship. Submit an article and application form to LabOratory. Place in NWMLS program if possible.	1 hour
September	Select committee members for the year	1 ½ hours

	Accept NWMLS scholarship applications and distribute to committee members for review. Select recipients of the NWMLS scholarships and notify the winners (include reimbursement guidelines)	
October	Accept student scholarship application and distribute to committee for review Select recipients of the student scholarships and notify the winners. Send the names to the ASCLS-WA Treasurer for disbursement of funds.	1 ½ hours
November	Receive, review, and approve expense vouchers from the NWMLS scholarship winners. Forward approved vouchers to the ASCLS-WA Treasurer for payment Submit article to LabOratory regarding NWMLS and student scholarship winners	1 hour
January	Set deadline for Spring Seminar Scholarship Submit article to LabOratory and include the application form. Place in Spring Seminar program if possible	½ hour
March	Accept Spring Seminar scholarship applications and distribute to committee for review. Notify recipients (include reimbursement guidelines).	1 hour

## **DEVELOPING PROFESSIONAL AND ASCENDING PROFESSIONAL ADVISOR**

### **TERM OF OFFICE**

The Developing Professional and New Professional Advisor is appointed for a term of 1 year.

### **QUALIFICATIONS**

The Developing Professional and Ascending Professional Advisor must be a current member of ASCLS.

### **PURPOSE**

Aid and advise the Developing Professional and Ascending Professional Representatives of their duties and responsibilities. Ensure that the Developing Professional and Ascending Professional Representatives are aware of the required jobs and deadlines. Assist in the selection of the Developing Professional and Ascending Professional positions.

### **DUTIES**

The duties of the Developing Professional and Ascending Professional Advisor are:

August

1. Remind the Developing Professional and Ascending Professional Representatives to submit reports on upcoming plans at the Summer Board Meeting.
2. Prepare Developing Professional/Ascending Professional Advisor report for Summer Board Meeting.
3. Attend Summer Board Meeting.

#### September

1. Contact the Program Directors of Washington State MLT and MLS Program to encourage students to become ASCLS Developing Professional members. Follow the current Developing Professional due reimbursement policy set by the ASCLS-WA Board of Directors.
2. Remind the Developing Professional and Ascending Professional Representatives to write a letter to Washington State MLT and MLS students about becoming Developing Professional Representatives.
3. Speak to students of MLT and MLS programs about becoming Developing Professional members (accompanied by the Developing Professional and Ascending Professional Representatives).
4. Encourage Developing Professional and Ascending Professional Representative to plan Developing Professional forum for NWMLS, working with NWMLS committees.
5. Assist Developing Professional and Ascending Professional Representative in promoting Developing Professional forum at the NWMLS.
6. Arrange a meeting with the Developing Professional Representative and Ascending Professional Representative to discuss planning a student session at the ASCLS-WA Spring Seminar. This must be coordinated with the General Chair and the Program Chair for the following year's Spring Seminar.

#### October

1. Remind the Developing Professional and Ascending Professional Representatives to submit Fall Board report at the NWMLS and plan to attend the meeting..
2. Prepare Developing Professional/Ascending Professional Advisor report for Fall Board Meeting.
3. Attend Fall Board Meeting at the NWMLS.

#### November - December

1. Work with Developing Professional and Ascending Professional Representatives to plan a student session at the Spring Meeting
2. Review Developing Professional Representative application.

43

#### January

1. Remind the Developing Professional and Ascending Professional Representatives to attend and to give a board report at the Winter Board meeting, including final details of Developing Professional session for Spring Seminar.
2. Prepare Developing Professional/Ascending Professional Advisor report for Winter Board Meeting.
3. Attend Winter Board meeting.

#### February

1. Send out Developing Professional Representative applications to MLS/MLT Program Directors.
2. Remind the Developing Professional and Ascending Professional Representatives to write a letter to Washington MLT/MLS students about Developing Professional Session and forum at the Spring Seminar.
3. Finalize last details with Spring Meeting Seminar Committee for Developing Professional forum.

#### March

1. Interview and select upcoming Developing Professional Representative.
2. Send letter of congratulations to new Developing Professional Representative. Outline responsibilities and duties expected for the coming year.
3. Remind the current Developing Professional and Ascending Professional Representative to organize a student forum for the Spring Meeting.
4. Remind the Developing Professional and Ascending Professional Representative to create suggestion box/survey at Spring Meeting for improvements for the next year.

#### April

1. Remind the Developing Professional and Ascending Professional Representatives to attend and give board reports at the Spring Board meeting.
2. Prepare Developing Professional/Ascending Professional Advisor report for Spring Board Meeting.
3. Oversee student forum and session at the Spring Seminar.
4. Arrange meeting with the new Developing Professional Representative to familiarize him/her with ASCLS-WA.
5. Attend Spring Board and ASCLS-WA House of Delegates Meetings

#### May-July

1. Assist new Developing Professional and Ascending Professional Representatives with arrangements for ASCLS National Meeting.

## **DEVELOPING PROFESSIONAL DELEGATE**

### **TERM OF OFFICE**

The Developing Professional Representative is elected for a term of 1 year.

### **QUALIFICATIONS**

The Developing Professional Representative must be a current Developing Professional member of ASCLS. Student shall be enrolled in an accredited college or university or MLT/CLS program in Washington State.

### **DUTIES**

The duties of the Developing Professional Representative are:

#### **A. Meetings**

1. Attend the ASCLS-WA Board and House of Delegates Meetings
  - i. Fall Board Meeting- Held in conjunction with the Northwest Medical Laboratory Symposium
  - ii. Winter Board Meeting - Conference call
  - iii. ASCLS-WA House of Delegates - Held in conjunction with the Spring Meeting
  - iv. Summer Board Meeting - To be announced
2. Encourage attendance at the ASCLS national meeting as the ASCLS-WA Developing Professional Delegate.

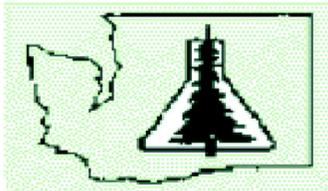
**B.** Encourage clinical laboratory science students in their final year of an accredited program in Washington State to join as Developing Professional members.

**C.** Work with the Ascending professional Representative and the ASCLS-WA program committee in the fall to plan one 3-hour session with student appeal for the Spring Meeting. In addition, work with the Ascending Professional Representative to contact all clinical laboratory science program directors in Washington State to invite students to attend the ASCLS-WA Spring Meeting.

D. Promote ASCLS to students throughout Washington State

E. Following successful completion of the year as Developing Professional Representative, continue as the Ascending Professional Representative.

**EXAMPLE LETTER FOR DEVELOPING PROFESSIONAL DELEGATE SELECTION follows on next page:**



## American Society for Clinical Laboratory Science - Washington

January (Current year)

Dear Clinical Laboratory Science Student,

ASCLS–WA has an available position on the board, the Washington State Student Representative. This is an exciting opportunity for you to be involved and make a difference in the future of your profession! If you are interested in determining the direction of clinical laboratory sciences and encouraging students in programs throughout Washington to actively participate in ASCLS, then we urge you to submit an application to the ASCLS-WA board by February 28 (Current year). The duties and responsibilities are listed below.

Selection will be made by a committee appointed by the ASCLS–WA Board by March 15 (Current year). Installation will be immediate and you will be able to participate at the (Current year) Spring Seminar meeting in (Location of meeting), WA. The meeting will be held on the evening of Friday, April (Date and year of meeting).

### **Criteria for applying for ASCLS-WA Developing Professional Representative position:**

1. Student shall be in an accredited college or university or MLT/MLS program in Washington at the time of application.
2. Student shall be a current Developing Professional Member of ASCLS (ASCLS – WA pays for memberships for students in the final year of a program.)

### **Developing Professional Representative responsibilities will be as follows:**

1. Attend the ASCLS–WA Board and House of Delegates Meeting held in conjunction with the State Meeting. Note: The student selected may need to arrange travel time with her/his program director in order to attend this meeting.
2. Possibly attend the ASCLS national meeting as the ASCLS–WA Developing Professional representative. The national ASCLS meeting will be in (City, state of meeting) (Dates of meeting and year).
3. Encourage clinical laboratory science students in their studies at an accredited college or

university program in Washington State to join as Developing Professional members. ASCLS – WA pays for membership (up to \$5.00 or describe what has happened for the past year) for students in the final year of a program.

4. Work with the Ascending Professional Mentor/Advisor and ASCLS–WA State Meeting Program Committee in the fall to plan one 3-hour session with student appeal for the (Next year's meeting year) ASCLS–WA Spring Meeting.

5. Contact all clinical laboratory science program directors in Washington State to invite students to attend the ASCLS – WA Spring Meeting, referencing the session planned in #3.

6. Continue as Ascending Professional Representative following the Ascending as Developing Professional Representative. You will assist and mentor the new Developing Professional Representative in his/her duties and may also have the opportunity to attend the following ASCLS national meeting.

An application is attached. If you have any questions about the responsibilities of this position, please email (include name of current advisor) ASCLS-WA Developing Professional Representative Advisor, at (email address).

We hope you will find this an exciting opportunity and look forward to your application.

Sincerely,

ASCLS-WA

## **WEBMASTER**

### **PURPOSE**

There is increased use of the society's website as a mode of communication, not only for general news, but also for information relative to the Spring Seminar and NWMLS. Optimally this position should be filled by a member that also coordinates with those working on the seminars (Spring and NWMLS).

### **DUTIES**

The duties of the Webmaster include:

4. Contract with a hosting company for web space to maintain the website. The level of service should be adequate for the functions of the website, as well as allow a password protected directory for seminar handouts. There are a variety of companies, so periodic review of what is available is recommended.
5. Maintain the domain name, current [www.asclswa.org](http://www.asclswa.org). The domain name fee may be paid annually or in some cases may be paid for multiple years.
6. Set up the website using HTML5 and CSS3 standards. This can be done using direct coding or by using a software package to design and maintain the website. There are a variety of learning opportunities for an individual to learn coding, as well as templates for setting up a basic website.
7. Coordinate with the general chair of the Spring Seminar and the NWMLS to obtain a pdf version of the program book to be posted.
8. Coordinate with the seminar's handout committee chair to obtain handout information for posting in a password protected portion of the website.
9. Set up emails for periodic communication with the membership. The LabO is currently only available electronically, so for each edition the publication needs to be posted in pdf format and an email sent to current members re its availability.
10. Post information as requested by the ASCLS-WA President.
11. Maintain several sections of the website so information can be easily found.
12. Maintain all links so they are correct and current.
13. Annually update the officer/committee page to include names and email links

### **RESPONSIBILITIES**

The Webmaster shall submit a report to each ASCLS-WA Board meeting outlining current activities. Because of the time sensitivity of some information, especially in the time leading up to the seminars, the Webmaster shall make requested changes to the website as soon as possible, preferably within one day of receiving a request.

While the function of Webmaster can be contracted out, it is strongly recommended that an ASCLS-WA member be utilized because of the ongoing need to keep the website updated. There are adequate sources available to learn web site setup and coding. Software programs vary from the more sophisticated Dreamweaver to a program such as Muse that writes code in the background. Some groups use WordPress, which can be used, but had limited functionality for a full website.

## WEBMASTER TIME COMMITMENT EXPECTATIONS

Month	Activity	Approximate Time Commitment
May	Update website	2 hrs
June/July	Update website for NWMLS	5 hrs
August	Update website	1 hr
September	Update website including posting of handouts	5 hrs
October	Update website	1 hr
November	Update website	1 hr
December	Update website	1 hr
January	Update website for Spring Seminar	5 hrs
February	Update website	1 hr
March	Update website including posting of handouts	5 hrs
April	Update website	1 hr

## PAC – POLITICAL ACTION COMMITTEE

### PURPOSE

The ASCLS Political Action Committee is a voluntary non-profit organization created to provide financial and educational support for the election campaigns of responsible candidates for Congress. Each of the regional representatives (10) serve as Trustees, representing each of the ASCLS regions. These regional representatives work with their states to solicit contributions to the ASCLS/PAC.

### DUTIES

The duties of the state PAC Chair are as follows:

- A. Work with national to get items with assigned contribution values to be available at the regional and state meetings. The regional representative can be your contact for these items.
- B. At meetings, put out information on legislative actions (from Legislative Day for the spring meeting) or other information that the national committee has developed.
- C. When receiving contributions, the following applies:
  1. Keep track of contributions and donor information. Give receipt if requested.
  2. For contributions of \$200 or more, name and facility that you work in must be reported. The amount can change so contact your regional or national PAC representative to find out what the current amount is.
  3. There are strict timelines on when these funds need to be submitted.
  4. Follow all rules on PAC contributions as listed on the ASCLS website
  5. Refer to the ASCLS website for information, posters, brochures and other helpful hints.